

DAVID DOUGLAS SCHOOL DISTRICT

Learn · Grow · Thrive



2022-2023 ELEMENTARY SCHOOL HANDBOOK

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Your School

Your school is a part of David Douglas School District No. 40, located within the city of Portland. While located in the city boundaries, David Douglas is a separate district from Portland Public Schools.

David Douglas School District covers 12 square miles of homes, apartments, shopping centers, and small businesses.

The David Douglas School District was formed in 1959 from three elementary districts—Gilbert, Powellhurst, and Russellville and the David Douglas Union High School District.

The district now includes nine elementary schools for grades kindergarten through five; three middle schools for grades six through eight, one high school for grades 9-12, and one alternative school for grades 9-12. The District also has preschool programs at designated elementary schools.

A community aquatics center and community performing arts center are located on the high school site.

We hope that you will be an active member of our school community and a participant in the activities available to David Douglas residents.



Registration Procedure

Families will need to register their new student online at <https://www.ddouglas.k12.or.us/>.

Go to “Parents,” then “Registration and Enrollment,” then “Register Your Child (K-12).” All new students must register before beginning classes.

Children are required to be five years of age on or before September 1st in order to enroll in kindergarten. State law requires children to be six years of age on or before September 1st in order to enter first grade.

Proof of birth date and residency must be presented at the time of registration for kindergarten or first grade if this is the first time a student has attended school.

Students entering school for the first time should have a physical examination and the law requires immunization. Please see section titled, “Immunizations and Oregon Law.”

Every school, and most doctors offices, have the necessary form.

Registration Form

It is essential that schools have current phone numbers so that families can be contacted in case of an emergency. An emergency number for a nearby neighbor, friend, or relative is also necessary.

Please note on the form if the child is allergic to bee stings, insect bites, specific foods, or is required to take special medication.

Parents/Guardians or the emergency person will be contacted if a child is ill or injured. If the school is unable to reach anyone, the emergency procedure described on the registration form will be followed.

Legal Names

Student registration forms must be made out with the legal name given at birth. However, students may use a different name if parents request it. If a student is to be called by a nickname” such as Junior, Lulu, etc., please note this above the given name on the registration form.

Student Health Services

To support student health, safety, and academic success, our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To plan and provide for your child’s medical or mental health needs (for example, diabetes, seizures, or school anxiety) it is important to promptly inform school staff and the school nurse:

- about new and changing health problems that can cause learning or safety problems at school.
- if your child is undergoing treatments that affect their immune system.

- when your child has or develops a health condition that requires specialized care at school.

Before and After School Programs

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

Contagious Conditions

To decrease the spread of contagious conditions in schools, students and school staff who are diagnosed with a school restrictable disease must be excluded from attendance. Susceptible students and school staff may also be excluded following exposure to selected diseases, per instructions to the school administrator from the Multnomah County Health Department (MCHD) or per Oregon Health Authority (OHA) state-wide notices. In addition:

- Do not send your child to school if they have symptoms of illness. Students will be sent home if they are experiencing symptoms of illness such as but not limited to: rash, cough, fever, diarrhea, or vomiting. Students must be kept home until they have gone at least 72 hours without persistent cough or fever over 100.4F,

or at least 48 hours without diarrhea or vomiting. Students with undiagnosed rash should not return until the rash is gone, or they have written clearance to return from a licensed medical provider.

- Students with undiagnosed rash should not return until the rash is gone, or they have written clearance to return from a licensed medical provider.
- Inform the school office staff and the school nurse if your child has a contagious disease such as chicken pox or pertussis (whooping cough); provide a note with the diagnosis from your provider if available. Students or staff diagnosed with pertussis must be excluded from school until completion of their five-day course of prescribed antibiotics, or until cleared for return by MCHD.
- To protect the health of students or other persons, certain diseases are reportable to the health department per Oregon law (OAR 333-18-0000). At such times, records and information may be disclosed to public health officials.

