

Dear Chapman Elementary Families,

I want to welcome you to Chapman Elementary for the 2025-2026 school year! As the Principal I look forward to meeting or getting reacquainted with all of you. Our staff is excited about the school year, and we are committed to the success of each and every student at Chapman .

We extend a special welcome to the new families who have joined us at Chapman this year. You are an important part of our school community, and we look forward to all that you will bring to our school.

The staff at Chapman continues to work hard to create a safe and engaging learning environment for all students. To that end, we have provided this school handbook. We encourage you to carefully read this handbook as a family. You will find important information that will help ensure a successful school year for your child. Further information regarding the school year will be sent home with students in their weekly folder and we appreciate your prompt attention to this information. Our goal is to provide a safe, nurturing, engaging, and challenging learning environment for all students where they learn to practice and embody our Chapman values of collaboration, compassion, integrity, and inquisitiveness.

We are vigilant about visitors signing in at the main office and wearing a badge during school hours. Staff and students alike know that everyone is to be considered a stranger unless they are wearing a badge. We check the volunteer status and photo ID for all visitors in the building. There is no entry into the building unless you are scheduled to volunteer or during family engagement events. Volunteers must be volunteer-approved and have photo ID. Please remember to sign in at the office when you are visiting our campus.

We are committed to the growth, well-being, and academic success of every student at Chapman and believe that this can best be accomplished by maintaining a strong partnership between the school and each family. We invite each of you to share in the exciting process of learning, growing, and having fun at Chapman Elementary. Please feel free to contact me if you have questions, concerns, or ideas regarding your child's education.

Sincerely,

Pamela Van Der Wolf
Principal

PTA Outreach

Thanks to the hard work and generosity of many of our families, the PTA is able to provide some assistance to families in need. This assistance may include emergency food, clothing, school supplies, and holiday baskets.

Contact the PTA if you would like to be involved in supporting families. Contact our social worker, Darcy Wilde, if you or someone you know is in need of this type of assistance. She will help connect you with our community resources.

Chapman PTA

Chapman is a very special school, in part because of the fine group of hard-working parents and staff who are involved with the Parent Teacher Association. You will receive information about the PTA in the Back to School packet and in the weekly Chimney Flyer newsletter. The PTA sponsors educational programs, coordinates parent volunteers, and conducts fund raising events to benefit the school. For more information, visit them online at <https://chapmanpta.membershiptoolkit.com/>.

School Office

The school office hours are 7:30 am to 3:15 pm. Assistance with enrollment/attendance/records specific assistance is available from 8am-12pm.

You may reach the school office by telephone at **503-916-6295**.

If you are calling about your child's attendance, you should leave a message on the attendance line. Staff check the voicemail often throughout the day, that number is **503-916-3619**.

Visitors/Volunteers/Parent Deliveries

All visitations and volunteering must be arranged with the appropriate classroom teacher or staff member before arrival.

ALL visitors and volunteers must report to the office, check-in, and wear a name badge while they are anywhere on campus or while acting as a chaperone for an off-campus field trip. Even if you are only here for a few minutes, staff need to know who is on campus and/or with our students at any given time.

Occasionally it is necessary to get various materials to your child during the school day. The office staff will be glad to assist with the delivery of items like forgotten chromebooks, lunches, etc.. Students may not receive deliveries of fast food, donuts, Starbucks/Dutch Bros, etc., and we would ask that parents not send their children to school with these items. Children will not be allowed to take these items to class if they arrive with them.

Please have them finish their treats before they arrive at school.

Parents are asked to not interrupt classes. Even a simple delivery or short conversation with the teacher or student during class time is disruptive for the whole group. Being visible to students in a classroom without a purpose to be there can be a significant distraction.

A teacher should never be surprised by a parent's visit to their classroom.

3rd Party Deliveries

Items may not be sent to the school for students via Amazon, Door Dash, GrubHub, Fed Ex, UPS, etc. Please have needed items delivered to your home

Birthday Celebrations

Deliveries of balloons, presents, and flowers are not permitted. Teachers can only distribute party invitations if the entire class is being invited.

