

2018-19

Salem-Keizer Public Schools

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

ELEMENTARY PARENT

handbook



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

OUR VISION

All students graduate and are prepared for a successful life.

OUR MISSION

In partnership with the community, we ensure that each student will have the essential knowledge, skills and attitudes to be a lifelong learner, a contributing citizen and a productive worker in a changing and increasingly diverse world.



Salem-Keizer Public Schools | District 24|

2018-19 Strategic Plan

Salem-Keizer Public Schools is committed to the academic growth of each and every student.

We believe equity is both a process and an outcome intended to eliminate the opportunity gap for all students.

Improve Student Achievement

- 1** Implement K-5 core instruction in literacy and math emphasizing foundational skills, English language development and targeted biliteracy in Spanish using high-leverage strategies for instruction and student engagement.
- 2** Prepare all students to be career and college ready by implementing a rigorous, aligned 6-12 curriculum that includes the use of educational systems such as Advancement Via Individual Determination (AVID), Equal Opportunity Schools (EOS) and Career and Technical Education (CTE) programs.
- 3** Develop a Multi-Tiered System of Support (MTSS), which includes both Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS), and develop proficiency using a new early warning data system for dropout prevention and improving attendance.
 - Expand the use of RTI systems using assessments to inform Data Teams in implementing academic interventions.
 - Continue the phased implementation of PBIS to include strategies for Tier 2 and Tier 3 within a framework for social emotional learning.

Support Student Achievement

- 4** Implement action plans designed by special education workgroups in the areas of behavior, teaching and learning, family engagement, and district resource and program alignment.
- 5** Provide standards-based, data-driven professional learning for all employees to include culturally responsive practices and job-embedded instructional mentoring for teachers.
- 6** Analyze recruitment, hiring and induction strategies through enhanced HR metrics in order to increase organizational efficiency and diversity in our workforce.
- 7** Continue to implement community engagement strategies in support of short- and long-range facilities plans to address student enrollment and program needs.
- 8** Enhance and expand internal communication processes.

www.salkeiz.k12.or.us

Salem-Keizer Public Schools

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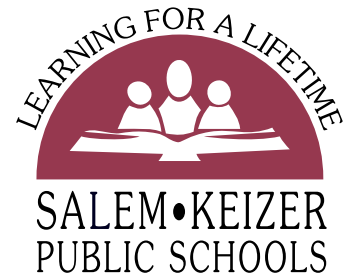
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2018-19 Calendar for Parents

The following calendar lists key dates for Salem-Keizer Public Schools. Please note that individual schools might have additional key dates, so check with your local school.



Key Dates for 2018-19

☐ These are the key dates for the 2018-19 school year listing no school days, district office closures and other significant dates.

- Sept. 4:** First day for grades 6 and 9
- Sept. 5:** First day for grades 1-5, 7-8, 10-12
- Sept. 12:** First day for all Kindergarten
- Oct. 11:** No school for 6-12 grade students
- Oct. 12:** No school
- Nov. 2:** No school for K-5 grade students
- Nov. 12:** No school and district offices are closed
- Nov. 19-23:** No school for all students
- Nov. 22-23:** District offices are closed
- Dec. 24-25:** District offices are closed
- Dec. 24-31:** No school - Winter Break
- Jan. 1-4:** No school - Winter Break
- Jan. 1:** District offices are closed
- Jan. 21:** No school and district offices are closed
- Jan. 25:** No school
- Feb. 18:** No school
- Mar. 8:** No school
- Mar. 21-22:** No school
- Mar. 25-29:** No school - Spring Break
- April 26:** No school
- May 27:** No school and district offices are closed
- June 5-7:** High school graduation
- June 11:** Last day for K-5 grade students
- June 12:** Last day for 6-11 grade students

February 18 and June 17-19: Designated as make-up for emergency closure days called by Superintendent.

For additional calendars, please visit the district website at <http://www.salemkeizer.org/content/calendar>.

September 2018				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OFFICE HOURS

Office hours are different at each school. Please visit www.salkeiz.k12.or.us for school hours. If you have an emergency before or after school hours, please call Elementary Education at 503-399-2632.

2018-19 CALENDAR OF EVENTS

September 5	First Day of School – Grades 1-5
September 5-7	No Kindergarten – Primary Literacy Assessment
September 10-11	Kindergarten Transition
September 12	First Day of Kindergarten
October 12	No School – Statewide Inservice Day
November 2	No School – Elementary Grading Day
November 12	No School – Veterans Day
November 19-20	No School – Grades K-5 – Conferences
November 21	No School
November 22-23	Thanksgiving Holiday
December 24 - January 4	Winter Vacation
January 21	No School – Martin Luther King, Jr. Day
January 25	No School – Staff Development
February 18	No School – Presidents’ Day
March 8	No School – Elementary Grading Day
March 21	No School for Grades K-5 – Conferences
March 22	No School
March 25-29	Spring Vacation
April 26	No School – Staff Development
May 27	No School – Memorial Day
June 11	Last Day of Elementary School –Grades K-5

PROGRESS REPORT/CONFERENCE SCHEDULE FOR ALL ELEMENTARY SCHOOLS

1. PROGRESS REPORT CONFERENCES (NOVEMBER 19-20, 2018)

- Parent-teacher conferences for **ALL** students will be held.
- November 2 is a report writing day. There will be no school for elementary students.
- The schedule form will be sent to parents at least three days before the conference.
- November 19-20 are conference days for students in grades K-5. Students will not attend school.

2. SECOND REPORTING PERIOD (MARCH 20-21, 2019)

- March 8 is a report writing day. There will be no school for elementary children.
- Progress reports will be sent home prior to the scheduled conferences.
- March 21 is a conference day for students in grades K-5. Students will not attend school.

3. FINAL REPORTING PERIOD

Final progress reports will be mailed home in June.

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

For further information, contact the principal of your school.

EDUCATIONAL PROGRAM

INSTRUCTIONAL PROGRAM

A planned program is presented in the following areas:

Art	Health	Music	Social Studies
Cultural Diversity	Human Sexuality	Physical Ed.	Spelling
English	Library Skills	Reading	Technology
Guidance	Mathematics	Science	Writing

In addition, several studies of a more general nature are integrated:

Career Education	Economic	Research Skills
Citizenship	Education	Social Development
Drug Education	Family Life Education	Work Habits

PROGRESS REPORTS

The first parent/teacher conferences will occur in November to share the first progress reports with parents. The two remaining progress reports are written evaluations of progress, unless other conferences are requested by the teacher or parent.

The conferences will be scheduled ahead of time, allowing you an opportunity to make necessary plans.

We encourage you to schedule conferences at any point you see a need during the year.