Head Lice

The most effective prevention against the spread of head lice is for families to check their children regularly for lice and nits (eggs). Students with nits only may remain at school. Students with live lice may be allowed to remain for the rest of the day, or be excluded from school if their symptoms prevent them from

focusing and participating in class. Lice treatment information will be sent home with those who have either nits or lice. All students may return to school after treatment has begun. Current evidence and national recommendations do not support classroom or school-wide screenings as a measure for decreasing the incidence of head lice among school age children. Such practices can deny students their right to privacy and to educational time.

Health Information

- Health information may be shared with school personnel on a “need to know” basis when information about your child’s health is necessary for school personnel to care for and respond to your child’s needs. Additionally, this information may be needed by the school team to develop plans that appropriately consider the health needs of your child.
- If you do not authorize release of health information, it may limit the type of care your child is able to receive.

Health Screenings

Parents are now required to submit two certifications within 120 days of enrollment when their student is 7 years of age or younger and beginning in a public school.

These certifications are from your healthcare providers and state that the student has had a vision screening and a dental screening within the previous 12 months.

months. Additionally, Oregon law states that vision and hearing screenings shall be done to help remove these potential barriers to a child's education. The school nurse oversees these screenings.

The usual screening schedule is: **Hearing:** Grades Kindergarten and 1 **Vision:** Grades Kindergarten, 1 and 3.

In addition to the vision screening, screenings for color deficiency and vision alignment concerns are available. Contact your school nurse for these screenings. *If you do not want your child included in these screenings, you must submit a written request to the school each school year. Screening results for hearing and vision are all sent home to families.*

Immunizations and Oregon Law:

- To protect all children, every student must have a current school immunization record or a medical or non-medical exemption on file at school. Students not in compliance with immunization requirements will be excluded on the state mandated exclusion day (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from parents/guardians for release of information, the MESD Immunization Program will provide vaccination dates to clinics as needed to

of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by families and schools to comply with state mandated immunization requirements.

School Nurses

The school nurse is a registered nurse (RN) who specializes in keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, school staff trained in first aid can help children who become sick or injured at school.

The nurse will need information (for example, a health history, medical diagnosis, and treatment procedures) to assist students with special medical and mental health needs at school. The nurse may use this information to create a health care plan and train school staff how to help your child at school. In order to obtain this information, the nurse may:

- Talk with the student or parents/guardian.
- Request that you sign a release of information form to discuss your child's health needs with school staff and health care professionals.
- Look at current or past health records.
- Assess a body area (examples: listen to the heart, feel the skin, look in the ears).

The nurse may teach about good health practices, such as

healthy eating, good hand washing, and social skills. You may call the school if you would like to meet with the nurse.

School Health Assistants

In addition to the school nurse, some schools have a School Health Assistant (SHA) on site to assist students. The SHA is not a nurse, but works under the direction of the registered nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and perform nursing care as delegated by the nurse. The SHA cannot assess or recommend care beyond the protocols in the first aid manual.

Medication Administration at School

The school's nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school.** Discuss with your healthcare provider about the time(s) of day that the medicine is needed. If possible, try to arrange to administer at home; this may be safer for your child. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school). Any change to the medication dose or schedule will require the parent to update the medication form and provide a current prescription from the prescriber.

- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- **All medication must be delivered to school by the caregiver or responsible adult designated by the caregiver.** Students may not keep medications with them unless they have written caregiver permission, written prescriber permission for prescription medications, and are cleared by the Administrator to do so. Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up at the end of the school year will be destroyed.**

Attendance

A student's achievement in school is directly related to attendance. Regular attendance is required by Oregon law for all children ages 5 to 18.

1. Excused absences

An absence may be excused by the administration for:

- student illness;
- a serious family emergency;
- a medical appointment which cannot be scheduled after school;
- an authorized religious holiday, or
- a prearranged absence.

