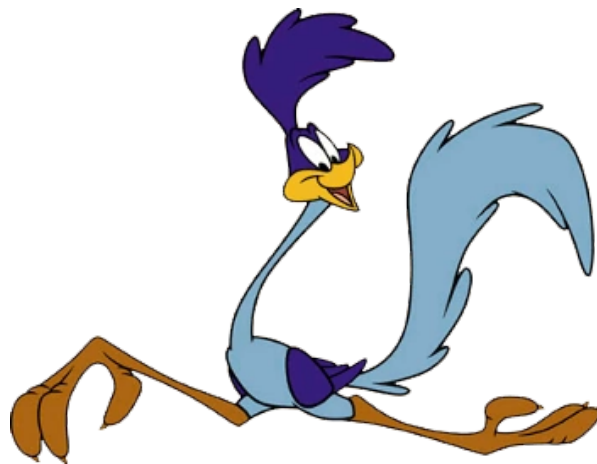


Periwinkle Parent/Student Handbook 2024-2025



**Periwinkle Elementary School
2196 21st Ave. SE
Albany, OR 97322
541-967-4600**

Our Mission

Periwinkle Elementary is a positive school community where all staff and students unite to share a commitment to growth and learning.

Safe, Welcoming, Engaging, and Encouraging

TABLE OF CONTENTS

Page 3	Staff Directory
Page 4	School Hours, Drop off/Pick up, Attendance
Page 5	Phone Calls, Check in/Check out, Check Acceptance
Page 6	Textbooks, Electronic Surveillance, Breakfast/Lunch, Home/School Communication
Page 7	After School Programs, Statement of Non-Discrimination Behavioral Expectations
Page 8	Bus Conduct, Bullying/Harassment, Student Dress/Appearance
Page 9	Parent Involvement, Field Trip Guidelines, School Fundraisers
Page 10	Toys & Personal Equipment, Cell Phones, Lost & Found, Class Parties
Page 11	Health Care, Medication at School
Page 12	School Emergency Information

STAFF DIRECTORY

NAME

POSITION

Katelyn Lindsey
Lindsey Koenig
Hayley Brewster
Sherri Holst

Principal
Counselor
Office Manager
Clerical Specialist

Angeline Baker
Jenny Hudson
Debbie Filley
Kelsey Pairan
Katie Miller
Mandi Sawyer
Jennifer Hurley
Nico Dodson
Kristyn Kohler
Will Hart
Jennifer Zemba
Lynn Nichols
Rachel Wolf

Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Fifth Grade

Helen Gish
Leila Hernandez
Nathan Wolfe
Christina Chumard
Christa Anderson
Maddie Easedale
Savannah Battro
Chaney Reynolds & Amber Nofziger

ELD Teacher
Translator, assistant
Resource
Speech
P.E.
Art
Instructional Coach
Interventionists

Instructional Assistants:

Athena Alvarado
Julie Baker
Andrea Conner
Kathy Bean

Trisha Collett
Julie Crosswhite
Nora Yost
Selena Manley

Vikki Graham
Katie Lizotte
Lynn Lara
Erica Passenant

Imelda Nunez-Alberto
Daven Ornelas
Lynn Rodgers

Custodian
Custodian
Meal Services

SCHOOL HOURS

Our school grounds are **supervised from 7:35 am to 2:25 pm** Monday through Friday (Wednesdays until 1:25) on school days. Students should **not** arrive at school before 7:35 am. We have free breakfast in the cafeteria from 7:35-8:00am. Our academic day begins at 7:50 am and ends at 2:25 pm.

