It’s a great day to be a Titan.

~ Ed John
MISSION STATEMENT

In partnership with our community, West Salem High School is committed to providing a safe and nurturing environment that focuses on academic excellence, fosters integrity, and engenders a spirit of respect.
Here at West we are excited about this upcoming year. We have several familiar faces and some new additions to the Titan family that are eager to start another great year.

West Salem High School has many opportunities that students can take advantage of and be involved in. Our athletics are outstanding and make it into the playoffs every year in many sports. Our award winning music programs all took 1st place this past year in our district and our band program won the state title for the 8th consecutive year. West also has multiple other successful school activities and electives that students can become a part of here.

We are very proud of our West community. If you have any questions, please feel free to stop by and see me.

Sincerely,

Jim Miller
Principal
**Secondary Last Day**
- Grades 6 & 9: Sept. 5
- Grades 1-5, 7-8 & 10-12: Sept. 6
- Kindergarten: Sept. 13

**First Day**
- Salem-Keizer High Schools: Grades 1-5, 7-8 & 10-12
- Kindergarten: Kindergarten

## 2017-2018 Calendar

### AB Block Schedule

#### AUGUST/SEPTEMBER

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### LEGEND

- **H**: Holiday
- **K/DRA**: Kindergarten Staff Development Day
- **K/DRA**: Kindergarten Staff Extended Day
- **HSF**: High School Finals - Early Release
- **K-12 EC**: Kindergarten to 12th Grade Evening Conference
- **K-12 M**: Kindergarten to 12th Grade MPR Conference
- **K-12 C**: Kindergarten to 12th Grade Conference
- **SH**: School Holiday
- **NS**: No Students
- **M**: Make up for emergency closure days
- **EG**: Elementary Grading Day
- **EG½**: Elementary Staff Development Half Day
- **SID**: Statewide Inservice Day
- **K-12 M**: Kindergarten to 12th Grade Conference
- **K-12 C**: Kindergarten to 12th Grade Conference
- **SSD**: Staff Development Day
- **SSD½**: Staff Development Half Day
- **R**: Regular Day
- **PD**: Professional Development

### Appropriate Activities Required by Statute:

- **Constitution Day**: September 18
- **Columbus Day**: October 9
- **Martin Luther King, Jr. Day**: January 15
- **Lincoln’s Birthday**: February 12
- **Admission of Oregon into the Union**: February 14
- **Washington’s Birthday**: February 22
- **Women in History Week**: March 5-9
- **Arbor Week**: April 2-6

---

**SCHOOL DISTRICT 24J | SALEM, OREGON**

School Calendar Based on Traditional Schedule

**ADOPTED BY SALEM-KEIZER SCHOOL DISTRICT**

March 2017
**BELL SCHEDULE 2017-18**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td><strong>Regular/All-Meet</strong> (42 minutes)</td>
<td><strong>A</strong> (90 minutes)</td>
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<td>7:30-8:12</td>
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<td><strong>B Lunch</strong> 10:40-11:10</td>
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<td><strong>Period 5A</strong> 11:29-11:59</td>
<td><strong>Period 3A</strong> 11:15-12:45</td>
<td><strong>Period 7A</strong> 11:15-12:45</td>
<td><strong>Period 3A</strong> 11:15-12:45</td>
<td><strong>Period 7A</strong> 11:15-12:45</td>
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<td><strong>Period 6</strong> 12:04-12:46</td>
<td><strong>Period 7A</strong> 11:15-12:45</td>
<td><strong>Period 8</strong> 12:50-2:20</td>
<td><strong>Period 3A</strong> 11:15-12:45</td>
<td><strong>Period 7A</strong> 11:15-12:45</td>
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<td><strong>Period 8</strong> 1:38-2:20</td>
<td>B Lunch 12:15-12:45</td>
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<td>B Lunch 12:15-12:45</td>
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- Monday A/B Day: Students attend all 8 periods.
- Tuesday/Thursday A Day: Students attend periods 1-4.
- Wednesday/Friday B Day: Students attend periods 5-8.
- A or B lunch is determined by 5th period class on Mondays, 3rd period class on Tuesdays & Thursdays, 7th period class on Wednesdays & Fridays.

**ATTENDANCE/ABSENCE REPORTING**

503-399-3789
TITAN STAFF 2017-2018

Administration
Jim Miller .................................. Principal
Travis Myers. .............................. Behavior Specialist
Angela Rasmussen ....................... Curriculum Assistant Principal
Bill Wittman .................. Athletic Director / Assistant Principal
Terra Yates .................. Discipline Assistant Principal

Activities
Bryan Haws .................. Activities Director

STAFF / HELP DIRECTORY

Attendance ............................. 503-399-3785
Attendance (24-hour automated) .... 503-399-3789
Athletic Schedules ........... greatervalleyconference.org
Counseling Office .............. 503-399-3780
Kitchen/SODEXO Food Service ... 503-399-3786
Main Office Number .......... 503-399-5533
Main Office Fax ............... 503-584-5004
Student Center ................. 503-584-6441

Academic Booster Club .......... Christy Beckstrom
Activities and Clubs ............ Bryan Haws
Alternative Education .......... Counselors
Athletics, Schedules, Practices ... Bill Wittman
Athletic Booster Club .......... Bill Wittman
Course Offerings ................ Angela Rasmussen
State Testing .................... Jim Miller/Angela Rasmussen
Exchange Student Applications ... Suzy Kottek
Facility Use .................. Rebecca Mucken
Fees/Payments ................... Jolie Gilman
Fundraising .................. Bryan Haws
Graduation Requirements ...... Lily Stanfield
Homework Requests .......... Deanne Coursey

In-District Transfers .................. Jim Miller
Library/Media Center ................ Liz Beazizo
Local School Advisory Committee (LSAC) . Jim Miller
Lunch Program .................. Patty Medley
Newspaper .................. Scott Taylor
Progress Reports/Grades .... Angela Rasmussen
Scheduling .................. Counselors
504 Plans .................. Counselors
Special Education ........ Angela Rasmussen/Terra Yates
Student Insurance ................. Joanne Pfau
Student Records ........ Suzy Kottek
Talented and Gifted Program .... Nancy Ingerson
Transcript Request ........ Suzy Kottek
Yearbook .................. John O’dell
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ACADEMICS

Communication with Parents
West Salem High School staff strives to have good communication with parents. The attendance reporting machine will call the home of students in the evenings to report attendance issues. Grades are mailed home every six weeks. Administrators and counselors will contact parents when important issues arise. However, parents are encouraged to contact teachers by phone or email when they have questions or concerns. Parents may access information from the web-site. In addition, we will post calendar events on the web-site: www.westsalemhigh.com

Homework Policy
Homework is a natural extension of the classroom. Students can expect to have some homework each evening. The amount of homework will vary according to subject and by what is accomplished in the classroom on a specific day. We highly encourage parents to become involved in this process by providing encouragement and support, and checking with students daily to ensure that assignments are completed and turned in.

Make-up Work
When students are ill and absent from school, parents are encouraged to use ParentVUE as a resource. Students who miss class for school sponsored activities are responsible for talking to teachers prior to missing class regarding making up classroom work when returning to school. Parents are always welcome to contact teachers directly. Parents and students must notify the school or meet with a counselor if your child will have any type of pre-arranged or extended absence. Students who are excused by their parents will be allowed to submit make-up work. Teachers are not required to accept any work if the absence is unexcused.

Grading Policy
Progress reports are provided two times during the semester to inform the student and parent(s) of what the grade would be if the semester were ending at that time. The first progress report represents six weeks’ work and the second progress report represents 12 weeks cumulative work. The semester grade represents 18 weeks cumulative work and becomes a part of the student’s permanent record. Parents and students must notify the school or meet with an administrator if your child will have any type of pre-arranged or extended absence.

INC (incomplete)
INC is given in cases of prolonged illness, an approved trip, or an emergency has deterred the student from completing class work by grade-marking time. A student must complete his/her work within six weeks after the end of the grading period unless prior arrangements have been made. If the work has not been completed the student will receive a failing grade. It is the student’s responsibility to make the work up. Please submit requests for incomplete to your child’s counselor, prior to the end of the semester.