Our staff is eager to keep you informed of your child's progress. We will keep you informed by occasional notes, phone calls and through other announcements.

HOMEWORK

Each school will develop, publicize and implement homework procedures to assure that:

- Homework is consistent with the goals and objectives of the district curriculum as well as with community values.
- Homework is consistent with the maturity, achievement level and ability of the student.
- Each student is instructed in appropriate study skills to aid success in homework assignments.
- The student and, where necessary, parent are given sufficient instructions for the homework to be completed without further directions from the school.
- The teacher makes provision for the prompt evaluation of the homework and notifies the student of the results.
- The student and parent understand that homework is an integral part of the course of study, and that there are rewards for accomplishments and consequences for failure to complete assigned homework.

SUPPORT PROGRAMS AND SERVICES

In addition to our regular educational programs, the following are offered to help meet the needs of students, parents and the community:

FREE AND REDUCED MEAL PROGRAM

Free or reduced priced breakfasts and lunches are available for students in grades K-12 for families that qualify under federal guidelines. Contact your school office or the Food Services office for specific details on eligibility and how to apply.

SPECIAL EDUCATION

Students with disabilities who qualify for Special Education Services are provided specially designed instruction to support access and progress in their educational program.

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.

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).

BAND/ORCHESTRA

Services of an orchestra or band specialist are available to elementary students who wish to learn a string/orchestra instrument (grades 4 and 5) or a band instrument (grade 5). Beginning instruction for string instruments is not offered past the elementary grades. Beginning band instruction beyond the elementary grades is dependent on location.

TALENTED AND GIFTED

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

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.

MIGRANT EDUCATION

Supplemental instructional support services are provided to students who qualify for migrant education (under federal guidelines). Accident insurance, summer school, free lunch and resources to social services are among some of the benefits that are available to migrant students ages three to 21.

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

INDIAN EDUCATION

Indian Education provides services for American Indian and Alaska Native students. These opportunities include culturally based academic enrichment throughout the school year that include: family literacy and culture nights, tutoring, college and scholarship information, and support at school meetings. In addition, elementary and secondary students are given opportunity to engage in cultural and academic summer programming for three weeks. Parents of Native students meet multiple times per school year at

Parent Advisory Committee meetings to provide input on program activities and to plan the annual Eagle Feather Graduation Celebration, a cultural graduation for Indian Education students. For further information, please access the Indian Education webpage at www.salemkeizer.org/departments/indian-education or call 503-399-5512 to speak with one of our staff.

TITLE I

Schools are deemed eligible to receive Title I 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.

STUDENTS IN TRANSITION EDUCATIONAL PROGRAM (S.T.E.P.)

The goal of STEP is to ensure that students have opportunity to enroll in school and access educational and extracurricular activities regardless of the permanency of their living situation. The act, known as McKinney-Vento, 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 access the STEP department webpage at <https://salkeiz.k12.or.us/step/> or call 503-391-4060 to speak with a staff member.

K-5 GENERAL SCHOOL INFORMATION

KINDERGARTEN READINESS

Parents can help students prepare for kindergarten by helping them:

- Hold a pencil, crayons and scissors correctly
- Practice writing his/her name
- Learn the ABCs and how to count to 20
- Name and identify basic shapes, such as square, triangle and circle
- Learn how to take turns and share with others

Please Note: Students are expected to be able to use the bathroom and wash hands independently at school.

ABSENCES

Schools are held accountable for student attendance, but more importantly, regular attendance is crucial for student success. Many of the lessons at school require direct instruction that can't be replicated through worksheets or reading assignments. Therefore we ask the following:

- Make regular attendance a priority in your family.

- Plan family vacations during school vacation periods if at all possible. If this is not possible, contact the school well in advance to get written assignments.
- When your child is tardy or absent, send a written explanation within three days of the absence. This helps the classroom teacher provide for a successful transition back into school. Illness, medical appointments and family emergencies are considered to be excused absences.
- Call before school starts to avoid receiving the autodialer attendance call.
- Please schedule private lessons (music, dance, etc.) outside of the school day.
- Babysitting, newspaper routes or other student work should not interfere with student attendance at school.
- If your child is ill for an extended period (over three days), please call the school and let them know. Work may be assigned and collected in order to prevent the student from falling behind in class.

BALLOONS, FLOWERS, ETC.

Balloons, flowers, candy, stuffed animals, etc. will not be delivered to students during class time. All items must be delivered to the main office and the student will be called to the office at the end of the day to collect the item(s).

Please keep in mind that due to possible allergies of other students in the classroom, some items may only be picked up as the child is leaving the building. Transportation does not allow balloons to be taken on the school buses, so please keep this in mind.

DISMISSAL-STUDENT PICK UP

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.

It is your responsibility, as the parent or guardian, to pick up your children at the appropriate time. If you are experiencing some difficulty, PLEASE call the school and let us know so we can assist.

If you do not pick up your child in the allocated time, the necessary authorities will be called.

STUDENTS TRANSPORTED BY BUS

Afternoon bus riders, including kindergarteners, may walk home from their bus stop. Parents will need to decide about meeting their student at the bus.

Any students who appear confused or are unable to be delivered will be brought to the Transportation Department at 998 Hawthorne Ave NE and emergency phone numbers will be used to arrange pick up with a parent or guardian. For any student not picked up at the Transportation center (bus garage) by the close of the business day, DHS or the police will be notified and involved.

FIELD TRIPS

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) DISCLOSURE

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. 34CFR 99.35; OAR 581-021-0370.

INTERNET USE POLICY

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

LIBRARY MEDIA CENTER

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

Lost and found articles are usually taken to a location near the office. An attempt will be made to return items to the rightful owner. You can help this process by **marking all articles your child brings to school**. Call the school about any lost item. We encourage you to check the lost

and found area when you visit school. Items left behind for an extended period of time will be donated.

APPROPRIATE FOOTWEAR

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

PERSONAL ITEMS

Students should not bring personal items (electronic devices, toys, games, jewelry, etc.) from home except to share for Show and Tell. The district does not take responsibility for students' personal items being lost or stolen.

PARENT RIGHTS

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

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

SPECIAL EDUCATION

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

CHILD FIND

All students, birth through 21 years of age, may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education. Services are specifically designed based upon the individual needs of the student. For infants and children to age five, services may be available through the Willamette Education Service District. For students, age 5 through 21, services are available through Salem-Keizer School District. Every school

in the Salem-Keizer School District has a pre-referral team of school personnel. Parents or guardians may contact administrators, counselors or the student's teacher(s) for referral information specific to the individual school. Families, school personnel, preschool providers, Early intervention/ Early Childhood Special Education staff, physicians or any community agency may refer a student for services.