Office HOURS

Our office is available by phone or in person from 7am-3:30pm

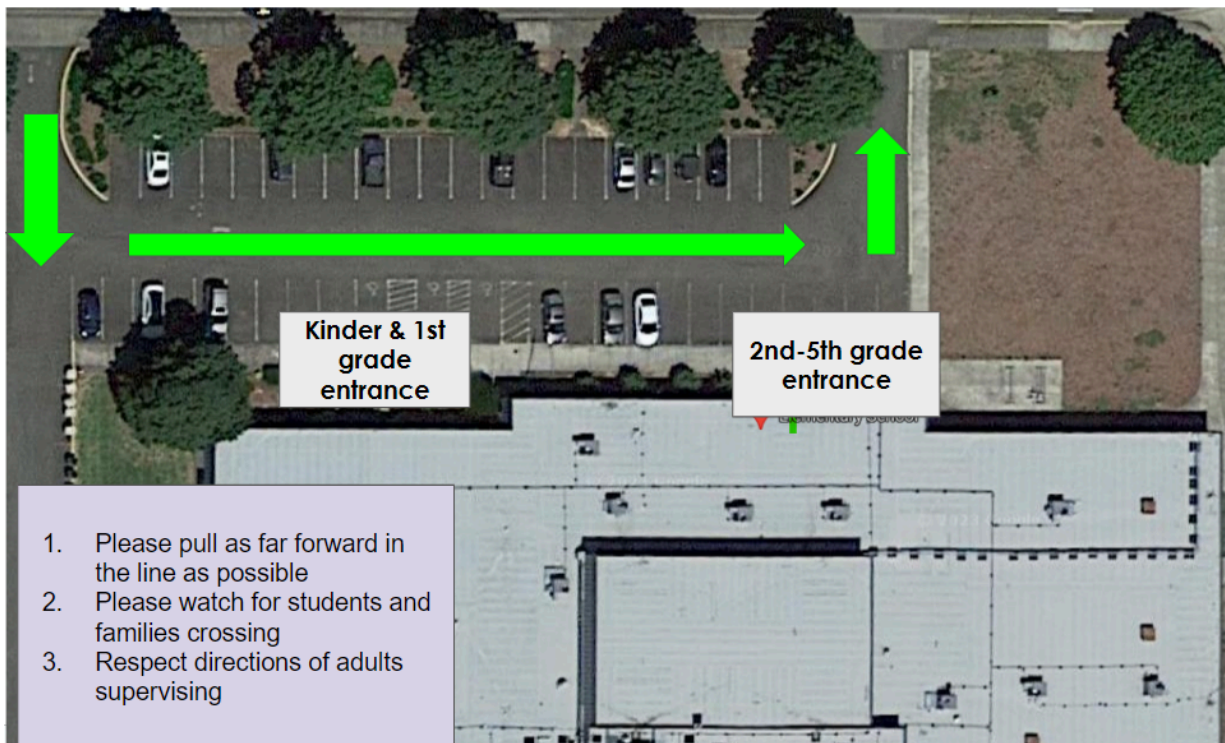
EARLY RELEASE WEDNESDAY SCHEDULE: Grades K – 5 7:50-1:25

REGULAR CLASS SCHEDULE: Grades K-5 7:50-2:25

Drop-Off and Pick Up Procedures

Before School Drop Off and Supervision

The school has supervision of students available starting at 7:35 am. We ask parents not to drop off any earlier. Our parking lot is a one-way drive through. Parents should drive almost all the way through the parking lot, and drop students off on the east end of the parking lot, where a staff member will be waiting. Students are then directed to either breakfast, quiet activities in the library, or the gym. Breakfast is served from 7:35-8:00.