Valedictorian/Salutatorian Policy - Class of 2018, 2019, 2020
Valedictorian status will be awarded to students who have received a 4.0 GPA after having completed 8 semesters.

Early graduates and fifth-year students are not eligible for valedictorian status.

Salutatorian status will be awarded to students who have all A’s and only one B after having completed 8 semesters.

Early graduates and fifth-year students are not eligible for salutatorian status.

A = Excellent  C = Average work
B = Above average work  D = Below average work
F = Failing work which does not meet minimum requirements
Pass/No grades= Assigned to student aides or independent study.
Valedictorian/Salutatorian Policy - Class of 2021 and beyond

Valedictorian status will be awarded to students who have the highest unweighted cumulative GPA over 8 semesters in high school. To qualify, students must also meet the Honors Diploma requirements.

Salutatorian status will be awarded to students who have the next highest unweighted cumulative GPA over 8 semesters in high school. To qualify, students must also meet the Honors Diploma requirements.

Dropping Classes

It is the goal of the staff at West Salem that students are placed in classes according to state and district requirements, their ability level and their expressed interest in the curriculum. When these goals are met, the course selection is permanent. Students may not drop a class from their schedule unless they have been misplaced. (An exception may be made due to administrative action.) Students who need to change their schedule must do so within the first two weeks of the semester. Dropping a class after that time frame will result in an F grade in that course for the semester. Athletes and musicians are expected to be enrolled in five classes at all times.

Alternative Education Program (INS-W024)

The district provides alternative education opportunities for students in several settings. Programs are designed to assist students as they work to achieve the goals of the curriculum in a manner consistent with their learning styles and needs. The programs consist of instruction and may include counseling.

A parent whose student has erratic attendance or severe discipline problems may be notified of alternative education options.

Alternative education shall be provided for an expelled student in accordance with Oregon law. The district will notify the student, parent, other parental relationship or emancipated minor regarding the availability of appropriate and accessible alternative education program. Home schooling by the parent is not considered a District sponsored or approved alternative education program.

Early Graduation

West Salem High School recognizes the right of parents and students to request early graduation and may agree that some students should be exempt from a full four-year attendance expectation. West Salem High School strongly advocates full time attendance rather than aspiring to meet only minimum standards of educational achievement in high school. In the majority of cases, full school attendance may have more satisfying long range implications in the areas of opportunities for career decision making, normal maturation processes and in becoming a more productive citizen.

Requirements:

1. Students must apply for early graduation via the counselor and must obtain parental and administrative approval. Students must fill out the form “Intent to Graduate Early” and get administrative approval. In April, after all “Essential Skills” requirements have been met and a PEP (Personal Education Plan) has been submitted, the final approval will be given.

2. All 24 required credits, essential skills, and Personal Education Plan (PEP) must be completed by graduation day in order for the student to participate in any part of the graduation ceremony.

3. There will be no public recognition of students participating in graduation if students are not participating in the graduation ceremony.

4. If a student withdraws from West Salem High School and takes classes at Roberts High School they will receive a diploma from Roberts High and not West High.

5. It will be the parent/students’ responsibility to maintain contact with West Salem High School regarding graduation activities.

6. Juniors graduating early may not be Valedictorians and Salutatorians. Students earning valedictorian or salutatorian status must complete eight semesters of high school.
**Academic Letter**

Students who have excelled academically are eligible to earn an Academic Letter. Students must have a cumulative grade of 3.5 or higher, including the most recent semester, and be on track to graduate. **Only juniors and seniors currently enrolled in a minimum of five classes qualify for an academic letter award.**

Foreign exchange students are not eligible to earn an academic letter. Students who have gone on a student exchange program abroad may use any four consecutive semesters with an average 3.5 GPA. Students who qualify for a first award will receive a Titan letter unless they have received a letter in another program.

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**National Honor Society**

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service and leadership still exist today.

Qualifications for membership in the WSHS Chapter of the National Honor Society:

- **Students must be at least a first semester sophomore, or apply at the end of Freshman year to be inducted the following fall.**
- **Scholarship:** 3.0 cumulative GPA and 6 semester classes of Advanced, AP, IB, or Honors academic classes. Active class participation, clear communication, excellent attendance is also required.
- **Leadership:** Positive attitude, initiative and reliability in class and in school activities.
- **Service:** Helpful to others in school and community.
- **Character:** Honest, reliable, courteous, respectful and perseverant.

**Transfer student requirements for membership in the West High NHS Chapter:**

- Complete one semester at WSHS.
- Show your NHS certificate to West's advisor.
- Complete the WSHS student application to show that you meet the WSHS qualifications listed above.

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**Honors Diploma - 2018, 2019, 2020**

Students who have received a 3.5 GPA for seven consecutive semesters of course work will receive a seal on their diploma.

**Honors Diploma - 2021 and beyond**

In order to recognize students going above and beyond the minimum requirements for graduation and choosing to challenge themselves academically, Salem-Keizer will issue an honors diploma to a student that meet the following criteria:

**Other Requirements:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3.0</td>
<td>Fine/Applied Arts</td>
<td>1.0</td>
</tr>
<tr>
<td>Composition</td>
<td>1.0</td>
<td>Physical Education</td>
<td>1.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
<td>Health</td>
<td>1.0</td>
</tr>
<tr>
<td>Science</td>
<td>4.0</td>
<td>Electives</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0</td>
<td>Total</td>
<td>24.0</td>
</tr>
<tr>
<td>World Language (same language)</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Requirements:**

AP/IB/Dual Credit: Students must successfully complete (C or above) four credits in Advanced Placement, International Baccalaureate, or College Credit classes.

GPA: Students must graduate with an unweighted cumulative GPA of 3.5 or above.

Academic Honesty: Students earning an Honors Diploma must exhibit high academic integrity. Students who have an incident of academic dishonesty during high school will not be eligible for an Honors Diploma.
**Dual Language**

Students who have completed 6 credits (earning a C or better in all) in approved courses and earning a score of 3 or higher on the AP Spanish Language exam will receive a dual language seal on their diploma.

**AP**

Students who have completed a minimum of four advanced placement courses during their high school career will receive an advanced placement cord.

**Talented And Gifted**

In accordance with ORS 581-22-403, Salem-Keizer Public Schools identifies and provides services for students with exceptional academic talents or intellectual gifts. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students, which will maximize their potential.

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**GUIDANCE & COUNSELING SERVICES**

**Statement of Purpose:**

The purpose of the West Salem High School Comprehensive Prevention and School Counseling Program is to provide students with advocacy, knowledge, and resources to become lifelong learners, healthy thriving students, and positive contributing members to a safe school community.

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**How to Access Your School Counselor**

Counselors are available to assist students with life situations. Students have the opportunity to meet with a counselor when they are struggling academically, emotionally, socially, or physically. Students wishing to see a counselor should make an appointment with the Counseling/Guidance secretary. If a situation arises during class time the student must let the teacher know he/she would like to go to the Counseling department. Students and parents are encouraged to contact the Counseling & Career Center for support and/or referrals early in the development of a problem. Please call your counselor (Amber Myers, Lily Stanfield, Andrew Sydow, and Karla Tibbits) at 503-399-3780.

