



the
**West
Salem**
HIGH SCHOOL

2024
2025

**PARENT/STUDENT
HANDBOOK**

It's a great day to be a Titan. - Ed John

VISION AND MISSION STATEMENTS

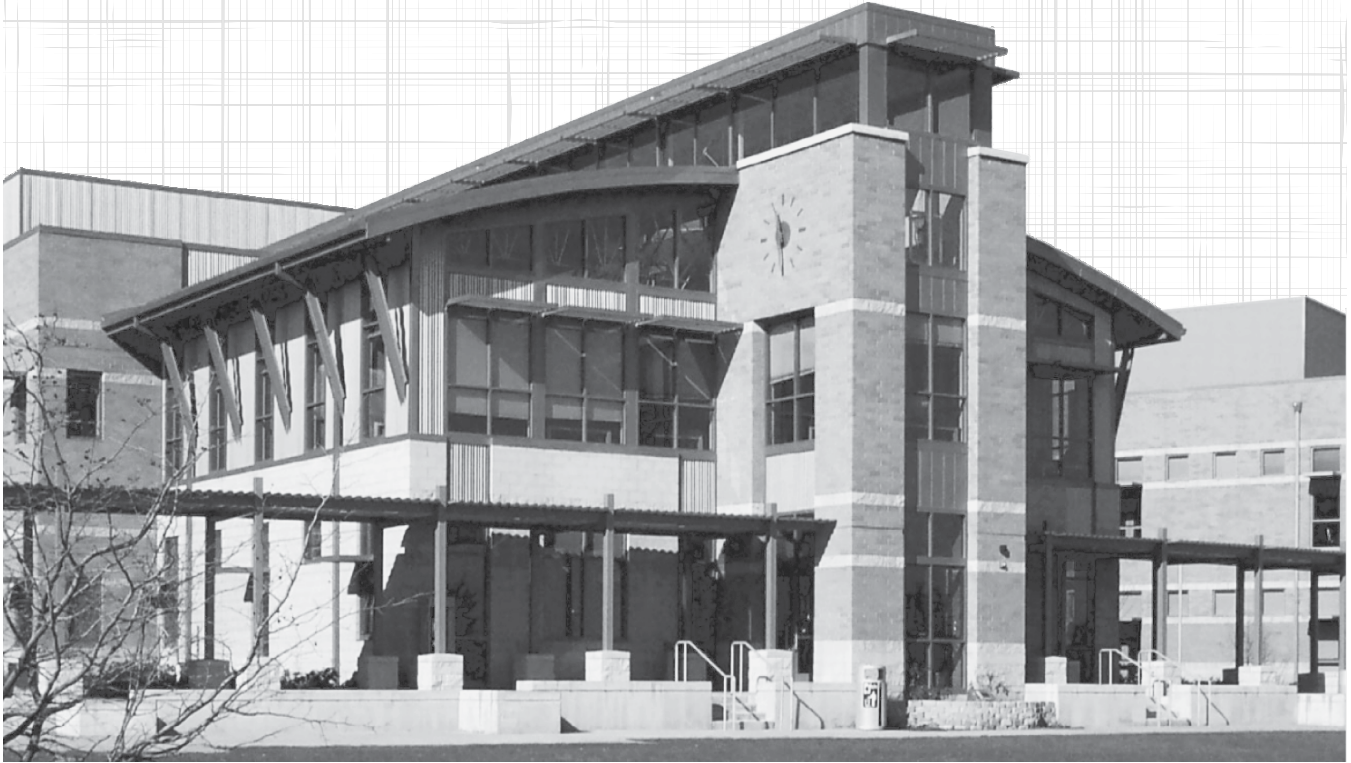
Vision: *All West Salem Titans will belong, be known, be connected, and our students will graduate prepared to engage in a diverse world with confidence and self-worth.*

Mission: *As West Salem Titans we build authentic relationships, provide relevant learning experiences in and out of the classroom, and listen, learn and inspire each other to be our best selves every day.*



2025

WELCOME TO WEST SALEM HIGH SCHOOL



Dear students and families,

Welcome back or welcome to West Salem High School!

West Salem High School is known for excellence in academics, athletics, and the performing arts programs. This is an outcome of outstanding rigorous, relevant and supportive instruction facilitated by highly relationship staff committed to supporting the whole student. We encourage and invite you to partner with us in making our school-community one where every person feels valued, loved, worthy and embraced for who they are.