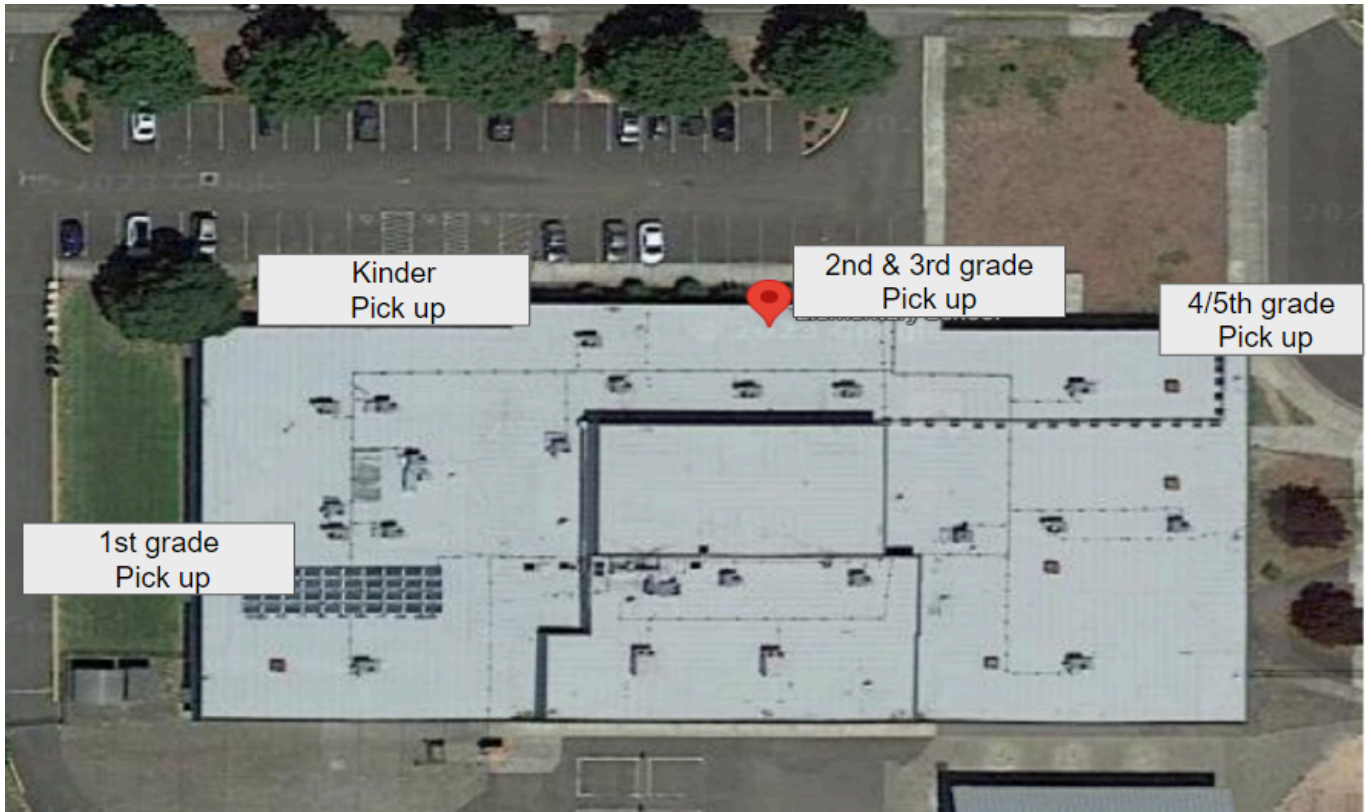


After School Dismissal and Supervision

Periwinkle families have several choices for their end of day plans:

- Ride the bus home.
- Ride bus to Boys and Girls Club/YMCA
- Pick-up by parent or walking home

Each teacher will dismiss students from the classroom. Bus students will walk with a staff member to the buses. 5th grade teachers will release students to the bus from their classrooms. Parents who are picking students up **need to park and walk to the outside classroom door**, where students will wait with their teacher. **No student will be released to a vehicle in the parking lot.**



Communicating With the School About After School Plans

When the student starts school for the year:

On Open House Night, we will have parents fill out after school plans for each day and alternative plans for when the Boys and Girls club or YMCA are closed.

If your child has a regular schedule that occurs each week where they are dropped off at different places on different days we will follow this default plan **unless otherwise notified by one of the methods listed below.**

After school change of plans:

Parents can send a note into school with their child or call the office with changes. **We ask parents to call us by 1:45 with any changes.** We keep a list of any changes throughout the day and call them down to each classroom by 2:00pm. *We will never change plans unless there is a note or a call to the office from someone listed on the registration.* We will always stick to the parent's go home plan they fill out at the beginning of the year. Example- If they normally ride the bus they will go on the bus.

Student safety during dismissal

Keeping your child safe to and from school is a top priority for us. In the event we discover after school plans were not followed and a student is not where they are supposed to be, we will:

- *Contact the parent/guardian by phone, usually by the office.*
- *If the child is at school they will stay in the office until we get a hold of someone.*
- *Transportation will contact us if they couldn't drop someone off or if there is an issue so we can contact the parent.*

Some notes about bussing:

- **Kindergarteners will not be dropped off at a single stop** (they are the only student getting off the bus) **if a parent or adult is not there for them.**
- **Per District process, Kindergarteners will be dropped off at group stops** (when other students are dropped off as well) **without an adult present.**
- **If at any time any student says they do not want to get off the bus, the bus driver will keep them on the bus and contact transportation that the student is still with. Please let your child know that they are allowed to make this request.**

Communication is key

The earlier we hear from you, the better we are able to make sure your plans are put into place. We want to do all we can to assist you and your after school needs so **please notify us regarding changes as early as you can.**

ATTENDANCE

We ask that parents contact the school in the event that a child has been, or will be, absent. This can be done either by calling the office or sending a note to the teacher. Students are only allowed to use the telephone with teacher permission. Students are not allowed to use the phone to make after school social arrangements. **If your child is tardy they MUST CHECK IN at the office upon arrival.**

If a student misses more than half of the morning or afternoon (1.5 hours) they will not have perfect attendance for the day.