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<table>
<thead>
<tr>
<th>Personal/Social Development</th>
<th>Career Development</th>
<th>Academic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Self-esteem</td>
<td>• Alternative education opportunities</td>
<td></td>
</tr>
<tr>
<td>• Decision-making</td>
<td>• Professional/Technical apprenticeship information</td>
<td></td>
</tr>
<tr>
<td>• Family situations</td>
<td>• Career education opportunities</td>
<td></td>
</tr>
<tr>
<td>• Accessing community resources</td>
<td>• Referral to other career opportunities</td>
<td></td>
</tr>
<tr>
<td>• Alcohol and drug issues</td>
<td>• Military information</td>
<td></td>
</tr>
<tr>
<td>• Individualized counseling</td>
<td>• Work experience information</td>
<td></td>
</tr>
<tr>
<td>• Social services referrals</td>
<td>• Assist in post high school planning/career path</td>
<td></td>
</tr>
<tr>
<td>• Crisis/trauma/grief/loss</td>
<td>• Provide information through curriculum fair</td>
<td></td>
</tr>
<tr>
<td>• Violence prevention</td>
<td>• Advise on college and occupational testing</td>
<td></td>
</tr>
<tr>
<td>• Depression</td>
<td>• And more …</td>
<td></td>
</tr>
<tr>
<td>• Abuse situations</td>
<td>• High school/post-high school advising</td>
<td></td>
</tr>
<tr>
<td>• Eating disorders</td>
<td>• College planning/preparation</td>
<td></td>
</tr>
<tr>
<td>• And more …</td>
<td>• Consulting on alternative education opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Senior graduation credit evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 4-year planning worksheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assist in planning for course selection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• And more …</td>
<td></td>
</tr>
</tbody>
</table>
**Graduation Requirements**

Students must complete 24 credits. All credit requirements must be met, as well as all fees paid, in order to walk at graduation. One unit of credit shall equal a minimum of 130 hours of instruction in a planned offering or one year of a class. One semester is one-half credit. Credit shall be earned as follows:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English:</strong></td>
<td></td>
</tr>
<tr>
<td>Literature (Any course with an LL prefix)</td>
<td>4.0</td>
</tr>
<tr>
<td>Writing (Any course with an LW prefix)</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics:</strong> (Gr. 12) (Gr. 9-11, all 3 credits are Algebra 1 and above)</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Science:</strong> (2 of the credits requiring lab experience)</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Health:</strong> (1.0 Credit)</td>
<td>0.5</td>
</tr>
<tr>
<td>(Gr. 9) Wellness Skills I</td>
<td></td>
</tr>
<tr>
<td>(Gr. 11) Wellness Skills II</td>
<td></td>
</tr>
<tr>
<td><strong>Physical Education:</strong> (1.0 Credit)</td>
<td>0.5</td>
</tr>
<tr>
<td>(Gr. 9) Personal Fitness</td>
<td></td>
</tr>
<tr>
<td>(Gr. 10-12) P.E. Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Second Language/The Arts/Career and Technical Education (CTE):</strong></td>
<td>3.0</td>
</tr>
<tr>
<td>(Any courses in Art, Business/Computer Science, Foreign Language, Drama, Music, Newspaper, Yearbook)</td>
<td></td>
</tr>
<tr>
<td><strong>Electives:</strong></td>
<td>6.0</td>
</tr>
<tr>
<td><strong>Total (minimum requirements):</strong></td>
<td>24.0</td>
</tr>
</tbody>
</table>

Also, state requirements as follows: Every student must pass the essential skills in reading, writing, and math, and complete their Personal Education Plan (PEP).

**College Entrance Requirements**

Students intending to enroll in a post-high school education program must plan carefully to assure entrance requirements are met and completed prior to established deadlines. Your counselor has more detailed information.

The general requirements to be eligible for a 4-year college/university are:

<table>
<thead>
<tr>
<th>College Entrance Requirements</th>
<th>Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Graduation from a public high school (satisfactory grade point average)</td>
<td></td>
</tr>
<tr>
<td>• Successful completion of the following subject requirements with a C- or better:</td>
<td></td>
</tr>
<tr>
<td><strong>English:</strong> Includes study of accepted English language, literature, speaking and listening, and writing with emphasis on and frequent practice in writing expository prose during all four years.</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> Complete coursework through Algebra II with a strong recommendation to take 4 years of math.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science:</strong> Shall include 3 credits each in two fields of college preparatory science such as biology, chemistry, physics, or earth and physical science (one recommended as laboratory science)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 1 credit of U.S. History, 1 credit of global studies, and 1 credit of government/economics is recommended</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Language:</strong> Shall include two consecutive years of study in the same second language. If students begin a foreign language in middle school, at least one full year must be taken at the high school level.</td>
<td>2</td>
</tr>
</tbody>
</table>
PSAT Test Dates

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be administered on **Wednesday, October 11, 2017** at West Salem High School. Sophomores and Juniors planning on attending a four-year college are encouraged to take the test. Only Juniors qualify for the NMSQT.

Sat I, II Test Dates

The SAT is offered several times each year. You can register directly at [www.collegeboard.com](http://www.collegeboard.com) and check for registration deadlines (usually 5 weeks prior). Upcoming dates for the exam listed below:

<table>
<thead>
<tr>
<th>October 7, 2017</th>
<th>December 2, 2017</th>
<th>May 5, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4, 2017</td>
<td>March 10, 2018</td>
<td>June 2, 2018</td>
</tr>
</tbody>
</table>

AP Testing

AP testing is offered ONLY on a specific date (May 7-18, 2018). The test fee for 2017-2018 has not been determined yet. (Scholarships may be available for students with financial need.) To register for accommodations, to get more information about fee reductions, or to apply for a financial need scholarship, please see Angela Rasmussen.
Athletics are an important part of the total education program at West Salem High School and we offer the following OSAA sponsored sports:

**Fall**
- Cross Country (Boys/Girls)
- Football
- Soccer (Boys/Girls)
- Volleyball

**Winter**
- Basketball (Boys/Girls)
- Swimming (Boys/Girls)
- Wrestling

**Spring**
- Baseball
- Golf (Boys/Girls)
- Softball
- Tennis (Boys/Girls)
- Track & Field (Boys/Girls)

Athletes are governed by a combination of Salem-Keizer Public Schools regulations and OSAA (Oregon School Activities Association) regulations. The athletic program has quality coaches who have outstanding reputations in their fields and who take pride in teaching athletes to utilize their full potential and pride themselves in their participation and sportsmanship. The program honors sportsmanship on the field and in the stands. It teaches individual values of cooperation and competition, the discipline to balance academics and athletic requirements, and the ability to cope with both adversity and success. Athletes are expected to attend school the entire day of an interscholastic activity or practice session if they intend to participate in that day’s event. The athletic director will handle exceptions.

To be academically eligible to participate in an OSAA-sponsored sport, a WSHS student must:

1. be enrolled in classes that will yield 2.5 credits in a given term;
2. with the exception of incoming 9th graders, obtained 2.5 credits during the previous academic term (summer is considered an extension of second semester by the OSAA);
3. be “on track to graduate” as determined by the OSAA:
   a. 4.5 credits completed prior to the 10th grade year;
   b. 10 credits completed prior to the 11th grade year;
   c. 17 credits completed prior to the 12th grade year.

Other eligibility rules:

1. If a student moves into the district, his/her parents or legal guardians have to move with the student and, if they are guardians, must have held this status prior to the move and must have lived with the student previously. (OSAA)
2. A student who enters the 9th grade for the first time is eligible when he/she attends West Salem High School. (OSAA)
3. Once students enter grade nine, they have the potential to compete in eight consecutive semesters. (OSAA)
4. A student who turns 19 before August 15 shall be ineligible for athletic competition. (OSAA)
5. A student who fails a class or has below a 2.0 GPA may be assigned to an athletic study program during the current sport season. (Salem-Keizer)

**Athletic Agreement**

The High School Student-Athlete Agreement Statement is in effect from the first day an athlete begins participation in a high school sport throughout the remainder of the school year and all subsequent years of the student athlete’s attendance within Salem-Keizer Public Schools. It is in effect twenty-four hours a day beginning with the first day of OSAA fall practices until the last school day of the year. This policy is in effect even though the athlete is not competing during a current sport season. Prior to participating in a sport, the student-athlete and his/her parent or guardians are required to sign this policy every year.
High School Athletics (INS-F001)

High school athletes are expected to observe policies involving the use of tobacco products, alcohol, and other drugs 24 hours a day, seven (7) days a week from the first day he/she begins participating in Salem-Keizer schools.