I'm looking forward to the opportunity to meet you soon.

With appreciation,

Carlos Ruiz

Bilingual Principal



2024-25 | SCHOOL CALENDAR

AUGUST/SEPTEMBER

NE	26	27	28	29	30
H	ESD/8HR	KA	KA	KA	
	2	3	A/B	A	B
KT	KT				
A/B	9	A	10	B	11
A/B	16	A	17	B	18
A/B	23	A	24	B	25
A/B	30	FIRST DAYS			
		Grades 6 & 99/3			
		Grades 1-5, 7, 8, 10-129/4			
		Kindergarten9/11			

OCTOBER

	A	1	B	2	A	3	B	4
					HSPSAT			
A/B	7	A	8	B	9	10	11	
A/B	14	A	15	B	16	A	17	B
B	21	A	22	EC/2HR SSD/4HR SG/4HR	23	K-12C/12HR	24	NS
A/B	28	A	29	B	30	A	31	

10/23: Middle and High school IA staff will work 8 hours Conferences and 4 hours Staff Dev.

NOVEMBER

					B	1
A/B	4	A	5	B	6	A
A/B	11	A	12	B	13	A
A/B	18	A	19	B	20	A
B	25	A	26	NS	H	H

DECEMBER

B	2	A	3	B	4	A	5	K-8G/8HR HSSD/4HR HSG/4HR	6
Trimester 2 Begins	A/B	9	A	10	B	11	A	12	B
A/B	16	A	17	B	18	A	19	B	20
	23		24		25		26		27
	30		31						

JANUARY

		H	1	2	3
A/B	6	A	7	B	8
A/B	13	A	14	B	15
H	20	A	21	B	22
A/B	27	HSF	28	HSF	29
		HSF		ESD/8HR MSSD/4HR MSG/4HR HSG/8HR	30
					31

FEBRUARY

Semester 2 Begins	A/B	3	A	4	B	5	A	6	B
A/B	10	A	11	B	12	A	13	B	14
SH/M	17	A	18	B	19	A	20	B	21
A/B	24	A	25	B	26	A	27	B	28

MARCH

A/B	3	A	4	B	5	A	6	B	7
B	10	A	11	K-8G/8HR HSSD/4HR HSG/4HR K-12C/4HR	12	K-12C/12HR	13	NS	14
Trimester 3 Begins	A/B	17	A	18	B	19	A	20	B
	24		25		26		27		28
A/B	31	High school IAs will work 4 hours Staff Dev. and 4 hours conferences.							

APRIL

	A	1	B	2	A	3	B	4
A/B	7	A	8	B	9	A	10	B
A/B	14	A	15	B	16	A	17	B
A/B	21	A	22	B	23	A	24	B
B	28	A	29	B	30			

MAY

				A	1	ESD/8HR SSD/4HR SG/4HR	2
A/B	5	A	6	B	7	A	8
A/B	12	A	13	B	14	A	15
A/B	19	A	20	B	21	A	22
H	26	A	27	B	28	A	29
						B	30

JUNE

A/B	2	A	3	B	4	A	5	B	6
A/B	9	HSF	10	HSF	11	EG/8HR MSE HSF	12	ESD/4HR EG/4HR SG/8HR	13
	16		17		18	H	19		20

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time, and lost PD time will be made up with PD time.