2. Pre-Arranged Absences

Prearranged absences require advance notice in writing. Each teacher and the school administrator must give prior approval in order for a student to receive a prearranged absence. Students may receive no more than five days of prearranged absence during one school year.

3. Unexcused Absences

Any absences which do not fall into the *excused* or *prearranged* categories qualify as unexcused absences. This category includes skipping, suspension, failure to bring proper excuse, caring for younger siblings, etc.

4. Tardiness

Tardiness interrupts the learning process in the classroom.

- Students arriving at school late should have a note of explanation from their parent/guardian.
- Disciplinary action may result from excessive tardiness to school and/or individual classes.

5. Makeup Work

It is the student's responsibility to contact the teacher when the student returns to school and make arrangements to make up work missed. The teacher may ask that work missed due to excused or unexcused absences is made up within a prescribed period of time given in order for the student to receive credit.

6. Excessive Absences

Students who have chronic absenteeism in school tend to continue this pattern which may affect their academic performance and work habits when employed. The school will make an effort to keep families informed about

their student's attendance habits. When a student has been absent five days, school personnel may contact the parent or guardian, check excuses, begin to keep written records of the inquiry, etc. The purpose of this is to further support the student and family in attending school more frequently.

7. Other Regulations

- Students leaving school for any reason must sign out in the school office.
- Only caregivers, legal guardians or their authorized representatives are permitted to pick up a student at school.
- Unauthorized visiting younger siblings not enrolled in the school is not permitted.
- Students are expected to go directly home after school unless they participate in a scheduled activity or are asked by a teacher to remain. If a student is asked to remain after school to finish work, help a teacher, etc., families will be contacted prior to students staying after school.

8. Perfect Attendance Award

Some schools offer a Perfect Attendance Award. Students are considered to have perfect attendance and be eligible for the Perfect Attendance Award when they have been present, on time, and have not left early every day school is in session. There are no exceptions for the Perfect Attendance Award.

9. Exemplary Attendance Award

Some schools offer an Exemplary Attendance Award. Students are eligible for the Exemplary Attendance Award if they have five or less absences

they have five or less absences (including tardies) for the school year.

Attendance Call Back System: Guidelines and Expectations

School Staff Expectations:

- Classroom teachers should make every effort to report attendance by 9:35 a.m.
- Ask parents/guardians to update their contact information at every conference AND when changes occur.
- Print these guidelines in school communication.

Office Staff Expectations:

- Begin calling the parents/guardians of every child who is absent by 9:45 a.m., unless the parent/guardian has already notified the school of the absence.
- Calls should be made in the following order, unless directed otherwise by individual parents/guardians:
 1. Home (this number appears on the absent list in Synergy)
 2. Caregiver cell phone (often, this doubles as the home phone)
 3. Caregiver place of employment
- Leave a message whenever possible and make note of the time.
- Make a reasonable effort to speak to a live body to verify attendance.



Parent/Guardian Expectations

- Keep contact information updated
- Call the school every day their child is absent by 9:15 a.m.
- Let the school know in advance if their child has a scheduled appointment or if the child will be out for a significant amount of time.

Open Enrollment

Open enrollment will allow any David Douglas elementary or middle school student to apply to attend any school in the district where space is available. Although all David Douglas schools meet high educational standards and offer similar programs, some students may find that their educational needs would be better served in a school other than the one in their neighborhood. Applications will be considered for academic or child care reasons and only if the new school is not overcrowded. Parents/guardians will be responsible for transportation to and from the requested school.

Walkers

Students walking to school should observe all safety rules. Student conduct to and from school is subject to district and school disciplinary procedures. Students must show proper respect for property. For student's safety, families are urged to have children walk to and from school with another child or other children. All children should also receive careful instruction about not approaching strangers.

Bicycles

Students who ride bicycles to school must obey traffic signs. They should have their bicycles registered with the Police Department and lock them while they are at school. Helmets are required by state law.

