



TAKING CARE OF BUSINESS DAY

For students currently enrolled. If you are not enrolled, please contact the office 503-399-5533.

August 16, 2017

Welcome to the kick-off for our 2017-18 school year. We are excited to have you here with us and have this day to get the year off to a great start. By attending our Taking Care of Business Day, you can take care of registration, fees, lockers, school portraits, ID cards, Associated Student Body (ASB) cards, parking permits and order your yearbook all in one day. ***Students are required to turn in their student verification forms with parent signature in order to participate in Taking Care of Business Day.*** The registration form will be mailed home the beginning of August. We hope you also take time to visit stations with information on clubs and activities, Titan clothing, as well as check out our Student Store. See you soon!

August 16 9:00 – 11:00 a.m. Freshmen
12:30 – 7:00 p.m. All Grades

Every student, INCLUDING SENIORS, must have an ID picture taken. ID cards are free and are required for use to check out library books, textbooks, obtain yearbooks, purchase meals, and to attend activities and dances. We highly encourage all students to purchase an ASB card for \$40.00, as it can save each student hundreds of dollars over the course of a year.

Students who cannot attend August 16 may come to the Main Office after August 16 to drop off registration forms and pay fees, etc. Pictures for their ID/ASB cards and school photos will be taken **September 7** on Picture Make-Up Day.

SCHEDULE CHANGES

The schedule change process is completely electronic. Not all requests will be honored. Students will receive an e-mail with the outcome of their request once it has been processed. Schedules may not be changed to accommodate teacher or class period requests.

If a student needs to request a schedule change, the following steps must be taken:

1. Go to the West Salem High School Website <http://www.westsalemhigh.com/>
2. Click on Counseling.
3. Click on Schedule Change Request.

4. Completely fill out the electronic request form.
5. Counselors return August 23 and will review your request upon their return. This may take several days. Please check your e-mail frequently after August 23 in order to see if your request has been processed or if more information is needed from you. It is your responsibility to check your e-mail to ensure we responded.

**Last day to request a schedule change is:
Freshmen: Thursday, August 31 at 12 p.m.
Sophomores, Juniors & Seniors: Tuesday, September 5th at 8 a.m.**

TAKING CARE OF BUSINESS STATIONS

1. **REQUIRED Registration Form** - This form contains emergency contact information that must be reviewed and updated each year for the safety of students. Students will not be permitted to participate in Taking Care of Business Day without turning in this completed form signed by a parent. ***District Photo Restriction and School Directory "Opt Out" requests need to submitted in writing to the Registrar.***
2. **BUS RIDER REGISTRATION**
Students riding the school bus are required to complete Rider Registration forms for the Transportation Department. Route numbers are required on all ID cards. Student must have their ID cards with them in order to ride.
3. **YEARBOOK** – Pick up information regarding your yearbook.
4. **BOOKKEEPER – Cash/Check/Debit Card (We are not able to accept American Express)**
Past-due Fees
ASB Card (\$40)
Yearbook (\$60 **OR** \$55 if purchased with an ASB card during Taking Care of Business Days. After February 1, price will increase to \$65)
Parking Permit (\$15): (Must have **SIGNED parent permission form**, driver's license, and all outstanding fees paid.)
5. **PARKING FEES/Grades 11 and 12**– The student spaces to park on campus here at West are very limited. Due to that fact, we have a process in place to address this issue:

Seniors will have the first opportunity to receive a parking permit. This will be on a first come, first serve basis. They will put their request in at Taking Care of Business Days. **A valid driver's license must be shown to administrator for application to be considered.** All spots could potentially be assigned that day. Seniors will have until **September 1** to turn in their parking application. After September 1, the remaining spots will be put into the lottery drawing with Juniors.

Juniors may also put in a request to receive a parking pass at Taking Care of Business Days. If there are remaining spots after the seniors have had their opportunity, we will do a lottery to assign the remaining spots. Students will be called to the Student Center during the first week

of school if they were successful in getting a parking permit. **Sophomores are not eligible to receive a parking permit to park on campus.**

6. STUDENT STORE/TITAN WEAR



**Taking Care of
Business Day
Special
Swag Bag \$25**



- *Titan Drawstring Bag**
- *Choice of a T-Shirt**
- *Water bottle**
- *Lanyard**
- *Student Planner**
- *Notebook**
- *Titan Pen**
- *Sticker**
- *Slushy Coupon**



7. FOOD SERVICE (optional) - Pre-pay for lunches, pick-up forms for Free/Reduced lunch (new ones must be filled out each year).

8. REQUIRED ID CARD PHOTO and SCHOOL PORTRAIT PHOTOS

ID Card Photo – Every student is required to have an ID photo taken. There is no fee.

ASB Card Photo - ASB Card is \$40.00.

School Portrait Photos - School photo purchase is optional.

9. CLUBS – Club information available.

10. PARENTVUE - If you need a password, please contact the Counseling Center.

11. DRAFT SCHEDULES – Pick up your draft schedule for review.

FRESHMEN ONLY!

Freshmen First Day of School
September 5, 2017

Only freshmen and our outstanding leadership students will be in the building on this special day. This will be a day for orientation and fun, and chance to meet your new classmates as well as staff members. You will attend each of your classes for a short period that day and hear about activities at West and ways to make your high school experience a positive one. Here are some helpful hints:

- **Students will pick up their final schedules in the gym** beginning at 7:15 am and receive a schedule of activities for the day.
- **Dress to be active.** You will be participating in active team bonding and school spirit activities - skirts, dresses and heels may be tricky!!
- **No need for backpacks, books, etc.** You will not be given any homework, and you will not need to take notes. The idea is to be able to have fun and be active, so leave the books and backpacks at home - trust us!

FIRST WEEK OF SCHOOL INFORMATION

September 5 - Freshmen Only!

September 6 - All Students

Sophomores, Juniors, Seniors - Pick up final schedules in the gym beginning at 7:15 a.m.

You will not be allowed into class without your final schedule.

September 7 - Picture Make-Up Day

ASB/ID Cards - Photo Make-Up Day is September 7 for those students who do not yet have their ASB or ID cards. Students will be called out of class for photos.

October 24 - Picture Retakes

Original packet with payment must be turned in to the photographer at the time of retakes.

General Information:

- **Lockers** - Sign up for lockers in the Attendance Office before or after school.
- **Lunch Tickets** - Deposit money into your account or turn in paperwork for free or reduced meals **before** school. Applications are available in the Commons from the kitchen staff.
- **School Buses** - Buses pick up students directly behind the school on the upper parking lot turn-around. Bus information can be obtained from the Main Office or Salem-Keizer 24J website <http://busfinder.salkeiz.k12.or.us/mlinkrp/Students/BasicTransBoundarySearch.aspx>
Rider Registration forms are required