LAST DAY Elementary..... 6/11
Secondary..... 6/12

ALL SHADED DAYS ARE NON-SCHOOL DAYS FOR ALL STUDENTS



SCHOOL DISTRICT 24J | SALEM, OREGON
ADOPTED APRIL 2024

LEGEND

	First Day of School for Grades 6 and 9	KA	Kindergarten Assessments
	First Day of School for Grades 1-5, 7, 8, 10-12	KT	Kindergarten Transition
	First Day of School for Kindergarten	MSE	Middle School Early Release
	Commencement	MSG	Middle School Grading (see dates for # of hours)
EC	Elementary Conferences (see dates for # of hours)	MSSD	Middle School Staff Development (see dates for # of hours)
EG	Elementary Grading (see dates for # of hours)	NE	New Employee Inservice Day
ESD	Elementary Staff Development (see dates for # of hours)	NS	No School
H	Holiday	SC	Secondary Conferences (see dates for # of hours)
HSF	High School Finals	SG	Secondary Grading (see dates for # of hours)
HSG	High School Grading (see dates for # of hours)	SH/M	President's Day in February may be used as an optional make-up day for an emergency closure that occurs prior to Winter Break.
HSSD	High School Staff Development (see dates for # of hours)	SID	Statewide Inservice Day
HSPSAT	High School Preliminary SAT	SSD	Secondary Staff Development
I	Inservice		Winter/Spring Break: Some district office buildings may be closed to the public. For more information call 503-399-3000.
K-12C	K-12 Conferences (see dates for # of hours)		
K-12EVG	K-12 Evening Grading (see dates for # of hours)		
K-8G	K-8 Grading (see dates for # of hours)		

BELL SCHEDULE

MONDAY (A/B)

1	8:30 - 9:11
2	9:17 - 9:58
3	10:04 - 10:45
4	10:51 - 11:32
L	11:32 - 12:12
5	12:18 - 12:59
6	12:18 - 1:46
7	1:05 - 2:33
8	2:39 - 3:20

TUESDAY (A)

1	8:30 - 9:43
Adv	9:49 - 10:43
2	10:49 - 12:02
L	12:02 - 12:42
3	12:48 - 2:01
4	2:07 - 3:20

WEDNESDAY (B)

Late Start	
5	9:30 - 10:43
6	10:49 - 12:02
L	12:02 - 12:42
7	12:48 - 2:01
8	2:07 - 3:20

THUR (A) FRI (B)

1/5	8:30 - 9:58
2/6	10:04 - 11:32
L	11:32 - 12:12
3/7	12:18 - 1:46
4/8	1:52 - 3:20

During a week when there is non-student contact on Fridays, the Monday will become a B-day.

BELLSCHEDULE



Titan Family, Titan Strong

TITAN STAFF



ADMINISTRATION

Carlos Ruiz Principal
Michael Simental Curriculum Assistant Principal
Wendy Stradley Athletic Director / Assistant Principal
Lindsay Goodpaster Assistant Principal

STAFF / HELP DIRECTORY

Attendance 503-399-3785	Exchange Student Applications Jancee Quiñonez
Attendance (24-hour automated) 503-399-3789	Facility Use Ana Villalobos
Athletic Schedules salemkeizerathletics.org	Fees/Payments Cadie Branch
Counseling Office 503-399-3780	Fundraising John O'Dell
Kitchen/SODEXO Food Service 503-399-3786	Graduation Coaches Mike Baker
Main Office Number 503-399-5533	Graduation Requirements Michael Simental
Main Office Fax 503-584-5004	Homework Requests Tami Shenk
Student Center 503-584-6441	In-District Transfers Michael Simental
504 Plans Counselors	Library/Media Center Liz Beazizo
Academic Booster Club Christy Beckstrom	Lunch Program Nicole Schrag
Activities and Clubs John O'Dell	Progress Reports/Grades Michael Simental
Alternative Education Counselors	Scheduling Counselors
Athletic Booster Club Wendy Stradley	Special Education Lindsay Goodpaster
Athletics, Schedules, Practices Wendy Stradley	State Testing Lindsay Goodpaster
AVID Coordinator Jason Whiteley	Student Insurance Amy Hamilton
College & Career Coach Shelly Warde	Student Records Jancee Quiñonez
Course Offerings Michael Simental	Talented and Gifted Program Lindsay Goodpaster
CTE Liaison Clayton Welch	Transcript Request Jancee Quiñonez
ELD Guadalupe Mendez	Yearbook John O'Dell

ATTENDANCE & ABSENCE REPORTING

503-399-3789

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■ COMMUNICATION WITH PARENTS

West Salem High School staff strives to have strong 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 including calendar events on the [West Salem website](http://west.salkeiz.k12.or.us) (west.salkeiz.k12.or.us).

To stay up to date on your student's progress and initial collaboration with their teachers, be sure to check out our [ParentSquare & StudentSquare](http://bit.ly/3Zs4FhR) platform (<http://bit.ly/3Zs4FhR>).

■ HOMEWORK POLICY

Homework can be a natural extension of the classroom. We highly encourage parents to become involved in this process by providing students with a quiet space at home, encouragement, support and checking in with students daily to ensure they are on top of their studies.