Parents will be kept informed of the attendance status of their student at the end of the trimester. This information will be included on the student's grading report. In addition, parents will receive a letter from the principal if the number of absences exceeds ten days.

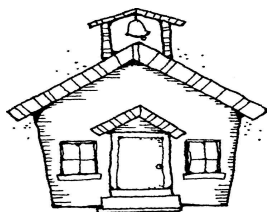
Students who have 18 or more absences are considered chronically absent. Missing 10%, or about 2 days a month over the course of a school year, can make it harder to learn to read. Attending school regularly helps children feel better about school—and themselves. Start building this habit now so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and beyond.

Not only is it imperative that students come to school, it is also important that they arrive **on time**. A student is considered tardy after 7:50 am.

As per Oregon Revised Statute 339.030 and 339.065, there are exceptions and legitimate excuses for absences. However, the law gives the school (teachers and principal) the power to determine what is an excused absence and what is not. We will work with families, as we always have, to address each individual situation. The intent of this attendance plan is not to be punitive, but rather to give students every opportunity available to advance their learning. We trust that you can support the school in this endeavor. If you have any questions regarding our attendance policies, state law related to attendance, or issues related to your student, please do not hesitate to contact the school.

ATTENDANCE AREA TRANSFER POLICY

If you move to another attendance area within the district during the school year, your child will be permitted to finish the current school year at Periwinkle. However, you must provide transportation to and from school on time, and attend regularly. The child will be required to enroll in the new school the following year. If you desire to have your child remain at Periwinkle you may submit a transfer request form, which may be obtained at the school office. **If you do move during the school year, please give Periwinkle office staff your new address information as soon as possible.**



CHECK IN/OUT PROCEDURES

When picking up a child prior to dismissal please sign them out in the office. Adults must sign in on arrival in the office, and to sign out upon departing. This allows us to keep track of who's in the building at any given time. Students are only allowed to leave school with a designated parent or person listed on the registration card. We care about your child's safety. The safety of the entire school is also of concern to us. We keep entrances to the school locked during the school day, and watch the grounds closely.

TEXTBOOKS/LIBRARY BOOKS

Library books in good condition are loaned, free of charge, to the students. Loss or damage of any book will require that the person to whom it was issued pay for it. Reach out to the librarian, Kathy Bean, or the office if a concern about library books arises.

ELECTRONIC SURVEILLANCE NOTIFICATION

The district may use electronic devices in public areas of district property to ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. This is official notification to students, parents, guardians, and staff that

electronic surveillance may occur on school grounds and buses, and evidence of violation may be used in disciplinary proceedings.

ELECTRONIC DEVICES

(cell phones, watches, wireless headphones, etc)

When students choose to bring personal electronic devices to school, they are expected to adhere to the following guidelines:

Usage Restrictions:

- Personal electronic devices (including watches) should not be used to access the internet, send messages, or make phone calls during school hours. If students need/want to get in touch with family, they need to communicate to their classroom teacher.
- Students who need to contact family members must obtain adult permission and use school-provided communication methods.

Wearing Watches:

- Watches are allowed if all other electronic device expectations are being followed.

Visibility of Devices:

- Other electronic devices should not be visible during school hours.
- Wireless headphones should not be worn while at school.

Photo and Video Restrictions:

- Taking photos or videos on school premises, including during arrival, dismissal, and on school buses, is prohibited during school hours.

Social Media Usage:

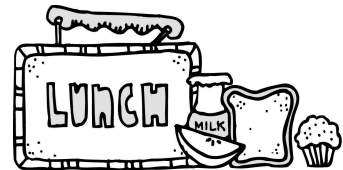
- Students are not allowed to use social media to harass, bully, embarrass, or mistreat students or staff at any time, including after school hours.
- Hate speech is strictly prohibited.
- Disruptive social media use outside of school hours that impacts the school environment may lead to disciplinary actions.

Device Responsibility:

- The school is not responsible for personal devices that are lost, stolen, or damaged while on school property.

These guidelines are designed to ensure a respectful and focused learning environment while maintaining responsible and safe use of personal electronic devices. Students who use electronic devices during the day will receive a warning, be asked to turn off and put the device away, or have the device be taken to the office till the end of the day. Please support Periwinkle in the "Off and Away" policy.