SPECIAL EDUCATION-UNILATERAL PARENTAL PLACEMENT INTO A PRIVATE SCHOOL

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

PHOTOS/VIDEO EXCLUSION

Salem-Keizer Public Schools often take photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. If you **do not** want your child photographed or videotaped while at school, please send a written notice to your child's school office as soon as possible after registering your child. **If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.**

REGISTRATION

Any child who is five years of age on or before September 10, may enter kindergarten in September. Any child who is six years of age on or before September 10, may enter grade one in September. A birth certificate, immunization records and proof of address are required for enrollment. During the spring of each year, parents are asked to register students for the following school year. Registration forms will be sent home with students and are available in the school office.

If you were not able to furnish all information required on the registration form, such as doctor, neighbor or a telephone number, please call the school as soon as possible so that we may complete our records. It is vital that the school office is current on this information for students, especially in an emergency situation. **Please call whenever you have a change of address, home phone, employment or emergency contact person.**

RELEASING CHILDREN DURING THE SCHOOL DAY

Students are to remain under the supervision of school staff during regular school hours.

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

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

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

SCHOOL BREAKFAST/LUNCH PROGRAM: GRADES K-5

LUNCH PROGRAM

Salem Keizer Public Schools participates in the National School Lunch, Breakfast, and After School Supper Program. This includes Summer, Winter and Spring meal programs as well.

Students are offered as many as four lunch entrée ‘choices’ per day, as well as a variety of fresh fruits and vegetables, and milk.

All schools are on a computerized meal tracking system. All students are issued a ‘cafeteria account’ when enrolled in Salem Keizer School District. This account will be theirs through grade 12. Any year end balances will forward to the next year. Parents can deposit money into their students account at any time during the school year. The account may be used to purchase one meal per day for breakfast and lunch. Food and Nutrition Services, Students Accounts Department will remind parents of low balances; however, it is the responsibility of parents to have enough money in their account to purchase a meal.

Parents may check their student’s balances online at: www.salkeiz.k12.or.us and click on **Parents; click on Apply, Pay, View School Meals; click on EZSchoolPay.** (Using the electronic deposit method includes a small convenience fee.) Parents without internet access may request an Account Statement to be printed and sent home from Student Accounts (503) 399-3091 EXT 202603.

BREAKFAST PROGRAM

All schools in the Salem Keizer School District offer breakfast. Contact your school to find out when breakfast is served.

FREE OR REDUCED PRICE BREAKFAST AND LUNCH

Salem Keizer Public Schools offers free and reduced price breakfast and lunch to students that qualify under federal guidelines. Parents may apply for Free and Reduced

benefits anytime during the school year, especially if your income changes. **To apply for Free and Reduced Meals “Online”** (fastest way we receive it the next day):

No fees for this service.

Go to www.salkeiz.k12.or.us

Click on **Parents; click on Apply, Pay, View School Meals** Click on link under “How to Apply Online” where it says, **click here.**

It brings you to the Oregon Department of Education website to apply online, all you have to do is **click Apply, complete application and then hit submit.**

Paper Applications are available at your school, or by visiting the district website at www.salkeiz.k12.or.us and following these steps:

Click on **Parents; click on Apply, Pay, View School Meals PDF Application** (you have to print, fill out and send in) Click on the application form link for your preferred language.

Cold lunches may be brought from home. Milk is available to purchase for all students.

CHARGING SCHOOL LUNCHES

We feel that no student should go without a meal. When a student has exceeded the limit and has no funds, we will continue to provide a meal and charges will accrue in the students account.

2018-19 SCHOOL MEAL PRICES

Breakfast

Elementary Paid	\$1.15
Elementary Reduced	No Charge
Middle/High School Paid	\$1.25
Middle/High School Reduced	No Charge
Adult	\$2.35
Milk	\$.40

Lunch

Elementary Paid	\$2.50
Elementary Reduced	No Charge
Middle/High School Paid	\$2.90
Middle/High School Reduced	No Charge
Adult	\$4.00
Milk	\$.40

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410

fax: (202) 690-7442; or email: program.intake@usda.gov

This institution is an equal opportunity provider.

SCHOOL TELEPHONE

Students are not permitted to use the school telephone except for emergencies. Normally, neither teachers nor students will be called from the classroom to accept telephone calls except in emergencies.

TEXT MESSAGES FROM SCHOOL MESSENGER

Salem-Keizer schools and the school district use SchoolMessenger notification service to send important information to families through phone calls, emails and text messages.

If you added a cell phone number to your registration, you may receive an automated text message asking you to opt in to the SchoolMessenger text message service.

If you receive this text, **we encourage you to opt in to receive future messages from your school and/or the school district via text.**

To opt out of text messages from SchoolMessenger, visit <http://www.schoolmessenger.com/txtmsg/> or reply with STOP to the opt in message. If you first opt in, but change your mind later, you can opt out at any time. If you opt out of texts, you will still receive email and phone calls from your school and the district via SchoolMessenger.

The school district does not pay for text message charges you may incur for receiving texts from SchoolMessenger. Please check with your wireless carrier if you are unsure about possible charges. If you have questions about SchoolMessenger, please contact your school office.

VISITORS TO SCHOOLS AND CAMPUSES (INS-A024)

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

and pick up your visitor's badge. Don't forget to check out and return the badge when you leave

SSN

We are required by law to inform you about the use of student social security numbers. The following is provided for your information.

Providing your student's social security number (SSN) is voluntary. If you provide it, the district will use the SSN for record keeping, research and reporting purposes only. The district will not use the SSN to make any decision directly affecting your child or any other person. Your student's SSN will not be given to the general public. If you choose not to provide the SSN, your child will not be denied any rights as a student. Providing the SSN means that you consent to the use of the SSN in the manner described.

OAR 581-021-0250 authorizes school districts to ask you to provide your student's social security number (SSN). The SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The district and Oregon Department of Education may also match your student's SSN with records from other agencies and the SSN will be used only for statistical purposes as follows:

- The district and Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.
- State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.
- Other state agencies use the information to help state and local agencies plan education programs and training to help Oregon citizens get the best jobs available.

State and federal law protects the privacy of your student's records.

STUDENT RECORDS

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

- Parents or other persons in parental relationship of students, and eligible students, have the right to:

- Inspect and review the education records of the student
- Request amendment to education records
- File a complaint if the district does not comply with the Family Education Rights and Privacy Act
- Obtain a copy of district policy

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

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

TIME-OUT AREA

Schools may have a designated area near the office as a time-out area. The time-out area serves as a temporary location outside of the classroom for students whose

behavior is an infraction of the district’s discipline policy. It is sometimes necessary to remove a student from the classroom to a safe place with visible supervision, for an age appropriate amount of time, to control inappropriate behavior. It is essential that every effort is made to maintain the dignity of the student.