School Information

Student Progress Reports

The school year is divided into two eighteen-week periods. Progress reports for grades K-5 are provided at the end of each grading period. Parent-teacher conferences are held twice a year. Teachers may also contact parents/guardians for additional conferences whenever they feel it is necessary.

Parents/guardians are encouraged to communicate with the school at any time if they have questions.

Parents/guardians are welcomed and encouraged to visit classes. These visits should be prescheduled either with the teacher and/or the front office.

If a personal discussion with a teacher is needed, it should be scheduled in advance to avoid conflicts with the teacher's other duties.

Student records and withdrawal

Parents/guardians and eligible students have the right to:

- inspect and review the student's education records;
- request the amendment of the student's education records if it is believed they are inaccurate, misleading,

or otherwise in violation of the student's privacy or other rights;

- Consent to disclosures of personally identifiable information contained in the student's education record, unless disclosure can be authorized without parent consent (e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals);
- pursuant to OAR 581-021-0410, file with the United States Department of Education a complaint under 34 CFR§ 99.64 concerning alleged failures by the district to comply with the requirements of federal law, and
- obtain a copy of District Policy regarding student records.

Copies of District Student Records Policy are located in all schools. Please contact the school office staff or administrator.

The District forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.

Directory Information

Information about students cannot be released unless schools have parents/guardian consent. However, information defined as directory information may be given to a media member covering a school event, the school PTA/Booster Club, or some other agency if

the school administrator is sure the release of such information is in the best interest of students and if the parent/guardian has no objection. Parents/guardians or eligible students can refuse to let any of this information be designated as directory information.

Directory Information

Includes:

- the student's name;
- participation in officially recognized activities and sports;
- dates of school attendance;
- awards received, and
- the most recent previous educational agency or institution the student has attended.

If you object to the release of any or all of the items listed under directory information, please notify the school administrator in writing. Your letter will be attached to your student's records and will prevent any release of information about your child. This must be done within one week following enrollment of the student and annually thereafter.

NOTE: District policy prohibits schools from releasing the names of students to any individual, business, or agency for solicitation purposes. However, federal law requires that military recruiters can access the names, addresses, and telephone listings for secondary students. District policy also prohibits school or district endorsement of products or services. Anyone who has questions about the student record policy may call the school principal,

or the district office 503-252-2900.

Teacher/Para Professional Qualifications

As a parent/guardian of a student in a David Douglas Public School supported with federal Title 1 funds, a new federal law allows you to ask for certain information about your child's classroom teachers, and requires the district to give you this information in a timely manner, if you ask for it.

Parents/guardians may request information about the professional qualifications of classroom teachers. This could include information about the teacher's licensing for grade levels taught and whether the teacher is teaching under an emergency or provisional status. Parents/guardians may request what baccalaureate degree and other graduate certification is held by the teacher and the subject area, if any, of the certification or degree. Parents/guardians can also learn whether their child is being provided service by a paraprofessional (assistant) and if so, their qualifications. This information will be provided in a timely manner.

Student insurance

DDSD does not carry insurance to cover students. For the benefit of district families with school age children, low cost student accident and dental insurance programs are made available. The insurance is optional and is offered only as a service. In instances where families have other insurance, the school plan

is secondary. All transactions regarding school insurance are handled by the insurance company—not the school office. However, claim forms may be obtained at the school office.

School breakfast and lunch program

The school lunch program serves several roles in the educational program. As a source of adequate lunch time meals, it contributes to the physical well-being of students. It also presents an opportunity for children to eat a wide variety of foods. Breakfast is also available at each school at no charge. Each school has an excellent school lunch staff which serves the best in nutritional foods.