Though we do not encourage food based celebrations, practices in individual classrooms may vary. Any items brought in for birthday celebrations must be re-arranged with the teacher.

Each teacher is the final authority on what is allowed in their classroom.

Classroom Placements

Children receive the most benefit from their educational experience when they are in a setting representative of the greater community in which they live. For this reason, the class assignment of students includes many factors to ensure that each class is organized in a way that maximizes the intellectual, emotional, and social development of each child. Each new school year gives children the opportunity to develop new friends. This is a life-long skill that is necessary for joining new groups, clubs, and teams, as well as for success in middle school, high school, and beyond.

School staff put a great deal of effort and energy into creating a smooth transition from one grade level to the next. Teachers provide information about each child's progress, skill levels, behavior, leadership skills, and special needs. This information, along with recommendations from specialists help to shape class rosters. The lists will be as balanced as possible.

Our objective is to find the best match so all children meet both academic and social goals.

We understand the importance of class placement and strive to achieve that magical classroom chemistry where all children thrive.

We cannot, however, accept or accommodate requests for a specific teacher assignment or class placement.

Communication with the Principal

If you wish to address student related concerns (classroom, recess, etc) please always direct them to the classroom teacher first via email.

If you wish to meet with the principal for any reason, call the office to make an appointment.

Generally, our Climate Specialist is responsible for matters of discipline, issues that occur on the bus, and other related concerns. The climate specialist maintains their own appointment schedule and can be reached through the office.

The Principal oversees all other school business. Appointments with the principal can be scheduled with office staff.

Before & After School Supervision

Student supervision by school staff is not available before or after school. Parents need to be mindful of school hours and make any needed arrangements to ensure their child is appropriately supervised before and after school and picked up on time. This includes our students who ride the bus. Parents must be at the stop to meet their children, or transportation will return them to school to wait for pickup. If you are running late, please notify the office as soon as possible at 503-916-6295.

Before and After School Care

Though Chapman does not offer before and after school care, we do partner with two providers.

Friendly House and KCLC are nearby programs that provide before and after school care for many Chapman students. Please contact them for further information regarding schedules and availability.

[Friendly House](#) 503-228-4391

[KCLC](#) 503-916-6367

Arrival Time

Teachers arrive at their designated areas outside at 7:53 to welcome students into the building.

Arrival to the school after 8:00 is considered tardy. Students must come to the office to have their attendance updated and get a pass before coming to class. Parents are asked not to walk their children to the office or to their classrooms when they are late. Please say goodbye to them at the door and allow them to go to the office on their own.

Absences / Automated Calls

Parents must call **Chapman's Attendance line (503-916-3619)** to leave a message regarding the reason for a student's absence from school.

To avoid automated calls from our Student Information System, call the attendance line before 9:00AM to excuse your student's absence.

If you do not call/email to notify the school about your student's absence, you will receive an automated call to notify you of the absence. Late students **MUST** check-in to the office, or the system will still recognize them as absent and generate the phone call to parents.

Attendance Related Withdrawal From School

State law requires schools to withdraw students who are absent ten (10) consecutive school days for any reason. To re enroll, a parent must review the registration form, sign and provide current proof of residency. Contact our enrollment secretary between 8am-12pm with concerns.

Drop Off & Pick-Up Parking

Traffic and parking congestion around Chapman require parents to be particularly careful when bringing children to school and picking them up when school is dismissed. The following rules are essential for the safety of our students.

Only park in designated parking spaces. **Do not stop or park in the bus loading area on NW Raleigh St by the blacktop.** The only drop off zone is on NW Pettygrove St.

Do not “double park” in the street.

Do not block driveways or park in the bus loading area or in crosswalks.

Dismissal Time

School is dismissed at 2:30 pm on regular days, and 11:50 on early dismissal days. If you are picking your student(s) up be sure to allow plenty of travel time to get to school. *Child care on-site is NOT available.* Students are expected to go directly home or to an after school program in which the student is enrolled. When students remain at school after hours we immediately begin attempts to contact parents, then emergency contacts, to facilitate timely pickup.