Physical Requirements

All athletes are required to have on file with the school a valid physical examination, not more than two years old, to participate in school sponsored athletics. This must be recorded on the required OSAA form. Upon expiration of the physical, an athlete is immediately ineligible. Please visit our website at www.westsalemhigh.com or stop by the business office to pick up your OSAA approved physical examination packet before you visit the doctor. For further information, please contact the athletic secretary at 503-399-5533.

ASB (Associated Student Body) Cards

It is recommended that all athletes purchase an ASB card. ASB cards grant students of Salem-Keizer free admission to games their school is participating in if the other school is a Salem-Keizer school. Non-league schools do not honor free admission to athletic contests. (The West Salem family pass is intended for immediate family K-8th only and allows admission to West Salem HOME athletic contests only.)

Game Prices

Greater Valley Conference students with ASB Cards are free if their team is participating at West Salem.

VARSITY FOOTBALL ALL LEVELS

[Volleyball/Basketball/Wrestling]

Adults ........................................... $6
High School Students without ASB card .. $4
K-8 Students ................................. $3
Seniors 60 & Over (with ID) ............... FREE

J.V./FROSH

Football

Adults ........................................ $3
High School Students without ASB card .. $2
K-8 Students ................................. $1
Seniors 60 & Over (with ID) ............... FREE

GREATER VALLEY CONFERENCE TOURNAMENT/MEET ADMISSION

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Students</th>
<th>Seniors (60+ w/ID)</th>
<th>Children Under 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming/per session</td>
<td>$6.00</td>
<td>$4.00</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Wrestling/per session</td>
<td>$8.00</td>
<td>$4.00</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Tournament Pass (entire event)</td>
<td>$20.00</td>
<td>$10.00</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Track/per session</td>
<td>$6.00</td>
<td>$4.00</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

**Passes accepted: OSAA, OACA Gold Card, and GVC**

PASSES

Fall Family Passes ..................... $60
Winter Family Passes ................... $70
Both Season Family Passes ............ $110

Head Coaches

Baseball ................................. Micah Tiffin
Basketball/Boys ......................... Travis Myers
Basketball/Girls ......................... Katie Steigleman
Cross Country .......................... Rick Fordney
Football ................................. Shawn Stanley
Golf/Boys .................................. Mike Baker
Golf/Girls ............................... Shawn Stanley
Soccer/Boys .............................. Eduardo Soboll
Soccer/Girls ............................. Jaime Rodriguez
Softball ................................. Ty Nicholsen
Swimming ............................... Dan Evans
Tennis/Boys .............................. Stephen Baker
Tennis/Girls ............................. TBD
Track .................................... Erich Herber
Volleyball ............................... Bruce Myers
Wrestling ............................... Michael Baker
Cheer .................................... Aarika Guerrero
**West Salem Athletics Booster Club**

The West Salem Athletics Booster Club encourages new members. The purpose of the club is to assist West Salem athletic teams and further their success. It is also the function of the club to foster a sense of community and community spirit that builds pride in our athletic teams.

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**Directions to Greater Valley Conference High Schools**

**Forest Grove High School** – 1401 Nichols Lane, Forest Grove


**McKay High School** – 2440 Lancaster Dr. NE, Salem

From I-5, take Market St. Exit 256. Travel east to Lancaster Dr., turn left, travel north to Wolverine St., and turn right.

**McMinnville High School** – 615 E. 15th St, McMinnville

Take Hwy. 22 to Hwy 99W through Amity to McMinnville. Go past Linfield College, stay on the main street through downtown – turn right on 12th St. Turn left on Evens St. & right on 15th St. (Or Wallace Rd. – follow signs to McMinnville)

**McNary High School** – 505 Sandy Dr. N, Keizer

From I-5, take Chemawa Rd. Exit 260. Travel west on Lockhaven Dr. cross River Rd., the school is on your left. Turn left onto Celtic Way.

**North Salem High School** – 765 14th St. NE, Salem

From I-5, take Market St. Exit 256, travel west to Summer St., turn left on Summer, drive three blocks, turn left on D St., drive two blocks. The school will be on your right.

**South Salem High School** – 1910 Church St. SE, Salem

From I-5, take Exit 253 (OR-22, OR-99E, Detroit, Bend). Travel west on OR-22, (Mission St. SE), turn left on 12th St. (at bottom of overpass) Turn right on Howard St., left on Berry St. for very short distance then continue right on Howard St. Turn left on Church St. and school is on your left

**Sprague High School** – 2373 Kuebler Rd. S, Salem

From I-5, take Kuebler Rd. Exit 252, travel west four miles.

**West Albany High School** – 1130 Queen Ave. SW, Albany

I-5 South to Exit 234B becomes Pacific Blvd. Turn right on Queen Ave.

**West Salem High School** – 1776 Titan Drive NW, Salem

From downtown Salem take the Marion St. bridge west over the river, take the Wallace Rd. exit and follow Wallace Rd. to the light at Orchard Hts. At Orchard Hts. turn left, drive 1 1/2 miles the school will be on your left at the intersection of Doaks Ferry Rd.
**GENERAL INFORMATION**

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**Accident Insurance**

The school district has made available to students enrolled in school the opportunity to purchase student insurance. This is not required, however athletes do need to have proof of insurance to participate in sports. The school-time or full-time insurance does not cover students participating in football. Football insurance covers only football and no other sports. A brochure is available describing the insurance in the office. The provisions should be carefully studied. The policy is very limited.

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**Bicycles**

Please refer to Student Rights and Responsibilities (green insert).

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**Bus Ridership**

**Conduct (TRN-P036)**

Please refer to Student Rights and Responsibilities (green insert).

**Eligibility**

School bus transportation is available to those students who qualify under State law. For elementary school, students qualify if they live more than one mile away from the school; and for middle and high school, students qualify if they live more than 1.5 miles away from the school. Parents may access information on eligibility and specific bus numbers through [www.salkeiz.k12.or.us/Resources/Staff](http://www.salkeiz.k12.or.us/Resources/Staff), and scroll down to Edulog Web Query. Specific route information is available through [www.salkeiz.k12.or.us/Resources/Parents](http://www.salkeiz.k12.or.us/Resources/Parents), and then scrolling down to Bus Routes. For more information on bus service, please contact our Transportation Department at 503-399-3100.

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**Checkout Procedures**

To decrease truancy and/or to reduce crime, the City of Salem has a daytime curfew ordinance, and the City of Keizer has a truancy ordinance which prohibits minors between the ages of 7 and 18 years old from being in public places during regular school hours. A student found out in the community without documentation from the school can be picked up and cited by the police. **Students must check out through the Attendance Office before leaving school.** Students who have medical appointments must have a note from their parent/guardian with the date and time of the appointment. Students need to show the note to the teacher, leave class at the appropriate time, and go directly to the attendance office to checkout. Students who become ill are to go to the Student Center to contact a parent/guardian. If a parent/guardian or emergency contact is not available, the student will be either sent back to class, if possible, or stay in the Student Center. Students who do not follow the outlined procedures will be subject to administrative action.

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**Communication with Staff**

To leave a message for the teacher, call the main office and the teacher will return your call when available. If you would like to communicate via e-mail the address is: [lastname_firstname@salkeiz.k12.or.us](mailto:lastname_firstname@salkeiz.k12.or.us), example: [miller_jim@salkeiz.k12.or.us](mailto:miller_jim@salkeiz.k12.or.us).

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**ParentVUE for Parents/Guardians**

We are happy to offer the ability for parents/guardians to check on their students at school. This system enables YOU to log into a website and check your student’s attendance, class schedule, and grades. Please check with the counseling office for specific login instructions.

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**Complaint Procedures**

Please refer to Student Rights and Responsibilities (green insert).
Attention parents – the Salem-Keizer Public Schools has changed its policy regarding students using the Internet. You must now submit a form to the school if you do not want your child using the Internet while at school. Please note: It is up to the parent to make sure this exclusion from Internet use is followed. Forms for the exclusion of school Internet use are available at each school office. If no form is submitted, staff will assume it is okay for your child to use the Internet while at school. Just as a reminder, school computers do have safety filters against inappropriate web sites for children, and our staff members monitor all Internet use at school. If you have any questions about this change in Internet Use policy, please call our school.