School closure

In the event the weather prevents children from being transported to or attending school safely, the district will close school for the day. School closures are announced between 6:00 a.m. and 7:30 a.m. on our district website, all major Portland area radio stations, and television. Please do not call the school. **Please do not confuse David Douglas with Portland Public.** David Douglas Schools may also delay school opening for one or two hours when weather conditions are uncertain. A delayed opening will be announced similar to school closures. Delayed opening means school buses will run one or two hours later than their normal schedules.

Field Trips

Classes may go on field trips which are planned for an educational purpose. Trips taken within district boundary do not require parent permission, however, families will be informed of the trip. A letter requesting permission for students to take a field trip outside of the district boundary area, as well as information about the trip, will be sent home prior to each field trip.

Use of telephones

Students must have a teacher's/ staff member's permission to use the school phone. Telephones are limited and are provided for business purposes only. Students should not bring cell phones to school.

Animals at school

Animals may not be brought to school without prior approval from the teacher and may not be transported by school bus.

Lost and found

To ensure found items can be returned to the owner, your student's name should be on all articles of clothing or other possessions brought from home. The school assumes no responsibility for a child's personal belongings beyond teaching personal responsibility and honesty.

Students are urged to check in the office for lost and found articles. Any items found by students should be turned in to the office. Clothing items left unclaimed at the end of the school year will be sent to a local clothing donation center.

Check Acceptance Policy

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, the check may no longer be acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit/ debit card, online payment).

Student Services

Music

All students, grades K-5, participate in a general music program. Beginning in grade five, students can elect to participate in band, orchestra, or choir at their feeder middle school. Band, orchestra, or choir will be offered to fifth grade students prior to the start of the elementary school day.

Library

Each of the district's elementary schools has a well-equipped library and qualified staff. A planned library program is offered to all students. Reference skills, consistent with the maturity of the students, are taught by the library staff.

Computer lab

Each elementary school has mobile labs. It is hoped that students will gain the skills necessary to use technology to support their learning. An acceptable use policy and internet permission form will be sent home at the beginning of the school year.

Physical education

A physical education specialist is assigned to the building to instruct students in a well-balanced program of physical development. Special clothing may be required for physical education activities. Please be sure your student's name is marked on these items.

Counseling and guidance

Students have counseling and guidance services available to them at all grade levels. Emphasis is on the development of problem-solving skills, interpersonal skills, strong mental health, and self-awareness. Counselors specialize in early awareness of potential school problems. Parents, teachers, or administrators may refer a student to the school counselor. Social and emotional development is a part of the regular school program.

Special Education Services

The district has services for students with disabilities including learning disabilities, physical disabilities, cognitive disabilities, and emotional disturbance. Home tutoring is also available if physical disability prevents the student's school attendance.

Students with severe physical or mental disabilities may receive services from the Multnomah County Education Service District or other county or state agencies. The district's special education program allows specialized instruction to be provided by special and general education teachers in the regular classroom. When appropriate for a student's needs, special assistance can be provided whether the student has an identified disability or not.

If a parent/guardian feels their child may have a disability, the caregiver can initiate a referral and pursue it through proper channels: teacher, counselor, administrator, or District Director of Student Services.

All required special education services including testing and transportation, where appropriate, are provided without charge to families.

For further information about special education programs, talk with your administrator or the District Director of Student Services at 503-252-2900.

Due to recent legal changes, the many health related services provided to our students who have disabilities may now be partially funded by Medicaid when appropriate. Providing help to our students through Medicaid has no effect on families' ability to receive Medicaid benefits.

Volunteers in the schools

Many parents/guardians and others interested in supporting classrooms, the library, cafeteria, playground, or wherever assistance is needed are encouraged to sign up as volunteers. These people provide a valuable service to the school and the students. Information about the volunteer program is available in the school office.