SCHOOL BREAKFAST/LUNCH

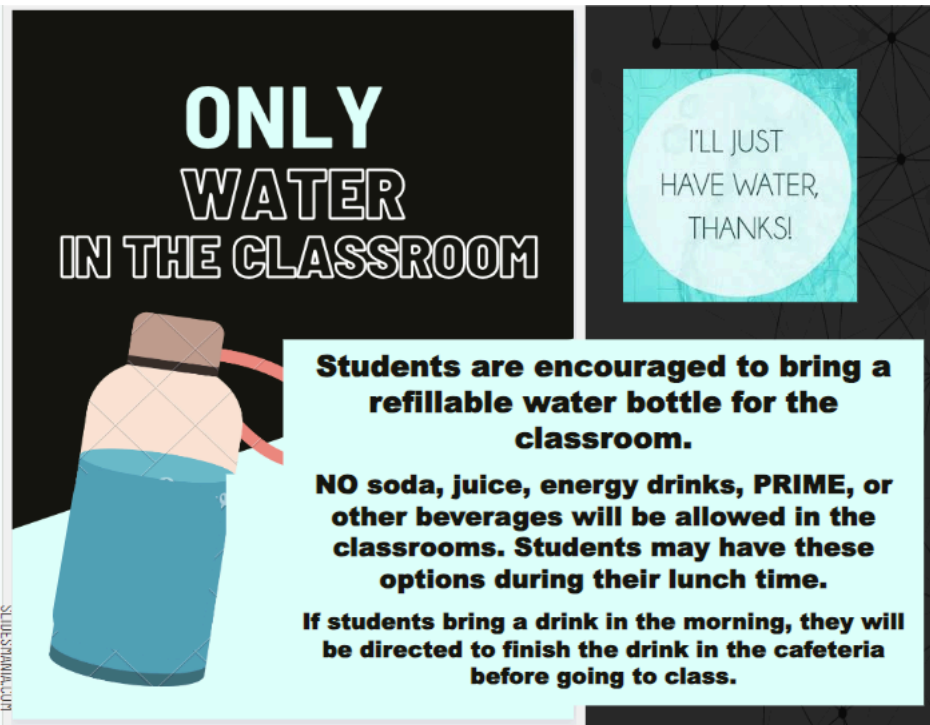


All students at Periwinkle may have breakfast and lunch at no cost.

Breakfast is served from 7:35 am to 8:00 am in the cafeteria. Students eating breakfast need to report to the cafeteria as soon as they arrive at school and be in class no later than 8:00am. Students arriving after 8:00 am will have access to a sack breakfast to take to class.

Students have 20 minutes to eat lunch with the class in the cafeteria. Students may bring their own lunch from home. If your child has a food allergy, please contact the office as soon as possible.

Periwinkle is focused on providing a safe, inclusive, and equity focused environment. Periwinkle's cafeteria space is used at different capacities for each grade level lunch. We do not have the ability to provide space for all families to eat lunch with their child, therefore we do not allow visitors to eat with their student(s) in the cafeteria. Exceptions can be made for special circumstances and must be approved by the building principal. If you would like to have lunch with your child, please check them out at the front office and enjoy lunch together. Please check your child back in when they return.



SCHOOL TO HOME COMMUNICATION

Like Greater Albany Public Schools, Periwinkle uses ParentSquare as our communication tool to connect parents and families. Parents can find announcements, school and classroom updates, newsletters, events, smart alerts, and more in one location.

This communication platform is available as a website portal and an [app for Android or iOS](#), meaning parents and guardians can access school notifications from anywhere. Announcements and messages can be sent via email, text message, voice message, or app notifications. Users may set preferred communication methods once an account is created.

Finally, you can check our school's website or facebook for information including a calendar of events, staff email addresses, and other pertinent school information at <https://periwinkle.albany.k12.or.us/>

AFTER SCHOOL PROGRAMS

Students who are members of the Albany Boys and Girls Club and belong to the after school program that the club offers, may ride the bus from Periwinkle to the club after school. A variety of activities are available for children including sports, arts and crafts, etc. For more information call the Boys and Girls Club at 541-926-6666. Please remember that a permission slip from the Boys and Girls Club must be on file in the school office in order for your child to be able to ride the bus to the club.