A consequence may be assigned the student and/or a behavior plan identified to help the student be successful in the classroom and/or on the playground.

WITHDRAWAL

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

HEALTH AND SAFETY OF CHILDREN

ACCIDENT/EMERGENCY

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

Students should report all accidents or injuries immediately to an adult. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will either summon emergency assistance, transport to Salem Hospital Emergency Room or contact the physician listed on the enrollment card. The parent/guardian will be notified of the emergency at the earliest possible time.

ATTENDANCE AT VARSITY SPORTING EVENTS

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

BUILDING SECURITY/STUDENT SAFETY

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

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

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

CONCUSSIONS

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).

DENTAL HOUSE BILL 2972

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 will be sent home to kindergarteners 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 SERVICES

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

DENTAL SCREENINGS

As part of the district's dental health education program, students may receive presentations on how to properly care for their teeth. In addition, students may receive a dental health screening by a dental health professional as part of this program. **If you do not want your child to participate in the dental screening, please notify the school in writing as soon as possible.**

EMERGENCY SCHOOL CLOSURE

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

Due to weather conditions or other emergencies that may occur during the school day, schools may need to be closed. 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. Contact your child's school for more information.

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

An Emergency School Closure Form is available at the school office. Parents are urged to furnish information to the school regarding where your child should be sent in the event of an emergency school closure. Then, please tell your child where he or she should go during an emergency school closure.

FIRE DRILLS/EARTHQUAKE DRILLS

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

ACTUAL INCIDENTS

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

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

LOCKDOWN PRIORITIES

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

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

1. Take measures to immediately ensure that all students and staff are safe.
2. Take measures to maintain the ongoing safety of students and staff.
3. Keep necessary communication lines open for further information and guidance from district security personnel as well as law enforcement.
4. Focus staff efforts on continually assessing and examining the situation-at-hand for changing circumstances that would suggest a greater threat or need for additional safety measures. This requires focused attention and presence of mind. Phone calls, texting or interruptions from sources unrelated to the situation compromise this task and jeopardize the safety of the students and staff.
5. Manage the anxiety and "emotional temperature" of students and staff to decrease further complications to the situation. Social media texting and incoming phone calls can interfere with this measure.

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

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

FIRST AID

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

HEAD LICE

Head lice are a nuisance and a chronic problem for students. Head lice infestation, or "pediculosis," is a school restrictable condition by law (OAR 333-19-015). We recommend that parents regularly monitor their students for head lice. Current research does not support the effectiveness of classroom or school-wide screenings. It has not been found to reduce the number of head lice infestations among school children. (*National School Nurse Association 2016*).

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

HEALTH INFORMATION

Salem-Keizer School District maintains a computerized health alert system. A health alert flags a health condition, which may affect a child during the school day.

HEALTH ALERT

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

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

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

Parents may obtain a copy of their student's health management plan from the school. Contact School 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.

ASTHMA

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

SEVERE ALLERGIES

A student who has a severe allergy may have the emergency medication epinephrine prescribed for use in the event of an exposure. All students with epinephrine prescribed must have a Severe Allergic Reaction Emergency Plan completed by their health care provider. This plan identifies the substance for which a student is allergic with specific instructions on the emergency treatment for a severe allergic reaction. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the doctor makes a change and the parent provides the new plan to the school.

HEALTH SCREENING

Elementary students will receive their vision screening by the Lions Foundation during the school year. **If you do not**

want your child to participate in the vision screening, please notify the school in writing as soon as possible.

Hearing screenings are provided for kindergarten students and supervised by our speech-language pathologists.

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.

SUN PROTECTION

Students are allowed the outdoor use of appropriate sun-protective clothing and hats.

Students may carry nonprescription sunscreen without documentation in their backpacks, pockets, purses, etc.

Staff may assist students in applying sunscreen when the student is unable to reach exposed areas.

Staff may not be liable in a criminal action or civil damages for application of nonprescription sunscreen.

ILLNESS

Children should stay at home, or may be sent home, for the following:

- Illness that prevents the child from comfortably participating in program activities.
- Student requires more care than school can safely provide.
- Fever over 101 degrees F (by mouth).
- Stiff neck or headache with fever.
- Vomiting or Diarrhea (3 loose stools in one day) not including students with documented chronic conditions that may otherwise cause these symptoms.
- Any rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- Colored drainage from eyes.
- Difficulty breathing or shortness of breath.
- Serious, sustained cough (spasms of cough, whooping,

periods of apnea).

- Skin or eye lesions or rashes that are severe, weepy or pus-filled and cannot be covered.
- Unusual behavior such as severe irritability, lethargy or sleepiness.
- Jaundice (yellow color of skin or eyes).
- Skin lesions that are “weepy” (fluid or pus-filled) and can’t be covered.

A child should not return to school after an illness until you are certain he/she is well. When your child returns, please send a written excuse stating the specific nature of the illness for the absence.

Children are not permitted to remain in the classroom for health reasons during PE or the noon hour.

IMMUNIZATIONS

Oregon Law (OAR333-19-020 to 090) requires that a student must have **one of each of the following vaccinations before initial enrollment:** measles, mumps, rubella (MMR), polio, diphtheria, tetanus, hepatitis B and varicella (chickenpox).

The following vaccines are additional requirements for specific grade levels: • Hepatitis A • TDAP

Parents must complete an Oregon Certificate of Immunization Status (CIS) form. **Students who are not in compliance with their immunizations will be excluded on a statewide exclusion day in mid-February.** They may not return to school until their immunizations are in compliance. Students may be exempted from receiving certain immunizations for medical conditions or non-medical reasons.

Immunization rates are posted twice each year on district and school websites within 30 days after:

*the start of school

*the February Exclusion Day

WHAT IF PARENTS HAVE QUESTIONS?

There is a question and answer sheet for parents available in English, Spanish, Russian, Chinese and Vietnamese at this website: www.healthoregon.org/immdata

IMMUNIZATIONS – OUT-OF-STATE

Parents of new students enrolling from out-of-state will have a 30-day period in which to send for their children’s records. The school will follow up after the grace period to see if these children are in compliance with the law. Students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school without evidence of having received the immunizations.

Students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school without evidence of having received the immunizations.

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:

- Training school personnel to meet the special health needs of students.
- Identifying students who are at risk for health emergencies.
- Teaching school staff to administer medications.
- Giving telephone advice to school personnel for care of ill and injured students.
- Working with the health department to control outbreaks of communicable diseases.