Alternative Education Program

The David Douglas School District offers alternative education and other educational services to students who are being considered for expulsion, have severe discipline or attendance problems, or withdraw from school. Whenever one of these conditions exists, the district will notify families of the availability of these alternative programs and the procedure for enrolling students in any one of them. (ORS 339.250) Alternative education programs are available to students under the following conditions:

1. Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period;
2. When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the education program;
3. When the district is considering expulsion as a disciplinary alternative;

4. When a student is expelled pursuant to subsection three of ORS 339.250, and/or
5. When the student or the student's parent or legal guardian notifies the district or intent to withdraw from the program as provided under ORS 339.250 (7).

In any of the above situations, the administrator or designee will notify the student, family, or guardians of the availability of alternative programs and the program that suits the student's learning style and needs shall be recommended. If families refuse the district recommended alternative, they are free to use other alternatives but not at district expense.

Community Information

Community use of school facilities

School buildings and facilities are available for community use (noncommercial purposes) whenever such use does not interfere with the education program for students. Groups interested in using school facilities need to obtain a facilities use permit from the school office. A fee is charged for use of the facility. Individuals are expected to be safe and considerate while using school facilities. The grounds of the school are closed for use from dusk to dawn.

Prohibited activities on school-owned property

The following activities are not permitted on any school district owned property:

- racing of automobiles, motorcycles, and other vehicles including the operation and/or racing of go-carts or other small powered riding vehicle;
- power airplanes or hobby cars;
- dogs, horses or other pets;
- golf and archery;
- possession and/or use of alcohol or drugs;
- use of tobacco products, and
- possession of weapons and fireworks.

Voter registration

There are several good reasons why parents/guardians should be registered voters. One is that families who participate in the democratic process set a good example for their children. Another reason is that parents/guardians can help determine the kind of education their children receive by voting on school bond issues and school board members. Applications for voter registration are available in the school office.

Once you are registered, you are qualified to vote in school, county, state, and national elections.

School Board

The David Douglas School Board, made up of seven elected representatives from throughout the district, establishes district policies and hires staff to carry them out. The Board usually meets the second and fourth Thursdays of each

month. When in-person, the meetings are held at 7 p.m. in the High School South Campus, 1500 SE 130th Ave. Citizens of the community are encouraged to attend.

Our Board highly values public input and wants to ensure that every voice in our District is welcomed. The School Board hears or accepts public comment toward the beginning of every regular School Board meeting.

You are welcome to attend any and all Board meetings and to bring your concerns or comments to be heard.

Whether a meeting is held in person or virtually, there are multiple ways for your voice to be heard. Please visit our district website for more information.

Budget Committee

The Budget Committee, consisting of the Board members and seven citizen members appointed by the Board, reviews the administration's recommended budget each year. The committee makes allocations and approves the amount of the total budget.

Budget committee meetings are held during the spring. When in-person, sessions are held at the High School South Campus, 1500 SE 130th Avenue. Citizens are welcome to attend. The committee also offers citizens the opportunity to comment on the proposed budget. Call the District Office, 503-252-2900, for meeting dates.

The district must locate and identify students who have disabilities. If you, or someone you know, has a child with a disability who may be in need of special education or related services, you can initiate a referral through your local school or contact the district compliance coordinator (Student Services Director) at 503-261-8209.

School communications

Each school building communicates with families regularly with newsletters, using ParentSquare, emails, phone and text messages, and other information sent home with students. The district mails information to residents and parents/guardians during the school year. Information is also available at the district website: www.ddouglas.k12.or.us.

Equal Education Opportunity

No person shall, on the basis of age, disability, marital status, national origin, race, or sex, be subjected to discrimination under an education program or activity administered or authorized by the Board of Directors. David Douglas Public Schools will ensure that all students with disabilities ages 5 through 21 residing within its attendance area have available to them a free and appropriate public education in the least restrictive environment. The rights of children with disabilities and their families will be protected in accordance with state and federal laws.

The district provides specially designed instruction for students with special education needs. Support services in speech correction, reading, and home tutoring are also available. Students with greater academic or therapy needs may receive services from the Multnomah Education Service District or other county or state agencies.