A STATEMENT OF NON-DISCRIMINATION

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

Behavior EXPECTATIONS AT PERIWINKLE

At Periwinkle, we believe in a positive approach to behavior and discipline. We adhere to the following Guidelines for Success:

Guidelines for Success



Be Safe

Express Kindness

Encourage Others

Persevere, Push On

Solve Problems

Periwinkle Elementary

The most effective teaching and learning takes place in a positive, supportive environment. Consequences for rule infractions will include a skill-building component and be handled in a manner that preserves dignity. Consequences can include problem-solving talks and counseling, reteaching the skills needed to behave responsibly, involvement of students in defining acceptable behavior, and involvement of parents.

When problem-solving and skill development approaches have not succeeded in assisting a student whose behavior interferes with the learning environment, they can be coupled with other disciplinary actions including loss of privilege, restorative practices, detention, suspension and exclusion of the student in accordance with Board policy.

The student has the right to be informed of the reasons for consequences. The goal of consequences should always be to assist students in taking responsibility for their behavior.

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

GENERAL RECESS RULES

Our playground rules were developed to increase safety. All students receive instruction on the safe use of playground equipment. Adult supervision is provided for all scheduled recess times.

- No gum, candy or other food is allowed at recess.
- No toys or personal sport equipment is allowed at recess.
- No school supplies other than a book to read is allowed at recess.

BUS CONDUCT

We care about your child's safety when riding the bus. Bus drivers issue citations when students violate safety procedures. If a student receives more than two citations the privilege of riding the bus may be forfeited for a period of time. The principal, parent, and bus driver must sign bus citations.

BULLYING/HARASSMENT

The District prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for such a violation.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district ground, at any district sponsored activity, on district-provided transportation, or any official district bus stop. "Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully.

Any student or guardian of a student who has been harassed, intimidated, bullied, or cyberbullied in violation of this policy is encouraged to immediately report the concern to a trusted adult or the building principal. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to a teacher or the building principal.

STUDENT DRESS AND APPEARANCE

GAPS Elementary Schools' student dress code supports equitable educational access and does not reinforce stereotypes. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment.

- Allow students to wear clothing of their choice that is comfortable, expresses their self-identified gender, wear religious attire without fear of discipline or discrimination and will not result in unnecessary barriers to school attendance.
- Encourage school staff to use student/body-positive language to explain the code and to address code violations.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, racism, hate speech, weapons, violence, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, tobacco, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

GAPS Elementary Schools expect that all students will dress appropriate for the school day or any school sponsored event. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, does not contribute to a hostile or intimidating atmosphere, and does not reinforce or increase marginalization or oppression of any group. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Must wear:	May wear:	Can not wear:
<ul style="list-style-type: none"> ● A Shirt (with opaque fabric which covers the majority of the torso.) ● Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) ● Shoes 	<ul style="list-style-type: none"> ● Hats facing straight forward or straight backward. Hats must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff. ● Religious headwear ● Hoodie sweatshirts, face must be visible ● Fitted pants, including opaque leggings, yoga pants and “skinny jeans” ● Ripped jeans, as long as underwear and buttocks are not exposed. ● Tank tops ● Athletic attire 	<ul style="list-style-type: none"> ● Violent language or images. ● Images or language depicting drugs or alcohol or any illegal item or activity. ● Hate speech, profanity, pornography. ● Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups. ● Swimsuits (except during Swim Class). ● Accessories that could be considered dangerous or could be used as a weapon. ● Any item that obscures the face or ears (except as a religious observance).

		<ul style="list-style-type: none"> • “Wheelies” (shoes with roller-skates in heel)
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Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in “Must wear” and “Can not wear”. Students in violation of these areas will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school.
- Students will be provided with temporary school clothing.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Staff Responses to Dress Code Violations

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others.
 - accusing students of “distracting” other students with their clothing.
- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as promotion ceremonies, dances and events.
- Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal

PARENT INVOLVEMENT

A sense of partnership between parents and school is the key element in achieving positive outcomes for children. Our teachers welcome your support and assistance. Each year Periwinkle parents donate several hundred hours to help in our school. We value your support and assistance in providing a first rate educational program for all students. All volunteers are required to fill out a Criminal History Background Check form each year. You will receive a form listing many areas in which we need help. We hope you will sign up to volunteer and become actively involved. Following are just a few examples of some of the school-wide and classroom opportunities.

- Classroom Volunteer: Scheduled opportunities for parents to work directly with students in the classroom.