SCHOOL-BASED HEALTH ASSISTANTS

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

STUDENTS WITH SPECIAL HEALTH NEEDS

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

MEDICATION ADMINISTRATION PROCEDURE IN SCHOOL

Parents are encouraged to administer medication to their children before and/or after school hours. Prescriptions may be given at school only by trained staff. Parents are responsible for bringing the medication 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 can not be accepted.

PRESCRIPTION MEDICATIONS

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

MEDICATIONS

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

NON-PRESCRIPTION MEDICATIONS

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

Must have a signed parent/guardian permission that includes:

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

For non-prescription medication that is not approved by the Federal Drug Administration, a written order from the student's prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, a statement that the medication must be administered while the

student is in school, other special instructions and the signature of the prescriber is required.

STUDENT SELF MEDICATION

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

GET INVOLVED

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.

BUSINESS PARTNERSHIPS

Business Partnerships link schools with businesses, organizations, governmental agencies or service clubs. Contact any school you may wish to become a partner with.

SCHOOL VOLUNTEERS

Volunteers are an important part of the educational team in the Salem-Keizer School District. We invite each of you to share your time and talents. **Please do not bring any other children with you during your volunteer time.**

Volunteer opportunities are many and varied. Please consider one of the following:

- Mentor a child
- Tutor/Read with a child
- Mend a book, shelve library books
- Guest teach a class
- Share your occupation or hobby
- Supervise an after-school activity
- Help with a field trip, special event, fundraiser
- Serve on a committee such as LSAC, Site Council
- Provide a job shadow experience
- Or one of many other ways

To be eligible to volunteer in the Salem-Keizer School District, all individuals (including students) must complete and pass a criminal background check prior to working with students. Forms and more information can be found at <https://salkeiz.k12.or.us/volunteering>.

All volunteers should adhere to the same standard of dress and grooming that would be expected from staff. The school principal has the responsibility and authority to approve or deny any volunteer activity in his/her school.

BEFORE AND AFTER SCHOOL PROGRAMS

If your student is enrolled in a “before or after school program” and requires medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. See district policy for medication administration. Consult with the program director regarding specific health and safety needs for your student in these programs.

SCHOOL AND DISTRICT ADVISORY COMMITTEES

Citizens are encouraged to become actively involved in the district’s committees reviewing such topics as discipline policy, budget and school enrollment and growth. Each school has committees made up of parents and community members. They may consider involvement in teaching methods, curriculum development, long-range planning, traffic safety, building-level budget expenditures and establishment of criteria for personnel selection.

The district has many other advisory committees which assist administrators and the School Board in making decisions on district policies and procedures, such as the Citizens’ Budget Committee and Equity Issues Committee.

In addition, schools may choose to have separate parent-teacher organizations, booster clubs or community councils. These groups may work to improve the schools by raising money for projects and providing opportunities for children, parents, staff and neighborhood residents to work together and enjoy special events.

SITE COUNCIL

Each school has a Site Council which has a variety of responsibilities for overseeing school improvement efforts. The Site Council is composed of teachers, parents, classified staff, the building principal or designee and other members the district may designate (business leaders, students, community members-at-large). Among the duties of the Site Council are developing plans for staff development, revising and monitoring the school’s Comprehensive School Improvement Plan and administering staff development grants for professional development.

For more information call your local school or check our website at: www.salkeiz.k12.or.us

EVERY STUDENT SUCCEEDS ACT (ESSA) AND "RIGHT TO KNOW" NOTIFICATION

Important Information for Parents

In December 2015, the United States Congress passed the Every Student Succeeds Act (ESSA), a legislation package that updated a number of important notification opportunities and requirements for parents or guardians of students enrolled in a school that receives federal funds under Title I, Part A of the act.

If you are a parent or guardian of a student enrolled in a school receiving Title I funds, you have the right to request information regarding the professional qualifications of your student's teacher(s) and/or paraprofessional(s). If you wish to do so, please submit a written request for this information to your school's principal. Submitted requests will receive a written response within ten (10) school days from the date of receipt.

Information provided under this process is intended to strengthen the open and transparent communication established between our schools and the students, parents, and communities they serve.

TITLE I SCHOOL INFORMATION

Every Title IA school in the Salem-Keizer School District is required to provide the following opportunities for families to authentically engage and be involved in their student's school.

ANNUAL MEETING

Every Title IA school hosts an Annual Meeting for families to learn about the school's Title IA programs and requirements. Families will have opportunities to review and provide feedback in the following areas:

- Title IA School Status and Requirements
- Rights of Title IA Parents
- School Data

SCHOOL-PARENT COMPACT

Every school reviews the School-Parent Compact with parents annually. Each year the compact is distributed typically during the Fall Parent-Teacher Conference. Compacts are available on the school's website and in the school office all year for parents.

FAMILY INVOLVEMENT OPPORTUNITIES

Throughout the school year, Title IA schools provide multiple and varied opportunities and trainings for parents to continue to build their capacity to support their child in their school journey. Many schools have monthly parent meetings to discuss and solicit input on important decisions at the school.

The Salem-Keizer School District also provides a Title IA Parent Advisory Committee that meets periodically to provide families an opportunity to provide input, ask questions and receive updates on district and school policies. This includes the District Parent Involvement Plan.

PARENT INVOLVEMENT PLAN

Annually, each school reviews and updates the Parent Involvement Plan to reflect the needs of families and students attending school. Each year, Parent Involvement Plans are distributed to families, typically during the Fall Parent-Teacher Conferences. Plans are available in the school office and on the school's web page all year.

SUMMARY OF DISCIPLINE

(The full text of the District Policies and Procedures on Discipline, can be found in every district office or on the district website.)

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.
5. Enrolled in summer school and/or intersessions.
6. Off school premises when such conduct involves threats or harm to students, staff and/or district property.

In addition, the student may be referred to a school counselor, the CARE Team, the Youth Services Team or Threat Assessment Team.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
<p>Assault, Physical – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.</p> <p>Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.</p>	<ul style="list-style-type: none"> • A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been completed and may be reassigned to another class, classroom, or school. • Contact with parent. • Suspension for up to 10 school days. • Restitution. • Referral to law enforcement. • Continuing suspension and recommendation for expulsion. • Evaluation (mental health, counseling) at parent's expense.
<p>Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.</p>	<ul style="list-style-type: none"> • Contact with parent. • Conflict management meeting. • In-school suspension with a special project.
<p>Bullying, Harassment & Intimidation – Any act that substantially interferes with a person's educational opportunities or performance, that takes place on school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and that has the effect of knowingly placing a person in reasonable fear of physical harm or reasonable fear that damage may occur to the person's property; or creates a hostile educational environment which serves to distress, threaten, demean, annoy or torment another person.</p>	<ul style="list-style-type: none"> • Suspension for up to 10 school days, with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement. • Conference with parent prior to return of student to school. • Continuing suspension with recommendation for expulsion. • Evaluation at parent's expense.
<p>Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	
<p>Discriminatory Harassment - The belief that members of one race are superior to members of another race or ethnic group and the use of words, and/or actions to carry out those beliefs.</p>	