Directory Information

The school routinely discloses names, addresses and telephone numbers to various groups upon request. Parents wishing to NOT have this information disclosed must provide a written request within two weeks following the start of the school year or new student registration.

Elevator Use

If students are unable to access the stairs, elevator keys will be issued. Keys and policy forms are available in the main office. There is a $10 replacement fee for lost keys. Students using the elevators and/or keys without permission or misuse of such property will result in an administrative action.

Equal Educational Opportunity for ALL Students (ADM-A009)

Please refer to Student Rights and Responsibilities (green insert).

Fees and Obligations (FIS-W016)

The following are fees West Salem High School students should consider:

ASB Card – $40
This card allows free admission to most Greater Valley Conference athletic events in which West Salem High School is participating, as well as reduced cost for non-formal West Salem High School dances. Students who do not have an ASB card will be required to pay adult admission prices at athletic events.

Yearbook
$60 when purchased prior to February 1, 2018. Yearbooks are $65 starting February 2, 2018, depending on availability.

<table>
<thead>
<tr>
<th>Athletic Participation Fee</th>
<th>Participation Fee</th>
<th>Reduced Lunch</th>
<th>Free Lunch Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Activity</td>
<td>$175</td>
<td>$70</td>
<td>$35</td>
</tr>
<tr>
<td>Maximum Individual Cap</td>
<td>$350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Family Cap</td>
<td>$700</td>
<td></td>
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</tr>
</tbody>
</table>

Unpaid Fees – Any unpaid fees could result in students not being able to participate in: Prom, Senior Breakfast, Senior Banquet, and Graduation.

Salem-Keizer Public Schools fee collection policy FIS-W016 states: Student accounts deemed uncollectible after 90 days by the principal or designee may be turned over to financial services for collection by the Oregon Department of Revenue.
**Finals**

Finals are spread-out over a three-day period at the end of each semester to allow more study time and to help relieve stress on students. Attendance during the final exam is imperative and is important for all students to take exams during the scheduled times. If a student must miss any final exams they must pick up a form (Pre-arranged absence during final examinations) in the attendance office, acquire all the necessary signatures, and return the form prior to the date of the missed final.

**Fire/Earthquake/Lockdown Drills**

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

**Actual Incidents**

During actual incidents, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

**Food Services**

**Meal Program:**

All schools are on a computerized meal tracking system. Students can pre-pay for meals in the school cafeteria/kitchen. Their ASB/ID card will be used as a debit card, reducing the balance each time they purchase a meal. Students can always purchase breakfast, lunch or a la carte in any area with cash. Money can be deposited into their accounts at any time during the school year with cash or check. To use a credit card for payment, connect to the district’s website, then click on Parent-Resources, Lunch Menus, and Pay On-Line. A la carte meals and items are also available.

**Breakfast** – Breakfast is offered for all students each school day prior to first period class. Students may select from a variety of entrees, including fruit, juice and milk.

**Charges:**

Students are not allowed to charge their meal at either middle or high schools.

**Prices:**

Salem-Keizer Public Schools offers free or reduced price benefits to students who qualify under federal guidelines. Applications are sent to each home in late summer, but applications are always available at your school or through the Food Service Office, 503-399-3091.

- Breakfast .................. $1.10
- Reduced Breakfast ........ Free
- Adult Breakfast ............ $2.15

- Lunch ......................... $2.80
- Reduced Lunch ............. Free
- Adult Lunch ................. $3.90

**USDA/ODE Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complain form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
Health Services

First Aid and Illness
In case of critical emergencies 911 will be called. Staff members who are trained in accordance with American Red Cross Certification Standards will attend students who are in need of routine first aid needs. School district nurses may also provide additional medical advice and assistance.

Immunizations
All public school students are required to meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, non-compliant students will be excluded from school until his/her immunizations have been updated.

Medication at School
Parents are encouraged to administer medication to their students at home. Medications will be dispensed at school by trained staff with proper paperwork on file at the school. Parents are responsible for bringing the medication to the school office and are required to complete a 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 will not be accepted.

Prescription Medication
• Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instruction (e.g. dosage or frequency) must also be per a physician’s written order.
• Requires written consent and instruction from a parent/guardian.
• The medication must be in the original pharmacy container.
• Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30 minutes 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.
• Only a licensed nurse may take verbal physician’s orders.

Non-prescription Medications
• Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids that do not require written or oral instructions from a physician.
• Requires written parent/guardian permission that includes the following: Student name, name of medication, dosage (per manufacturer’s recommendation), route, frequency of administration, other special instruction (e.g. purpose for medication-symptom specific) and signature of parent/guardian)
• Must be commercially prepared
• Non-alcohol based
• Necessary for student to remain in school
• 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.

Student Self Medications
• If a student has a medical condition, which necessitates he/she carry medication on his/her person, both a signed parental permission form and a signed statement by the physician shall be on file in the school.

Health Insurance Portability and Accountability Act (HIPAA) Disclosure
All records or information which the school maintains are protected by federal and state laws pursuant to the Family Educational Rights Privacy Act, “FERPA”. The laws are listed at 34 Code of Federal Regulations section 99, Oregon Revised Statute 326.565, and can be found in Oregon Administrative Rules starting at 581-021-0221. These are all available online.

The school is not a HIPAA entity, but any HIPAA protected information the school receives is instead protected under FERPA. Under that law, the school is generally prohibited from releasing information from school records without
the permission of the parent or an adult student. There are some exceptions to that permission, and the notice in the handbook identifies that some student information may be released without prior consent because the school district is required to provide information to federal or state agencies that monitor the district; however, that information is protected “in a manner that does not provide personally identifiable information” except to a few certain officials and is destroyed when it is no longer needed for determining compliance. 34 CFR 99.35; OAR 581-021-0370.

**Lockers**

Based on the standard of reasonable suspicion, personal property may be inspected and lockers may be opened at the discretion of the building administrator in a prudent way, at appropriate times and in a reasonable manner.

1. Each student will be issued one locker and must remain in that locker all year.
2. The lockers are property of the school district. Students are permitted use of the lockers as a convenience.
3. Based on the standard of reasonable suspicion, lockers may be opened at the discretion of the school administration.
4. The student will be responsible for the confidentiality of the locker combination.
5. The student will be responsible for keeping the lockers clean, free of stickers, writing, glue, duct tape, etc.
6. The student will be responsible for cleaning out the locker at the end of the term/school year or when they withdraw from West. If not cleaned, student may be charged a cleaning fee.
7. 24J and specifically West Salem High School will not be responsible for items left in the locker.

**Loitering And Trespassing** (INS-A024/SEC-F007)

To help protect the students and the orderly educational process, school officials must know if any persons who are not members of the staff or student body are inside the building or on the school grounds.

A student not attending that specific school is considered loitering if he/she is on the school campus without a specific, legitimate reason for being there and can be cited with a “criminal trespass” notice. A person commits the crime of criminal trespass in the second degree if he/she enters or remains unlawfully in or upon premises, and the police will be notified.

**Lost And Found**

Articles that have been lost are taken to the Student Center for storage. Unclaimed items will be donated to a local charity at the end of each six week grading period.

**Media Center**

The West Salem Media Center is open during the hours of 7:00-3:30 pm for your enjoyment and educational needs. We have a wonderful collection of the most up to date reference materials, on-line sources and general collection materials. We also welcome requests for materials that we may have overlooked in our ordering.

Our staff is available to help you complete your assignments. Our computers and programs are set up for student use to create fantastic projects. The goal of our Media Center is to assist you in achieving academic success as well as providing you with an atmosphere that is comfortable, quiet and welcoming. We are here to meet your needs. This is a place you will want to be. In order to maintain the beauty and cleanliness; no food, chewing gum or beverages are allowed in the Media Center

**Checkout Regulations**

All students and staff need to check out items using their personal identification card/student body card. Students may not check out more than 5 items at a time. Students may not check items out if they have outstanding or overdue fees.