Dismissal Plan

The classroom teacher needs to know how your child goes home after school (bus, parent pickup, Friendly House, walk home, etc). When there is a permanent change in the routine go-home plan please let your child's teacher know in advance by sending email, making sure that they acknowledge the change. For any same-day changes to a child's dismissal/going home plan, call the school office that day **before 1:30pm (or 10:50 on early release days)**. Do not leave a voicemail.

You must speak directly to a staff member to arrange any same day changes.

Early Pickup

Students may not be picked up during the last 15 minutes of the school day (for 2025/2026, that is 2:15pm-2:30pm, and 11:35-11:50 on early release days).

If you need to get your child from school before dismissal, use the call button at the main entrance, there will be no releases via the side door. You will be asked the reason for pickup, your child's name & their teacher's name.

Parents/guardians/emergency contacts must wait outside for their child.

If office staff need to check ID for the person picking up, they will come to the door. Only parents/guardians, and pre-authorized emergency contacts may take a child from school. .

Please be patient and give yourself plenty of time, as students are often somewhere other than their regular classroom (PE, music, lunch, recess, etc), or in transition between locations and it takes a few moments for them to get ready to go.

Students will only be called from class for pickup once the parent buzzes at the front door and is visible on camera. We are not able to have students wait in the office for a parent to arrive, so give yourself ample time for pickup.

Students will not be sent to parents waiting in cars.

School Meals

25/26 -- All students who wish to eat breakfast and lunch can do so at no cost.

Families can also choose to send their child to school with lunch from home.

Breakfast is offered to students as they come into the school and is then taken to the classrooms. Lunch is at different times for different grades, check with your teacher about classroom schedules.

Appropriate Dress

Clothes should be clean, modest, fit appropriately and suitable for the weather. Flip-flops, short-shorts, halter-tops, tank tops, and bare midriff tops are not appropriate for school. "Wheels" in the heels of shoes are not permitted during the school day or on school grounds.

District Policy - Reference: 4.30.013-AD:

Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her

parents/guardians. Students may be directed to change dress or grooming if it:

- interferes with the learning process or school climate,
- threatens the health or safety of the student or others,
- does not provide adequate coverage of the body (examples include bare midriffs, visible under-garments, plunging necklines, see-through materials, or sagging pants),
- is alcohol, tobacco, or other drug related (including advertising or advocating the use of such products),
- is vulgar, lewd, obscene or promotes behavior that would violate school rules,
- is insulting, and/or demeaning to a particular person or group,
- is indicative of gang activity or membership.

School Newsletter

Chapman's *Chimney Flyer* newsletter is sent out to the Chapman community every other week. This newsletter contains important information about upcoming events including changes to the school schedule and helpful information for families. Please be sure to look for this newsletter when it arrives in your email or comes home in your child's backpack. The newsletter is distributed electronically via Parent Square.

The *Chimney Flyer* is produced as a collaborative effort between the school and the Chapman PTA.

Student Testing

All Oregon students in the third, fourth, and fifth grades participate in the Oregon State Smarter Balanced Assessment Tests in reading and mathematics, and fifth grade students take a State science test.

Teachers also routinely assess student performance at regular intervals. These evaluations assist teachers in measuring individual mastery and reveal students needing additional support.

Supplies & School Materials

Most school materials are provided by Chapman. Teachers will advise parents and students concerning other supplies that may be needed. Students may be asked to replenish supplies several times throughout the year. Families are expected to pay for the cost of school equipment, books, or materials that are lost or damaged.

School Library

Children are encouraged to use Chapman's library. Parents are also welcome to use the school library free of charge. Families will be asked to pay for lost or damaged library books.

Electronic Communication

Chapman Elementary will use the Parent Square app for electronic communications. Please create an account so that you can receive needed information from the office, principal, and your child's teacher.

Important information will also be sent home in the weekly folder. Each child will bring their folder home on Tuesdays. This will contain things like monthly calendars, event flyers and announcements, and forms requiring a parent signature. Teachers may also include classroom specific materials like field trip permission slips, newsletters, or student work.

Please remove all items from the folder for inspection. Any forms that need to be returned to school can be placed back in the folder. A parent should then sign the outside of the envelope and put it back in the child's backpack to be returned to school.