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
Insubordinate Behavior – Behaviors which are defined as insubordinate may include, but are not limited to: disobeying or defying the authority of district personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.	<ul style="list-style-type: none"> • Removal from classroom or any district activity. • Contact and conference with parent. • Detention, in-school suspension. • Suspension for up to 10 school days, with a special project or in-school suspension with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and a recommendation for expulsion.
Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Continuing suspension with recommendation for expulsion.
Look-alike Weapons – Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • In-school suspension. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement. • Continuing suspension and recommendation for expulsion.
Alcohol and Other Drugs – <u>Possessing, buying, use of, or being under the influence</u> of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or of any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	<ul style="list-style-type: none"> • Confiscation of item(s) related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Suspension, in or out of school, for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and a recommendation for expulsion. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u>
Alcohol and Other Drugs – <u>Selling, distributing or possession with the intent to sell</u> alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	<ul style="list-style-type: none"> • Possible recommendation for diversion.
Tobacco or Tobacco Products – Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco or tobacco products. This applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products (such as e-cigarettes and their contents).	<ul style="list-style-type: none"> • Confiscation of any item(s) related to the offense. • Contact and conference with parent. • Special project as assigned by administrator. • Suspension, in or out of school for up to three (3) days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement authority.
Attendance - Unauthorized absence – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> • Contact with parent. • Development of attendance contract to be determined by school administrator. • Detention or in-school suspension. • Referral to law enforcement authority. • Retention/failure to receive credit for course work.
Attendance - Tardiness – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> • Contact with parent. • Development of attendance contract to be determined by school administrator. • Detention or in-school suspension. • Retention/failure to receive credit for course work.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
Firesetting – Any act or attempted act of firesetting.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Restitution. • Removal from participation in school activities until restitution is made. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and recommendation for expulsion.
Computer Network and Internet – Any misuse or use of any network and/or internet system to threaten damage to district property or personnel or in any way sabotages or modifies district programs, the district’s computer networks and/or internet system, as defined in District policy INS-A004.	<ul style="list-style-type: none"> • Contact with parent. • Suspension or revocation of system privileges for minimum of 30 calendar days. • In-school suspension. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Permanent revocation of system privileges. • Referral to law enforcement. • Continuing suspension and recommendation for expulsion.
Property Damage and Theft – Deliberate or intentional damage to any district facility and property and/or theft of property belonging to the district or to another individual, including, but not limited to, improper care of books, locker and lock.	<ul style="list-style-type: none"> • Contact with parent. • Restitution. • In-school suspension. • Suspension for up to 10 days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Removal from participation in school activities until restitution is made. • Continuing suspension and recommendation for expulsion. • Referral to law enforcement authority. • Evaluation at parent’s expense.
Nonpayment of fees, fines, and/or restitution for damaged or lost property.	<ul style="list-style-type: none"> • Contact with parent. • Referral to collection agency and/or law enforcement.

SUSPENSION

Suspension is the temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or district-sponsored events and or activities, including athletics and access to school transportation, for not more than ten school days. A student, parent, or other person in parental relationship shall have two school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or designee. The Superintendent or designee will review the written record and/or may conduct an informal hearing, and render a written decision within three (3) school days from the notice of the appeal. A student, parent, or other person in parental relationship shall have the right to appeal the Superintendent or designee’s decision to the Board within two (2) school days from the receipt of said decision.

EXPULSION

Any student who violates district policies and procedures may be subject to expulsion. Expulsion is the removal by the School Board or its designee of a student from school building(s)/property, school transportation, and from participation in school activities for not more than one calendar year.

If students with disabilities and/or students who have current special education evaluations pending have committed an offense for which expulsion is a suggested disciplinary consequence, prior to this change of placement, a determination will be made as to whether the student’s misconduct is caused by the student’s disability or an inappropriate placement.

A student who has been recommended for expulsion will receive a hearing before a hearing officer; the hearing will be conducted pursuant to ORS 332.061 and in accordance with district policy and procedures as may be directed by the Superintendent. A student may be represented by legal counsel or other person at the student’s expense. The student, parent or other person in parental relationship shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits, which the district intends to submit at the hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits. The case shall be determined solely on the evidence presented at the hearing. The hearing officer shall render a decision in writing within 24 hours of the hearing. Within five school days of the receipt of the hearing officer’s initial decision, or seven calendar days if the expulsion decision occurs after school ends in June, the parent, other person in parental relationship, or the student if 18 years of age or over may request a Board review of the decision on a Notice of Appeal form developed by the Superintendent’s Office. The appeal shall be filed with the Office of the Superintendent.

DIVERSION

Upon recommendation of the school administrator, a student who has violated district weapons or drug/alcohol policy or rule may be given the option to participate in the District's Diversion Programs.

ALTERNATIVE EDUCATION

Students who have been expelled from the district will be notified of alternative educational programs designed to provide a variety of environments, times, structures and/or methods of instruction that they can participate in during the time they are expelled.

STUDENTS' RIGHTS AND RESPONSIBILITIES

ASSEMBLY OF STUDENTS

School District 24J recognizes the constitutional right of students to assemble. However, it should be noted that many schools are crowded, limiting the availability of space. Student assembly should be related to the school program, should not disrupt classes, and should not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal, and students will be notified of the decision within a reasonable time.

BICYCLES, SKATEBOARDS & 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:

1. Oregon bicycle helmet law ORS 814.485 requires any child up to 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.
2. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
3. Riding double on a bicycle is not permitted.
4. Penalties for unsafe bicycle conduct or failure to follow the rules may be made by the principal, school staff, or parents.
5. 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:

1. Oregon skateboard and scooter rider helmet law ORS 814.600 requires riders to wear protective head gear.
2. 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.
3. Skateboards and scooters are not to be ridden around school buses.
4. Penalties for unsafe rider conduct or failure to follow the rules may be made by the principal or school staff.

CLOSED CAMPUS

The district restricts students to the school grounds during the school day with certain exceptions. All students shall remain on the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This attendance requirement includes the noon hour period with the following exceptions: to go to and from their home for lunch as requested

by parents; to run an errand or keep an appointment as requested by parents; and to carry on a planned program of the school, such as work study. Students seeking to leave the campus during the school day must obtain permission from the school administration.

An open campus (INS-P024) or unrestricted lunch period for students attending Salem-Keizer high schools is a privilege that is annually determined based on application by the student body of the school and action of the high school level director.