**Military Recruitment**

The school routinely discloses names, addresses and telephone numbers to military recruiters upon request. Parents wishing to not have this information disclosed must provide a written request within two weeks following the start of the school year or new student registration.
**Motor Vehicles (INS-A026)**

High school students may drive motorized vehicles to and from school. Certain regulations, however, are necessary because of insufficient parking, concern for safety, protection of property, and interruption of the school program.

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

The district may assess parking fees. Permission to drive a motorized vehicle to school may be revoked at any time for violation of any school regulation regarding vehicle use or excessive absences, tardies, or behavior referrals.

No student vehicles will be permitted to leave the school grounds during the hours in which school is in session, including lunch hour, without permission of the building principal.

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**Moving to Another School**

**Outside of the District**

If your child is leaving West Salem High School to enroll in another school, it is then very important that the following procedure be followed:

1. Visit the Registrar’s office with your son or daughter to complete the withdrawal process.
2. Your son/daughter will be asked to return all school materials and pay any outstanding fees.
3. The teacher will indicate the current grade of your son or daughter.

**Within the District**

If you wish to attend another school within the district you must start by filling out an IDT (In-District-Transfer) form. The Salem-Keizer school board established the IDT policy. The policy states that all students must attend the high school located within their area of residence. IDT’s are permitted for the following reasons:

1. Clearly identifiable educational reasons must be documented.
   a. A program more suitable to the student is not available at the resident school.
   b. These educational programs may include special classes for the handicapped or unique and social programs in career education that are not available at the resident school.
2. Medical and physical conditions exist which cause one facility to be more appropriate than another.
3. To complete the current school year when a change in residence has occurred.
4. Professional administrative and counseling staffs agree that a transfer is in the best interest of the student. This agreement may be reached after analysis of unresolved conflicts, which exist at the resident school.

**In-District Transfer Timeline:**

TBD

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**Parking**

**Parking Permits**

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.**
Applications for parking permits will be at our Taking Care of Business Days. If needed after that date, they will be available in the Student Center at the cost of $15. Unpaid fees need to be paid before receiving a parking pass. In order to park on school grounds, permits must be displayed at all times. Remember that parking on the West Campus is a privilege and may be revoked by administration at any time.

Student vehicles parked on school property must be free of any writing or pictures that would be derived as inappropriate or appear threatening. This also includes alcohol and drug related material.

**Parking Violations/Citations**

Parked without a current parking permit or properly displayed permit, in Staff or Visitor space, or any unauthorized areas/no parking zones, etc.:

1st violation . . . . $10.00 fine (Note: Warnings will be issued only within the first week of a student’s enrollment at West. Thereafter, each violation will result in a $10 fine.

2nd violation . . . . $10.00 fine /Parent may be contacted

3rd violation . . . . $10.00 fine /VEHICLE MAY BE BOOTTED

**After the 3rd violation, we reserve the right to continue to fine student or boot the vehicle. We also reserve the right to revoke student’s parking pass. If fines are not paid or tickets become a constant issue, we reserve the right to withhold admittance to school events such as prom, senior banquet, etc.**

Parking in Bus Zone, Handicapped Space, or Fire Lane: Student may be issued a citation by Salem Police Department and/or Fire Department. WSHS ticket may be issued.

**Photos/Video Exclusion**

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

**School Closings/Holidays**

In the event of a school closing due to inclement weather or building technicalities, stay tuned to the local television and radio announcements. Salem-Keizer will announce any school closings through a partnership with these local businesses. In the event of a school holiday, be sure that you check the school calendar. Salem-Keizer Public Schools does not observe the same holiday calendar as the Federal and State employees.

**Smoke–Free District**

The Salem-Keizer School Board adopted a policy that prohibits smoking or any other use of tobacco products on district property. District property includes schools and other district buildings; district vehicles, personal vehicles while on district property, and outdoor areas such as playgrounds and athletic fields. This policy applies at all times to anyone using district facilities or attending any district function or athletic event. Thank you for making Salem-Keizer Public Schools a tobacco-free environment.

**Stolen Items**

Students who need to report stolen items must fill out a theft report form in the Student Center. **Students are discouraged from bringing large sums of money or valuables to school.** If students are fund raising for a class or club, they may come to the main office where the money will be kept locked and protected until properly deposited. **West Salem High School is not responsible for lost or stolen personal property on the school grounds.**
grounds. West Salem High School does not carry theft insurance for personal property and will not reimburse students for stolen property. However, administration will make every effort to quickly and effectively retrieve any lost or stolen items the student.

**Student Information Changes**

If you move, receive a new phone number, or have a name change, please notify the Registrar at 503-399-3780 immediately. It is important that the school maintain an up-to-date directory of student information. Proof of address will be required for address updates.

**Student Records and Information**

Only biological parents and legal guardians have access to student records and information.

All records in student files are purged when the student reaches the age of 25, except for the transcript and permanent record. Special education records are purged at age 25.

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**Annual Notification to Parents** (required by 581-021-0260):

Parents and students 18 years and older have the following rights regarding student records:

- Inspect and review the education records of the student;
- Request amendment to education records;
- Consent to disclose personally identifiable information contained in student education records, except to the extent that this procedure authorizes disclosure without consent;
- File a complaint with the U.S. Department of Education if the district has failed to comply with the Family Education Rights and Privacy Act (FERPA).

These rights are detailed in Salem-Keizer policies and procedures, which can be found on the district website, in each school office or in the Office of the Superintendent.

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**Transcripts**

Students requesting transcripts must allow a 24-hour processing time. Transcripts may be ordered through the West Salem High School website [www.westsalemhigh.com](http://www.westsalemhigh.com).

**Visitors/Guest Passes**

All visitors are required to check in the Main Office upon arrival at the West Salem High School campus in order to receive a visitor's pass and the necessary assistance. Please notify the school 24 hours in advance if you would like to visit a class session.

**Is Your Student Riding the Bus?**

The school district is continuing the implementation of a new system to register students who will ride the bus.

The new system enhances student safety in several ways:

- Helps students board the correct bus
- Helps manage student conduct
- Eliminates overcrowded buses
- No unauthorized riders

In addition, the rider registration system will help the district communicate better with parents and provide cost savings in routing efficiencies.

Eligibility for bus service is determined by state laws that establish a maximum walking distance to school. More information on eligibility and frequently asked questions about rider registration is available on the district website at [www.salemkeizer.org/transportation](http://www.salemkeizer.org/transportation).

For questions or more information about rider registration, please contact project manager Kevin Baker at [baker_kevin@salkeiz.k12.or.us](mailto:baker_kevin@salkeiz.k12.or.us) or you may leave a message at 503-399-3100.
OPPORTUNITIES FOR PARENT INVOLVEMENT

LSAC/PTO Meetings
The School Board created the Local School Advisory Committee in each Salem-Keizer school. At West we combine that meeting with our PTO (Parent-Teacher Organization). We will meet with our principal, Mr. Miller on a variety of topics. All parents are welcome and encouraged to attend.

West Salem High School Education Foundation
The West Salem High School Education Foundation (WSHSEF) is intended to qualify as a tax-exempt nonprofit entity under Section 501(c)(3) of the Internal Revenue Code, as amended, and as a public benefit organization under the Oregon Nonprofit Corporation Act. Specifically, WSHSEF has been established as a nonprofit corporation whose purpose is to lessen the burdens of government by promoting the advancement of the public educational process. This involves acting as the coordination and communication center for all parents, community and non-school generated activities for West Salem High School. The corporation’s activities shall include, but not be limited to, maintaining a central calendar, coordinating booster club activities, and fund raising to support these purposes.