School Phone

Children cannot be called from class to talk on the phone. Such calls would disrupt classroom activities and are not permitted.

Students may use school phones only with the permission of school staff and only to communicate about urgent school related business. Phones are not available for students to make social arrangements. Families are asked to plan after school activities prior to the beginning of the school day.

Parent/Teacher Communication

There are times when parents have questions about their child's academic program or even an incident at school.

Parents are encouraged to begin by talking with their child's classroom teacher.

A quick email to the teacher can often easily resolve an issue. Teachers work with your child every day; they know them as individuals and as members of a group. When there is a problem or question, the teacher is generally the best person to contact. Frequent communication between home and school is the best way to eliminate misinformation.

Teachers do not give out their personal cell phone numbers. Email is the way to communicate with your child's teacher. All staff email addresses can be found on the school's website at <https://www.pps.net/chapman>, or you may send/receive messages through Parent Square.

Teachers are unable to conference or take phone calls during the school day. If you wish to meet with a teacher, contact them via email to arrange a meeting time. Teachers are generally on campus and available from 7:45am - 3:45pm on school days.

Administrator Involvement

Teachers may choose to involve the Climate Specialist or the Principal in cases involving serious peer conflicts, behavior problems, or special academic concerns. Parents are asked to begin by addressing any issues with the classroom teacher before escalating the matter to the climate specialist or principal.

School & Classroom Visits

All visitors are required to report to the office, sign-in, and wear a badge regardless of the purpose or length of their visit. This is PPS policy and exists for the safety of all of our children.

Parents are not permitted to visit classrooms or for the purpose of delivering a message or to hold a conversation with the classroom teacher, their child or any other student. Routine communications with the teacher should be through Parent Square, or email. Emergency messages will be handled through the office. Every effort is made to limit interruptions to classroom activities.

Any visitation or volunteerism should be arranged with the teacher or other school staff prior to your visit. A parent or volunteer's presence in or near the classroom should never be a surprise to the teacher.

Parent & Community Volunteers

Chapman welcomes and appreciates the many hours parents and community volunteers contribute to enhance our educational program. There are a number of ways that parents can be involved at Chapman Elementary School.

Individuals interested in volunteering their time and talents may contact the PTA Volunteer Coordinators. Volunteers must complete a *Criminal History Background Check* and sign a *Confidentiality Agreement*. Apply online at pps.net/volunteer. There is often a backlog of background check applications at the beginning of the school year, and this can increase the wait for your application to be processed. We suggest that you complete your application as soon as possible. Successfully completed background checks are valid for 3 years. The school office plays no part in this process as it is done at the district level by the Security Services office, 503-916-3000.

School Volunteers

Criminal History Checks

Chapman School welcomes parent and community volunteers. We take every precaution to ensure the safety of our children. Portland Public School District requires all volunteers to complete a *Criminal History/Background Check*. These background checks need to be renewed every three years. The school office maintains a list of approved volunteers and will gladly check to see if your paperwork is current. Apply online at www.pps.net/volunteer.

Cell Phone Policy

CHAPMAN CELL PHONES/ELECTRONIC EQUIPMENT & DEVICES

Why a cell phone policy?

Chapman is joining other PPS schools to decrease device use due to distraction, cyberbullying, social media misuse, addiction, and other negative aspects of these devices. ([See Board Policy 8.60.039](#)) Excessive use of personal devices may impact typical adolescent brain development. Our electronic devices policy preserves the entire school day for instructional purposes and healthy social interactions.

What constitutes a "personal electronic device"?

Any student-owned electronic device with a cellular or internet connection, and gaming devices. This includes all cell phones, tablets, smart watches, laptops, and whatever they invent next.

- All personal electronic devices should be left at home whenever possible. If your child must bring such a device, our policy is **OFF and AWAY during the school DAY**.
- Families can communicate through the office phone if there is a need to leave urgent messages. Routine communications should take place before and after school.
- If cell phones and electronic equipment, including earphones and earbuds, are brought to school, **they must remain off and put away in a backpack at all times, including recess, between 8:00 and 2:30**. Cell phones & electronic equipment are not to be kept on a student's person (pocket, binder, etc.) for the duration of the school day.
- **Please note, we do not have secure lockers for students and we are not responsible for lost or stolen devices.**
- If a student has their phone/device out, a staff member will confiscate the phone which the student can pick up at the end of the day. If the phone/device is seen out a second time, the phone/device will go to the office until the end of the school day and an adult will need to pick it up.