COMPLAINT PROCESS (ADM-P008)

The district is committed to resolving complaints in a timely manner, by direct, informal discussions, beginning with the school or department involved. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position. Whenever possible, complaints should be submitted and addressed at the school or department, and through the recognized channels of communication as outlined in the District's Complaint Procedure (ADM-P008). The complaint procedure is available on the district's website. Salem-Keizer School District policy forbids reprisal or retaliation against any person acting in good faith in a complaint process.

ELECTRONIC RESOURCES AND THE INTERNET (INS-A004)

A student under age 18 may use electronic resources, including the Internet, in Salem-Keizer schools unless his/her parent or other person in parental relationship denies the student access through completion of an exclusion form (INS-F048). 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.

CONDUCT ON SCHOOL BUSES

Students who use district transportation do so in accordance with District Procedure TRN-P036. Continued use of district transportation is contingent upon student observance of District Discipline Policy and Procedures.

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

The district will give full rights under procedure INS-P022, Student Records, to either parent, or other persons in a parental relationship, unless the district has been provided with written evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Non-custodial parents should furnish the school with their address to which school materials should be sent.

ORS 107.154(1) and (4) provides that unless otherwise ordered by the court, an order of sole custody to one parent shall

not deprive the other parent of the following authority:

- To inspect and receive school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

A student will not be released to a person claiming legal custody of a student unless that person is listed on student records by the custodial parent or can provide personal identification and a legal custody order issued by the State of Oregon.

DRESS AND GROOMING (INS-A025)

While dress and grooming are basically the individual responsibility of students and their parents, the total learning climate of a school is important to educational progress. When dress and grooming disrupt or directly interfere with the educational process, it becomes a matter for counseling with the student and/or parent.

Inappropriate clothing, apparel, and/or jewelry may be confiscated. Examples of inappropriate clothing include clothing that is immodest; advertises, depicts, or promotes the use of tobacco, tobacco products, drugs, alcohol, racism, harassment; or is sexually explicit or demeaning. Additionally, clothing adorned with weapons or implements which could be used as weapons, and/or clothing which is worn for the purpose of establishing and identifying gang membership is not acceptable and will be confiscated.

Individual schools may choose to expand the guidelines with approval from their site council and parent advisory committee. Schools adopting school uniforms for students will follow the district school uniform Work Instruction (INS-W023).

ELECTRONIC DEVICES

Electronic devices can be disruptive and distracting to the learning and school environment. These devices include, but are not limited to: cellular phones, pagers/beepers, watches, audio equipment, or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. Students who carry or wear these devices may be asked to surrender them to the office where they will be held. Parents will be notified to pick up the item. Cellular phones may be carried in the backpack with parental permission as long as they are not disruptive in the school environment.

EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS (ADM-A009)

It is the policy of School District 24J that no student enrolled in the district shall, on the basis of age, disability, national origin, race, color, religion, gender, sexual orientation, marital status or financial ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity administered or authorized by the School Board. School District 24J staff shall make a continuous effort to provide an equal educational opportunity for students and to eliminate those conditions which may cause discrimination.

FOOD SERVICE MEAL PROGRAM

School District 24J 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 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. 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.

FREEDOM OF EXPRESSION (INS-A029)

School District 24J recognizes that every student has the right of free expression and encourages the exercise of this right. Students also have a responsibility to assist in maintaining orderly school operations.

School officials have a duty to prevent the distribution of libelous or obscene material or material that will clearly disrupt the educational process. Student publications will be free from discrimination, harassment, prejudice and racism. Therefore, publications and student speeches are subject to reasonable review and approval by the school administration. Such review will be made without unnecessary delay. The school principal is the editor and publisher of all school publications.

GANG ORGANIZATIONS

A gang is defined as a group of three or more people whose members have a common name, symbol, or colors; and who engage in criminal behavior as one of their activities. Such organizations will not be tolerated in district schools.

Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, violating the District's Code of Policy and Rules, or engaging in any criminal gang activity, will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion.

This is not intended to discourage the formation of, or membership in, organizations and activities which are not criminal, antisocial, discriminatory or related to gang organization.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING AND MENACING; STUDENT (INS-A003)

Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person. Protected class is defined in Administrative Policy INS-A003. Students are encouraged to report concerns by completing a confidential student report form (INS-F030) located in the school office, library, and counseling center. Parents, guardians, and community members may file a complaint by meeting with

the school administrator or by the procedure for resolving formal complaints as outlined in the District's policy (ADM-A005) and procedure (ADM-P008). A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions.

HIGH SCHOOL ATHLETICS (INS-A014)

High school athletes are expected to observe all District Policies. Policies involving the use of tobacco products, alcohol and other drugs apply from the first day the athlete begins participating in a sport(s) and continues throughout the school year and all following years of athletic participation in Salem-Keizer schools. This policy is in effect 24 hours a day, through the end of each school year. Athletes who violate these policies will face the same consequences as students who do not participate in sports, in addition to being immediately suspended for a minimum of three weeks from sports competition, and will undergo a drug assessment upon first offense.

High school athletes are also required to maintain a minimum 2.0 grade point average on each progress report to be eligible to participate in all co-curricular athletic activities as written in Salem-Keizer School District Policy INS-A014, relating to Student Athlete Expectations: High School.

LOCKER AND PERSONAL PROPERTY INSPECTION

Lockers and desks belong to the school district and are under control of the school administration with students permitted use of them as a convenience. The schools are concerned about the use of lockers for storage of illegal items and are also concerned that lockers are cared for properly. Based on the standard of reasonable suspicion, personal property may be inspected and lockers may be opened at the discretion of the building administrator in a prudent way, at appropriate times, and in a reasonable manner.

MOTOR VEHICLES

High school students may drive motorized vehicles to and from school. Certain school regulations, however, are necessary because of insufficient parking, concern for safety, protection of property, and interruption of the school program. Parking fees may be assessed by the district. No student vehicles will be permitted to leave the school grounds during the hours in which school is in session, including the lunch hour, without the permission of the building principal. Permission to drive a motorized vehicle to school may be revoked at any time for violation of any school regulation regarding vehicle use. No student attending a middle school shall be permitted to drive a motorized vehicle to school.

Parents are responsible to register motorized vehicles with the school office before their student can drive to school. Students who are 18 years old or emancipated must register their cars with the school. Those students shall abide by the rules and regulations governing the use of such vehicles during the time the student is under the direction of the school.

NON-DISCRIMINATION STATEMENT

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

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

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

Persons having questions about equal opportunity and nondiscrimination should contact the following:

John Beight, Title IX Coordinator/Executive Director of Human Resources, 503.399.3061, beight_john@salkeiz.k12.or.us.

