

## Summer Language and Culture Institute 2018

- Purpose:** Provide district staff the opportunity to participate in a local language and cultural institute intended to help refine their Spanish skills and to introduce them to the local Hispanic culture and people.
- Dates:** Monday – Friday, June 18th – July 3rd
- Time:** Spanish classes: 9:00 – 12:00  
Cultural activities (including lunch): 12:00 – 3:00
- Cost:** \$400. This needs to be paid to the district. You can pay by check (made out to the Salem-Keizer School District) or cash, sorry no credit card option.  
Please mail your payment and registration form to:  
Salem-Keizer Public Schools (Attn: Steve Nelson)  
2450 Lancaster Dr NE  
Salem, OR 97305  
OR bring your payment to the district office, attention Steve Nelson OR send it to LPC (district offices) via inter-departmental mail, attention Steve Nelson.
- College Credit:** (Optional) 4 credits through Western Oregon University. Cost: \$60 a credit/\$240 total. Registration information will be sent out at a later date.
- PDU** The Summer Language and Culture Institute is worth 72 PDUs for licensed staff. This course will automatically be added to your transcript on the District's Academy for Teaching and Learning.
- Attendance Requirements:** The expectation is that participants will attend both the morning language sessions and the afternoon cultural sessions. Registration preference will be given to those participants who commit to the full program. If a participant is only able and/or interested in attending the language portion of the Institute they should contact Steve Nelson ([nelson\\_steve@salkeiz.k12.or.us](mailto:nelson_steve@salkeiz.k12.or.us)) in order to check on available spots.
- Tuition Reimbursement:** The \$400 cost of the Institute and the tuition costs for college credit (\$240) are eligible for tuition reimbursement through the district. In order to get reimbursed for the cost of the Institute and the College Credit, through the District's tuition reimbursement program, you must complete the full course. Two absences from each of the sessions (morning Spanish instruction and afternoon cultural activities) will be allowed.

**Licensed staff:** The Institute should be identified as a “workshop” and the college credit as a “course.” Please submit two separate forms. Summer term tuition reimbursement forms must be submitted by Friday, May 18<sup>th</sup>.

**Classified staff:** Submit Section A of your reimbursement form. The proof of payment and attendance will be provided at the end of the Institute.

Please go to the following link to submit the required forms (certified, administrative and classified staff):

<https://salkeiz.sharepoint.com/departments/k12/SitePages/Tuition%20Reimbursement.aspx>

**Location:** Salem-Keizer Coalition for Equality Offices (3850 Portland Rd NE, Salem, OR 97301) NOTE: Some of the afternoon cultural activities will involve Salem area travel.

**Spanish Instruction:** Three levels of Spanish instruction will be offered (beginner, intermediate, advanced). Spanish classes will be taught by district staff who are native speakers of Spanish. Please go to the following site and take the FREE Placement test to determine your level. Email Steve Nelson ([nelson\\_steve@salkeiz.k12.or.us](mailto:nelson_steve@salkeiz.k12.or.us)) with your identified level or include it on your registration form.  
Placement test site: <http://www.lengalia.com/en/placement-test.html>

**Cultural activities:** The daily cultural activities will be coordinated by the Coalition for Equality Staff. The cultural activities will include a lunch and then an activity, field trip or presentation that will help educate participants on the local Hispanic community.

**Childcare:** Childcare for children ages 3 – 12 will be available onsite. The cost for childcare is \$250 for the Institute; this includes the cost of lunch. If you are interested in the childcare option, please include that on your registration form.

**Questions:** If you have any further questions please email Steve Nelson ([nelson\\_steve@salkeiz.k12.or.us](mailto:nelson_steve@salkeiz.k12.or.us)).