Field Trips

Field trips enhance learning and extend the classroom studies into the real world. Teachers often request parent chaperones to assist with field trips.

A COMPLETED BACKGROUND CHECK IS REQUIRED TO ASSIST WITH A FIELD TRIP, NO EXCEPTIONS.

Chapman's central location allows for easy access to many locations and events. Classes may take walking field trips, or access events by taking advantage of Portland's public transportation system. Some trips will require the use of a school bus.

Field Trip Permission Slips

Teachers will send home information about field trips along with permission slips. Parents are required to grant and sign permission for each specific trip. Parents grant permission for short "walking field trips" on a separate form that is good for the whole school year.

Parents may be asked to contribute to offset the cost of field trips. Often, parents who have the means to do so may also contribute to assist families who may be unable to support the cost of field trips. No student will be excluded from participation on a field trip because he or she is unable to pay for expenses.

Lost and Found

Parents are encouraged to carefully label clothing and other personal items that children wear or bring to school. We will make every effort to return labeled items to students.

Lost and found is not available for inspection during the school day. Periodically (usually before winter and summer breaks), unclaimed items will be donated to charitable organizations. Parents will be notified before this happens so that they can look for any missing items before donation.

Illness During the School Day

A student who becomes ill during the school day should, with the teacher's knowledge, report to the health office. Chapman has a School Health Assistant to take care of students' minor health needs, and a Registered Nurse is at school once a week.

Inclement Weather

Information concerning school closures or late openings can be found on the district websites, and is broadcasted on the radio and television at regular intervals. School days cancelled due to inclement weather may be made up at the end of the school year.

Emergency Early Closure

In the event that a storm or other emergency should occur during the school day, parents are expected to have an *Emergency Closure Family Plan* on file with the school. Cell phone numbers are helpful when storms may interfere with regular phone service. The *Emergency Closure Family Plan* form is included in the Back to School packet that students carry home on the first day of school. Please complete this form and return it to school and update the information if it changes during the school year.

Building Security

Chapman is a safe and secure learning environment. Parent cooperation and compliance with these safety procedures is appreciated. Please be aware of the following safety procedures:

1. All exterior doors are locked at all times.
2. All visitors and volunteers are expected to use the call button at the front door. If admitted, report to the office, sign-in, and wear a badge while on campus.
3. Teachers and other school staff have been instructed to stop any adult who is not wearing a badge and to redirect them to the office.
4. Signs are posted on all doors directing visitors, including parents, to the office.

ALL visitors should check in with the office before visiting any of the buildings on school property (this includes portables and other detached structures). Please ring the buzzer to the right of the front doors to reach the office.

Emergency Procedures & Drills

PPS works hard to ensure that all staff and students are trained to respond effectively and efficiently during an emergency at or near school. One of the many ways we accomplish this is through our mandatory drill requirements. The following drills are conducted each school year:

- Monthly Fire Drills
- Two Earthquake Drills
- Two Lockdown Drills
- One Secure Drill
- One Team Response Drill

For information on each drill and how your family can support students in preparation for drills, view the district drill information at www.pps.net/chapman, then navigate to Our School>Emergency Drills.

Fostering Positive Student Behavior and Learning

Personal Property & Toys

Students should not bring personal property and toys to school, including sports equipment.. Even on the playground, these personal items may cause disagreements and problems. If these items are a disruption they will be confiscated and students may pick them up at the end of the day. If problems continue, items will be confiscated and parents may be asked to pick them up. Personal property may also be lost, damaged, or stolen, and the school cannot guarantee the item's safe return.

Harassment and Bullying

Portland Public Schools is committed to maintaining a learning environment that is free of harassment and bullying. Students shall avoid any conduct or action that could be characterized as harassment or bullying. Students violating this policy will be subject to discipline, up to and including expulsion.