President ............................................................... TBD
Vice-President .................................................................. TBD
Treasurer ......................................................................... Julie Ann Suderman

West Salem Academic Boosters Club
The WSHS Academic Boosters Club (ABC) is a new approach to developing a sustainable financial and volunteer support base for the academic and enrichment programs at West Salem High School. The WSHS ABC is a collaborative partnership between the parents and supporters, teachers, and administration at WSHS. The purpose of the ABC is to strategically plan and implement initiatives to:

• Promote academic opportunities for students
• Support teacher requests for classroom instructional needs
• Support student recognition programs and activities
• Support student development programs and activities
• Develop a communication network between families, school, and community

The WSHS ABC supports the academic needs of all students by providing opportunities for students to achieve academic excellence and success. Any parent, teacher, or supporter can become a member simply by contacting Christy Beckstrom to get involved.

Titan Music Booster Club
The Titan Music Boosters Club is dedicated to providing support to the students and faculty of the West Salem High School music programs. These programs include all of the band, choir and orchestra groups and classes. As a parent-run organization, the Titan Music Boosters is separate from the school. They work in concert with the music faculty to provide volunteers and raise money for the WSHS Music Department.

All parents and other interested community members are invited to actively participate in the organization. The goal of the Titan Music Boosters is to enhance the music program funded by the school district. By augmenting the district budget, help is provided for students with enriching musical experiences that will set the tone for their future. They work in harmony with the band, choir and orchestra directors to meet their program goals. Music education has been shown to be a factor in academic success, and life satisfaction.

Ways that you may get involved include volunteering to: be chaperones for programs, competitions and events; bookkeeping, design, typing, and filing; driving students’ instruments and equipment; telephone, e-mail and
personal contacts with other parents and students; operating fund-raisers, concessions stands, ticket-taking and information booths; helping with camps, parades, competitions and performances.

21st Century Site Council

West Salem’s Site Council prepares for Action

Every Oregon school is required by law to have a site council, a group whose mission is to improve the quality of education in that school. The site council discusses and takes action upon a wide variety of issues relating to school improvement, issues which range from the analysis of test and survey data and the preparation of the Comprehensive School Improvement Plan to the improvement of school climate by providing techniques for students and staff to prevent bullying and harassment.

The entire school community is represented on the site council: teachers, administrators, classified staff, parents, students, and community members. Since West Salem will be organizing and developing its site council again this fall, all interested parents are invited to apply for membership. Parent members will be elected by the LSAC.

Site council membership is a commitment and a responsibility, but it is also an exciting way to be a part of the development of West Salem High School. Working together, we can make a great school even better!

Volunteers

To be eligible to volunteer within Salem-Keizer Public Schools, all individuals (including students and employees of the district) must complete and pass a criminal background check. Forms are available in all volunteer packets or by calling Employee Programs and Benefits at 503-399-5556.

West Salem High School welcomes parent and/or community volunteers. If you have a special skill, desire or just some extra time and would like to volunteer at WSHS, please call the main office at 503-399-5533.

Student Activities

Student Government

The Associated Student Body Government organizations at West Salem High School are responsible for many special student activities. This group sponsors dances, and class activities, creates pep assemblies, organizes elections, promotes community service projects and aids student-led clubs in their activities and projects through both advertisement and physical involvement, and arranges for recognition of special events and accomplishments.

The West Salem High School Constitution governs the Associated Student Body Government. Sophomore through Senior Student Body Class Representatives and Associated Student Body Executive Officers must complete all requirements of the application-election process to be eligible for office: application (which includes letters of reference and staff/teacher evaluations), interview, campaign, and election. Candidates must have a GPA of 3.0 or higher and maintain it while in office and sign an activities policy statement. The elections process takes place in the Spring of the year before taking office, and students commit to one year of service at a time. Bryan Haws is the Activities Director and advises the Student Government.

Freshman Class: Representatives may be nominated and elected during Winter to begin learning and serving during second semester.

West Salem High School offers many opportunities for all students to participate in Club activities of their choosing. If a Club of a particular interest or activity does not already exist, students may officially organize themselves and begin pursuing their interest as a group, with support from ASB. See the Activities Director or ASB President for more information. Activities are designed to enhance the recreational, social, and emotional interests and well-being of all students.
Dances

Various activity or club groups generally sponsor dances. Parents and faculty are welcome and encouraged to attend.

1. Students must show ID in order to be admitted.
2. Students may not leave the dance and re-enter.
3. All school rules and regulations are in effect.
4. No backpacks will be allowed in dances.
5. Students having a current ASB card enter the dance at a reduced cost for non-formal dances.
6. Students who do not have a current ASB card will be charged a nominal fee.

Semi-Formal/Homecoming/Prom

These dances are more formal in attire. Student attending these events must follow the General Dance rules and regulations governing the school. It is important to remember that any school event held off campus still abides by the rules governing a school. It is especially important to show respect as you represent West Salem High School. No grade school or middle school student will be admitted. Student bringing a guest must properly fill out a guest-pass application from the student center. Guest pass applications must be submitted one full week in advance. Students will be notified if their guest has been approved or denied.

STUDENT BEHAVIOR/EXPECTATIONS

In partnership with students, parents, staff members and community members, the West Salem Discipline policy focuses on holding students accountable for their behavior so that they may experience a positive and successful experience. In addition, it is our mission to help students prepare themselves so that they may become responsible and contributing members of society.

Student Code of Conduct

We believe… At West Salem High School racism, bullying, name calling, physical altercations, harassment, and intimidation are an interruption of the education process for all students.

Harassment is defined as unwelcome actions or words that threaten, violate, or intimidate a person’s well-being.

Therefore… In order to promote a safe environment where all students feel safe and can take advantage of their educational opportunities.

We agree to… Avoid all conflicts whether they be physical or mental.

We will NOT engage in the following behaviors:

• Verbal/written threats (including but not limited to: written notes, texting, internet medium)
• Demeaning comments
• Name calling
• Staring people down
• Physical fighting or violent behavior
• Harassment/bullying
• Intimidation
• Distributing offensive literature
• Inappropriate displays of affection
• Possession of drugs, alcohol, or weapons

Attendance (INS-A009)

Parents and/or guardians have the responsibility to send their child to school on a consistent basis. Revised Statutes 339.030, every pupil who has not completed the 12th grade and is between the ages of 7 and 18 years, is required to attend school during the entire school year. Students have the responsibility to report to school and classes on time and be prepared to learn. Irregular attendance is defined as eight (8) unexcused absences in any four week period. Irregular attendance will generate contact from resident school personnel. Parents should speak directly to
the resident school staff to resolve attendance issues. Absences include full day, partial day or selected class period absences.

Students with ten (10) consecutive days of absence – excused or unexcused – will be, by Oregon Administrative Rule 581-23-0006(4)(b), dropped from school enrollment. Absence, for the purpose of this O.A.R., is defined as not being present in more than half of assigned classes. Re-enrollment will require a parent conference with school personnel. Parents must contact the school promptly to schedule a conference or the student and parent will be referred to the attendance officer. Failure to comply with the attendance officer’s recommendation may result in a referral to law enforcement and a citation may be issued under ORS 339.925. Parents should pre-excuse long term absences such as family circumstances that cannot be avoided.

The School Board delegates authority to the Superintendent or his/her designee to enter into an agreement with another school district granting permission for the attending district to collect State School Fund moneys for a nonresident student. Home tutorial service may be provided for certain children who are unable to attend school because of a temporary health condition. All reasonable efforts shall be made to keep every student in school.

**Excused absences** include: illness of student, serious illness or death of a family member, or a medical appointment that cannot be scheduled outside the school day. This includes absences during a day in which the student has already attended. Parents must provide a reason in writing or a direct call to the school within 72 hours stating the reason in order to excuse the absence. School attendance is the responsibility of the students and their parents.

Attendance is a vital factor in the earning of grades and credit in a student’s classes. Classroom activity cannot be replicated and attendance is imperative. Research indicates a direct correlation between academic success and attendance. Any pupil whose legal residence is within the boundaries of the district, and who is between the ages of 5 and 21, shall be eligible to attend school from kindergarten through grade 12 without tuition charge, unless otherwise provided in the District Code of Policies and Rules or Oregon Revised Statutes. The pupil whose 21st birthday occurs during the school year shall be eligible for a free and appropriate education for the remainder of the school year.