RESPONSIBILITY OF STUDENTS TO AND FROM SCHOOL

The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

RIGHT TO REVIEW STUDENT RECORDS

A parent or other persons in a parental relationship and also eligible students as written in District Procedure INS-P022, have the right to:

1. Inspect and review the education records of the student.
2. Request amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy and other rights.
3. Consent to disclosure of personally identifiable information contained in student education records, except to the extent that this policy authorizes disclosure without consent.
4. Pursuant to the provision 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.
5. Obtain a copy of District Procedure INS-P022. The complete policy may be seen at each school, the Office of the Superintendent and on the district's web site.

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

SCHOOL ATTENDANCE

Salem-Keizer Public Schools is committed to providing a quality education for all students. A strong correlation exists between the student's academic success in school and his/her daily attendance. A student is expected to be present in each of his/her classes during any grading period in order to meet the goals and objectives of the class.

In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or his/her designee in one of the following situations: Illness of the student, emergency, pre-excused, or extenuating circumstances. An unexcused absence is one which is neither excused nor official, and may result in disciplinary action.

Each principal or his/her designee shall develop and implement an attendance policy and procedure that includes the expectation of student attendance and encourages such attendance. Each school will develop and implement a building tardy policy. The parent or other person in parental relationship will be notified by the district if a student has missed school and the absence has not been cleared. Appeal of disciplinary action taken as a result of unexcused absences may be made through the district's complaint process.

Additionally, the school administrator (or designee) shall notify the parent or person in parental relationship of the student's nonattendance or irregular attendance. If the nonattendance (failure to attend school) or irregular attendance (eight unexcused one-half day absences, or the equivalent thereof, in any four-week period) problem persists, the school administrator (or designee), shall provide written notice in person or by registered or certified mail to the parent or person in parental relationship that the student must appear at school on the next day following receipt of the notice and must maintain regular attendance for the remainder of the year.

If the above notice is not complied with, the principal or designee, under the provisions of ORS 339.925, shall provide notice in writing (written in the native language of the parent) to the parent or person in parental relationship that: The parent or person in parental relationship and the child must attend a conference with a designated school administrator to discuss the situation; the parent or person in parental relationship must enroll his/her child and ensure the student attends a full-time school on a regular basis; failures to enroll, send, and maintain the child in regular attendance is a Class C violation. If the nonattendance or irregular attendance problem persists, the Superintendent or designee may elect to issue a citation to in accordance with ORS 339.925. If the truancy of an older student is deemed to be beyond control of the parent or person in parental relationship, the matter will be referred to juvenile authorities.

SEARCH AND SEIZURE (INS-A015)

School officials have the authority to conduct searches of district property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe. Whenever possible, searches will be done with the consent of the student and in their presence. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options: Seizure of contraband; report to the proper authorities; initiate the district discipline policy and procedure. On an annual basis, parents, students, staff and community will be informed that the district may

conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.

SPECIAL EDUCATION 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.

STUDENT INTERVIEW BY POLICE OFFICERS

Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.

STUDENT FEES AND CHARGES (INS-A012)

Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged.

The district shall pursue the collection of debts to the full extent allowed by Oregon State statute.

Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in: Loss of privileges related to the student's participation and/or attendance at school events and/or non-academic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom). The district may take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.

TRUANCY AND DAYTIME CURFEW

Salem has a daytime curfew ordinance and Keizer has a truancy ordinance which prohibit minors (between 5 and 18 years old) from being in public places during regular school hours to decrease truancy and/or the crime rate. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may proceed with legal action in accordance with state law, including referral to law enforcement for the issuance of a citation for up to \$500.

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

Salem-Keizer Public Schools

2018-19 Elementary School Directory

EXT.	SCHOOL	PRINCIPAL	OFFICE MANAGER
3128	Auburn	Katie Shumway	Heather Shinn
2062	Battle Creek	Linda Dougherty	Jennifer Limbeck
3132	Brush College	Monica Takata	Nancy Gustafson
3134	Bush	Tara Baldrige	Jeanne Stoller
3136	Candalaria	Brian Turner	Cathie Hallowell
3195	Chapman Hill	Rachael Harms	Monica Orozco
2571	Chávez	Teresa Tolento	Kandie Goode
3138	Clear Lake	Artonya Gemmill	Katie Davis
3141	Cummings	Magda Romero	Cindy Voves
3143	Englewood	Gary Etchemendy	Linda Staples
3311	Eyre	Corina Valencia-Chavez	Bob Barnes
5548	Forest Ridge	Tom Charboneau	Alyson Budde
3145	Four Corners	Phil Decker	Dawne Wetter
3151	Grant	Marc Morris	Anahi Garibay
3275	Gubser	Dave Bertholf	Nadya Efseaff
3451	Hallman	Jessica Brenden	Eileen Monahan
3454	Hammond	Lori Tan	Cinda Ritson
3457	Harritt	Melinda Wilson	Manuela Gonzalez
3153	Hayesville	Michelle Halter	Pepper Martin
3155	Highland	Christi Cheever	Sara Downie
3157	Hoover	Bridget West	Vicki Balck
2110	Kalapuya	Jennifer Neitzel	Nicole Harvey
3161	Keizer	Christine Bowlby	Alisa Gilbertson
3163	Kennedy	Jesse Leonard	Delia Wright
3477	Lamb	Cherice Cochrane	Rosa Sieg
5570	Lee	Don Hakala	Hannah Simpson
3165	Liberty	Lizi Aguilar Nelson	Deanne Gray
3167	McKinley	Michelle Nelson	Jennifer Denny
3332	Miller	Laura Mata	Heidi Roskop
3173	Morningside	Sarah Grimmer	Maddie Young
3175	Myers	Stephanie Russell	Trisha Bowen
5548	Optimum Learning	Tom Charboneau	Alyson Budde
3178	Pringle	Karl Paulson	Shelly Mackerell
3180	Richmond	Bonney Dietrich	Nancy Dickerman
3187	Salem Heights	Sarah Theis	Jeannie Romine
3277	Schirle	Clinton Gertenrich	Nancy Hammitt
3302	Scott	Tracy Moisan	Yolanda Mena
3337	Sumpter	Janet Prats	Cyndi Buss
3191	Swegle	Suzanne West	Elaine Amerson
3150	Valley Inquiry Charter	Jesse Payne	Sarah Stoller
3193	Washington	Scott Stenlund	Marta Mitchell
3604	Weddle	Stacey Lund	Sarah Cinquini-Stephens
3198	Wright	Sara Casebeer	Lynda Cunningham
3438	Yoshikai	Zan Payne	Paula Taylor

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

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

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

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

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

Compliance with Title IX is everyone's responsibility.