Classroom Rules and Procedures

Chapman teachers have developed their classroom rules and procedures consistent with PPS and school policies while accounting for the age and developmental needs of their students. All classroom management procedures are designed to teach appropriate behaviors and to assist students in solving problems

Student-Teacher Conference

Teachers use student conferences as a way to teach and reinforce positive behaviors. Oftentimes the teacher will request that the student complete a “Think Sheet” before they discuss the problem behavior.

A student-teacher conference may be held at the moment the problem behavior occurs, before or after school, or during another time selected by the teacher. The conference might be held with one student or a small group of students. During the conference the teacher will likely:

- Review the incident.
- Help the student(s) recognize the problem with their behavior.
- Work out a plan for improving the student’s behavior.
- Secure the student’s commitment that the behavior will change.
- Remind the student of consequences for unacceptable behavior.

Parental support and reinforcement of reasonable expectations is very much appreciated.

Student-Parent-Teacher Conference

These conferences are especially effective when the student sees that the teacher and parents are working together to teach and reinforce safe, responsible, and respectful behavior expectations. The student should leave this conference understanding what is expected of him or her and knowing that adults will help guide him to make responsible choices.

Principal Conference

In some instances the principal will conference with a student regarding poor behavior choices. They will also follow a problem-solving and teaching model when interacting with students.

Consequences

Occasionally students must experience consequences for inappropriate behavior. These consequences may include recess time outs, loss of privileges, assignment to a “buddy” classroom, community service, behavior contracts, and special assignments. Teachers determine initial consequences to help teach and reinforce the desired behaviors.

The school principal, or her designee, may implement more formal interventions (i.e. minor or major suspensions from school) when the behavior is serious, repeated, or other interventions have not effectively addressed the unacceptable behavior.

STUDENT HEALTH SERVICES

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

To provide for your child's special medical or mental health needs (for example diabetes, seizures or school anxiety) it is **important to promptly tell** the school:

- About new and changing health problems that can cause learning or safety problems at school.
 - If your child is undergoing treatments that affect the immune system.
- When your child has a chronic health need 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/health assistance during these times, a separate supply of medication and a separate permission form from parent and /or doctor is needed. 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:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting.
- *To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.*

EMERGENCY INFORMATION

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students will not be excluded from school if they have lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

- *Health information may be shared with school personnel on a “need to know” basis. This may include when this health information is necessary for school personnel to respond to your child’s health/safety needs, or if needed by the school team to develop an individualized education plan.*
- *By allowing release of your child’s health information, you will ensure that your child will receive needed emergency health care should the need arise.*
- *When you do not authorize release of health information, it may limit the type of care your child is able to receive.*
- *Parents (and their eligible students) may generally access their own child’s record and can submit an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.*

Health Screenings

Oregon Law says that vision and hearing screenings shall be done to help identify children’s health concerns. The nurse oversees these screenings. The usual screening schedule is:

Dental: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

Hearing: Grades Pre-Kindergarten, Kindergarten, and 1

Vision: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

Screening results for dental, hearing and vision are all sent home to parents.

If you do not want your child included in these screenings you must submit a written request to the school each school year.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (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 (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

SCHOOL NURSES

The School Nurse is a registered nurse (RN) and is a key person for 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, staff trained in first aid can help children who become sick or injured at school.

The nurse will obtain necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

The nurse may:

- Talk with parents, students,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

The nurse may help teach about good health practices (examples: 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 nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

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.** Remember **to ask your medical provider if your child's medication can be given outside school hours.** This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school, on the Chapman website under the "School Nurse" section, or on the MESD website under "School Health Services" and "Parent and School Staff Info"). Any change to the medication will require the parent to update the medication form at the time of the change.
- 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 parent or responsible adult designated by the parent.** Students may not keep medications with them unless they







are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal 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 by the end of the year will be destroyed.**

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	*Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	*Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	*Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptoms improving for 24 hours (no more than two bowel movements more than normal and no longer having accidents) with orders from doctor to school nurse.
 Vomiting: two or more episodes that are unexplained	*Symptom-free for 24 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → <i>Urgent medical care may be needed.</i>
Skin rash or open sores	*Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.