A student turning 19 during a school year will be allowed to finish the school year at West Salem High School. The student turning 19 prior to the school year may or may not remain eligible to attend West Salem High School. They will remain eligible, however, to obtain services within Salem-Keizer Public Schools as long as they are within the boundaries of the district and in good standing.

The district shall admit without tuition charge an otherwise eligible person who has not yet attained 21 years of age prior to the beginning of the current school year if the person is:

- Receiving special education
- Shown to be in need of additional education in order to receive a diploma

**Exemption from Compulsory Attendance**

The district may grant on a semiannual basis, an exemption from compulsory attendance to the parent, other person in parental relationship of a child who is 16 years of age or older, or any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550-419B.558, provided the child meets one of the following criteria: (1) employed full time, (2) employed part time and enrolled part time in an education/training program at no cost to the district. (3) Enrolled full time in an education/training program at no cost to the district. The superintendent will develop guidelines to allow exemption from compulsory attendance. Undocumented youth have a right to a free and appropriate education in Oregon schools without regard to citizenship of the child or parent.

**Tardy policy**

The staff and administration at West Salem High School expect all students to attend classes every day and be in class on time, with all necessary materials, and be ready to work when the bell rings. Students who are late to class, but have a destination or admit slip signed by a teacher, counselor, administrator or the attendance secretary will be admitted to class and documented with an excused tardy. Students arriving late to school must check in with the attendance office before reporting to classes. Tardies occurring after the student has either checked in through the Attendance Office or attended daily classes may not be excused by a parent unless the parent is physically with the student.

**Infractions for Unexcused Tardies:**
3rd, 5th, 7th Tardies ........ lunch detention
9th, 11th Tardies ........ lunch detention and meet with Behavior Specialist
13 or more Tardies .......... meet with an administrator and/or additional consequences

Additional consequences may be increased lunch or after school detention time, in-school suspension, out-of-school suspension, behavior contract, parent meeting, revocation of parking privileges and/or revocation of off-campus lunch release pass.

**CELL PHONES / ELECTRONIC DEVICES**

*Electronic devices are disruptive and distracting to the learning and school environment.* These devices include, but are not limited to: cellular phones, electronic music devices and other audio equipment, or electronic games and devices. **It is highly recommended that all electronic devices be left at home.**

*Use of these items is restricted to lunch and passing time ONLY.* While in classrooms, cell phones should be turned off and put out of sight, unless permission of instructor has been granted. If seen, students will be asked to surrender them to the teacher or to the Student Center where they will be held. We encourage parental support by not contacting students by cell phone during school time. In case of emergency, please contact the office and we will get a message to your student.

**Infractions for use of cell phone/electronic devices:**

1st Offense ........ Student pick up at Student Center at the end of the day.

2nd Offense ........ Student pick up at Student Center at the end of the day, and parent contacted.

3rd - 5th Offense .... Parent contacted to pick up.

6th Offense .......... Possible parent meeting, and student asked not to bring electronic device to school.

Subsequent offenses may result in additional disciplinary action for insubordinate behavior, which may include lunch detention, after school detention, in-school suspension, and out-of-school suspension.

**Students bring electronic devices at their own risk, and the school and district are not responsible for loss or theft of such items.**

**CHEATING/HONOR CODE POLICY**

West Salem High School has an honor code that sets a standard for student behavior with regard to cheating and plagiarism. An educational institution owes its students an environment which teaches and supports honesty and integrity. Teachers will contact parents, as well as the school administration for possible disciplinary action should an incident occur. The following are examples of violations of the Honor Code Policy:

**Plagiarism Is Defined As:**

- Copying parts or all of another student’s assignment that was to have been done individually.
- Loaning an assignment to another student to copy.
- Copying published materials without giving proper credit.
- Copying materials from the Internet without giving proper credit.

**Cheating Is Defined As:**

Behavior that the student knows to be wrong or has been instructed is wrong or when the student has undertaken to better any aspect of class performance or outcomes for the accused student and/or others.

**Rule of Thumb:**

A student who willingly allows a test or paper to be copied is just as guilty as the person who does the copying.

**Honor Code Violation Consequences:**

Any violation is not tolerated. Consequences may range from parent contact to failure of the course. Consequences are addressed as follows:

1st Offense .... Failure or zero on assignment/test, parental contact and notification of administration.

2nd Offense .... Failure or zero on assignment/test, parental contact, possible disciplinary action by administration.

3rd Offense .... Failure or zero on assignment/test, conference with parent, student, staff member, counselor and administration, possible failure of course for semester.
Cyberbullying
Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Acts of cyberbullying will not be tolerated by student to student, staff to student and student to staff. This is in accordance with district Administrative Policy INS-A003.

Closed Campus Policy (INS-P024)
West Salem High School is a closed campus school with the following exceptions:

- students may go to and from their home for lunch as requested by a parent/guardian;
- students may run an errand or keep an appointment as requested by a parent/guardian;
- students may participate in a planned program of the school, such as work-study;
- the student has been granted a junior/senior “Off Campus Pass” by the administration.

If a junior/senior wants to obtain an Off Campus Pass, they must obtain a parent permission form from the Student Center. Once the form is signed by a parent, the junior/senior may submit the application to the Student Center.

An Off Campus Pass may be revoked if:

- a student continues to be tardy to class after lunch;
- a student fails to maintain a 2.0 GPA;
- deemed necessary by administration.
- student has excessive absences, tardies, or behavior referrals.

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

Students with an Off Campus Pass are reminded to:

- not loiter in the neighborhood;
- not transport other students;
- obey all traffic laws and regulations.

Truancy and Daytime Curfew:
To decrease truancy and/or to reduce crime, the City of Salem has a daytime curfew ordinance and the City of Keizer has a truancy ordinance which prohibits minors between 7 and 18 years old from being in public places during regular school hours. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may recommend to the Superintendent or his/her designee the issuance of a citation for up to $100.

Neighborhood Resident’s Rights:
Community residents have a right to privacy, private property, and freedom from abusive behavior. Students must not loiter, litter, trespass, or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students to and from school, they will take disciplinary action if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.
Gang Activity Policy

In keeping with the District’s Code of Policy and Rules, students engaging in any gang activity will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion.

Gang activity may include, but is not limited to: displaying gang colors and symbols, graffiti, gang writing in notebooks, gang-related fights.

1st Offense . . . . . . . Letter home and referral to Salem Police Department’s Gang Task Force.
2nd Offense . . . . . . Suspension pending parent meeting. Color contract signed.
3rd Offense . . . . . . Suspension pending parent meeting/possible recommendation for expulsion.

Hall Passes

All students are required to have and be able to show an appropriate pass to be in hallway(s) during instructional time. Appropriate passes include those from administration or office staff, the Counseling Center, the Attendance Office, or individual teachers. Students must be prepared to show an appropriate pass when asked by school personnel.

Skateboarding/Rollerblading

Skateboards and rollerblades may NOT be used on school grounds. Violators will have skateboards/rollerblades confiscated and/or will be cited. Students are advised to secure their skateboards and rollerblades in their locker or keep them at home. Students should be advised that rollerblades, skateboards or balloons are not allowed on the school bus.

Student Identification

Students must have a school-issued identification card in their possession while attending school. If a student loses his/her ID, he/she needs to come to the Counseling Center during lunch, before or after school to have another ID issued. The replacement cost for ID cards or ASB cards is $5.00.

Suspension or Expulsion from School (INS-P029)

The right of students to attend public schools is guaranteed by law. Along with this right is the responsibility to conform to reasonable rules designed to protect the safety of others and the orderly educational process. Violations of school rules may result in suspension, diversion or expulsion.

Student Violence / Proper Language

Students are entitled to express their personal opinions verbally and in writing as long as such expression does not interfere with the rights of others. The use of obscenities or personal attacks is prohibited.

The use of profanity/inappropriate language will not be tolerated. Students using such language are subject to disciplinary action.
Salem-Keizer Public Schools promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.