- Home Volunteer: Correct papers or make materials for teachers to use in the classroom.
- Field Trip Supervision: Parents assist teachers on field trips.
- PTT (Parents and Teachers Together): Help with organized activities and fundraisers.

PERIWINKLE FIELD TRIP GUIDELINES

To volunteer and supervise students on a field trip, parents must be cleared through the criminal history verification process and have completed the volunteer training provided by our school. Non-parent adults may attend only if they have been cleared through the criminal history verification process and only with approval of the teacher. Parents should make arrangements to attend the field trip prior to the day of the field trip. Students should ride the bus to and from the field trip. Students may ride in their parent's car only with prior approval of the teacher. Children who are not Periwinkle students may not attend field trips.

We appreciate your cooperation with these guidelines. It's important that when we are out in the community with our students that we can focus on them and ensure they have a safe and positive experience.

SCHOOL FUNDRAISERS

As school funds continue to decrease there is less money for technology, field trips, assemblies, artists, authors, and other enrichment activities. Our staff devotes time to organize fundraising events: a fall Color Run, a "Book Fair," and the winter "i-Swim" sponsored by the Albany Public Schools Foundation, in which our school receives half of the funds raised and the foundation receives the remaining half. Student participation in all fundraising events is voluntary and requires parental permission.

TOYS AND PERSONAL EQUIPMENT

1. Students are asked **NOT** to bring toys or personal items such as electronic games.
2. Play equipment is provided for each recess. Items from home are asked to not be brought to school to use at recess.
3. The school is not responsible for lost, stolen or broken personal possessions.

LOST AND FOUND

1. Each year we have many unclaimed clothing items left in our lost and found. Unclaimed items are given to the FISH organization and to Goodwill at winter break, spring break, and end of the year
2. The school will offer several reminders during the year to claim lost items. Begin your search by checking in the office.
3. It would be helpful to have all clothing marked with the student's name on it.

CLASSROOM PARTIES

Periwinkle will implement a school wide birthday celebration policy. Periwinkle will not allow any treats/items to be brought in to distribute in school. If unauthorized treats or trinkets are sent in, unfortunately we will have to send them back home unopened.

After careful consideration and gathering feedback from various parties we have determined

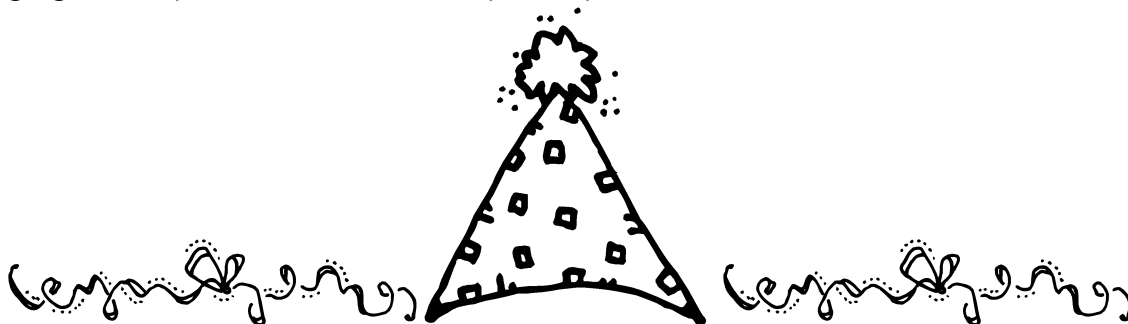
this to be necessary for the safety of all our students. Some of the considerations are:

- Safety: With 1 in 13 of children having at least one food allergy, anyone serving food to children needs to be aware of food allergies and the potential for a life-threatening allergic reaction. The safety of all students is one of our top priorities.
- Inclusion: Sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, dietary restrictions, religious beliefs, or financial hardships
- Loss of instructional time: Although staff will continue to find creative ways of celebrating birthdays/special events with students, it is important to protect the instructional day.

Please know that we are not trying to take the fun out of birthdays. Classroom teachers will continue to recognize children on their special day in special ways and students will be celebrated at our monthly assemblies!

We trust that you understand how deeply important it is to respect and adhere to these guidelines. The safety of all our students is our first priority and we appreciate your cooperation and understanding. Thank you for your continued partnership!

Finally, we ask that **no** bouquets of any sort be delivered to school for any occasion. Doing so creates an unnecessary burden for students in transporting them after school and for office staff in managing delivery at the end of the day. Many such items are not allowed on buses.



HEALTH CARE

Periwinkle has a health room and necessary first aid supplies. Many members of our staff have First Aid certification. If a child is injured at school, emergency first aid treatment is administered and parents are immediately notified. If a parent or other adult listed on the student enrollment card cannot be reached we use our best judgment in deciding treatment. Parents are called when a child is ill.

MEDICATION AT SCHOOL

The school office staff may give medication to students if: the medication is properly labeled in the original prescription bottle and brought in by the parent or guardian. A parent or guardian must sign a "Permission to Administer Medication" form **every** year. All medication (prescription or over the counter) is kept locked in the school health room.



Medication Administration Guidelines for Parents

Parents are encouraged to administer medication to their children before and/or after school hours. School staff should not be responsible for administering the first

dose of any medication. The student should have already experienced taking the medication at home.

Prescription and non-prescription medications 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 from parents cannot be accepted. Only verbal orders from doctor to School Nurse can change medication amounts, frequency, or times.

Non-prescription Medication:

Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids which do not require written or oral instructions from a physician.

- Requires written parent/guardian permission which includes the following:
 - Student name
 - Name of medication
 - Dosage (per manufacturer's recommendations)
 - Route
 - Frequency of administration
 - Other special instructions (e.g. purpose for medication-symptom specific)
 - Signature of parent/guardian
- Must be commercially prepared.
- Non-alcohol based.
- Must be in the original container with the manufacturer's recommended dosage schedule included.
- The school may only administer medications following the manufacturer's recommendations.
- Necessary for students to remain in school.

Prescription Medications:

- Requires written instruction from a physician; a prescription label meets this requirement.
- Requires written consent and instruction from parent/guardian.
- The medication must be in the original pharmacy container. Helpful hint: ask pharmacists for an extra "labeled" container for school usage; one for home and one for school, which are properly labeled.
- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternative times to accommodate early releases from school and/or classes. They may be given within the 30 minute "window" before or after the prescribed time. *The school may not give the student medication not normally dispensed during school hours because the dose was missed at home. If medication was missed at home, it will be the parent's responsibility to administer the missed dose at school.*
- Cutting medication is the responsibility of the parent or the pharmacy that dispenses the medication.

Student Self Medication:

If a student has a medical condition which necessitates he/she carry medication on his/her person, a signed parental permission form shall be on file in the school.

Regarding asthma inhalers, please write the student's name with a Sharpie (permanent marker) on the inhaler canister, as prescription labels are usually applied to the inhaler's box. (Side note: It's no longer necessary for a prescription label to be applied to an inhaler canister; a label on a box is sufficient.)

Transporting Medications:

Medications should be transported to and from school by a responsible adult who delivers the medications to a designated individual in the school. Medications should be delivered in original pharmacy or manufacturer-labeled containers. Students who have been approved to carry and self administer their own medications may transport them to and from school. Controlled substances should not be transported by students.

Unused medication must be picked up by parents at the end of the school year.

SCHOOL EMERGENCY INFORMATION

The Greater Albany Public School District participates in an automated school information network to provide public information in the event it is necessary to close or delay the start of a school day due to adverse weather. Rather than having to call each radio or television station individually as in the past, a school official can log onto the website with a password and enter the appropriate information once and have the data accurately transmitted to participating radio and television stations. The system is not limited to school closures due to snow. The system can be used at any time during the year in the event of weather conditions, industrial mishaps, law enforcement situations, etc. Persons may view school closure information directly from the network by going to www.flashalert.net. Persons wishing to receive an email notification directly from the network may receive the service by logging into www.flashalert.net and registering their account. There is no charge for the service.

FlashNews sends information to the following media outlets:

KEZI-TV	Ch. 9 Eugene	KPTV	Ch. 12 Portland
KVAL-TV	Ch. 13 Eugene	KMTR-TV	Ch. 16 Eugene
KKNU-FM	93.1	KXOR-AM	660 (Spanish)
KMGE-FM	94.5	KTHH-AM	990
KOOL-FM	99.1	KPNW-AM	1120
KRKT-FM	99.9	KEJO-AM	1240
KFLY-FM	101.5	KLOO-AM	1340
KXPC-FM	103.7	KLZS-AM	1450 (Spanish)
KDUK-FM	104.7	KGAL-AM	1580
KLOO-FM	106.3	KOPT-AM	1600 (Spanish)