■ MAKE-UP WORK

A student's grade or credit will not be reduced as a result of an absence. In the event of an absence, excused or unexcused, it is the student's responsibility to arrange for make-up work with each of their teachers. On the first day the student returns to school they are expected to contact each teacher and make arrangements for the completion of all work that was missed. Teachers should communicate to students where they can find materials, resources and assignments. Canvas will allow students who are present or absent to revisit lessons for review and use resources for test preparation. Students requesting homework prior to an extended trip MUST first contact the Attendance Office for the appropriate forms.

■ Student participation in classroom learning activities may be part of the grading policy and is determined by

individual teachers. Participation points as a part of grading must clearly be stated in the course syllabus. If participation is a part of student grading, in the event of an excused absence a teacher must allow for the makeup of the missed participation points.

■ 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.

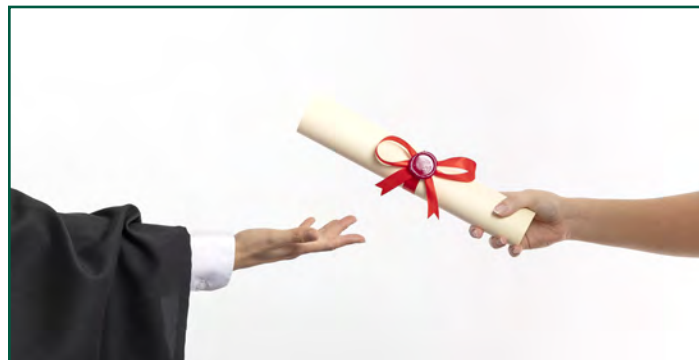
The semester grade represents 18 weeks cumulative work and becomes a part of the student's permanent record on their transcript. Parents and students must notify the school or meet with an administrator if the student will have any type of pre-arranged or extended absence.

A	Excellent.
B	Above average work.
C	Average work.
D	Below average work.
F	Failing work which does not earn credit.
Pass/No grades	Assigned to student aides, advisory or independent study.

■ VALEDICTORIAN & SALUTATORIAN POLICY

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.**

Salutarian 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 salutarian status.**



■ ADVISORY

Students will participate in a college and career readiness focused weekly advisory every Tuesday after their 1st period of the day. We are teaching, reinforcing, and supporting the ongoing development of essential life skills as we prepare for college and career readiness beyond high school.

Our goal in advisory is for every student to walk away with a plan, not just a diploma. Advisory is also a great opportunity to foster positive relationships with a trusted adult (teacher) and their peers from the same grade level to help increase their sense of belonging, connection, and to continue to support their growth socially, emotionally, and academically. Students earn elective credit as well for participating in this protected period.

■ 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.

In order to be eligible to compete, athletes and musicians must be enrolled in five credited classes at all times. If a student would like to make a level change, they must request this by the end of week 8 of each semester.

■ 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.

EARLY GRADUATION 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. 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.
4. It will be the parent/students' responsibility to maintain contact with West Salem High School regarding graduation activities.
5. Juniors graduating early **may not** be **Valedictorians** and **Salutatorians**. Students earning valedictorian or salutatorian status must complete eight semesters of high school.

■ HONOR ROLL

Students must have a cumulative grade of 3.5 or higher in the most recent semester.

■ 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.

ACADEMICS

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.

■ OREGON HONORS DIPLOMA SEAL

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

■ SEAL OF BILITERACY

The State Seal of Biliteracy is established to recognize high school graduates who have attained a high level of proficiency in reading, writing, listening, and speaking in one or more World Languages in addition to English. The State Seal of Biliteracy encourages students to study languages, provides employers with a method of identifying people with language and Biliteracy skills. The Biliteracy Seal provides post-secondary institutions with a method to recognize and give academic credit to applicants seeking admission and prepares students to be college and career ready.

West Salem High School wants to recognize and promote world language instruction in our school, affirm the value of diversity and honor the multiple cultures and languages of our community. The State Seal of Biliteracy shall be awarded by the Superintendent of Public Instruction (ODE).

■ 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. There are various assessments that students can take to demonstrate their proficiency in the four language domains, including the AP Spanish Literature exams, Willamette Promise Exam, and the STAMP assessment, to name a few.

■ MCKINNEY-VENTO PROGRAM

The goal of STEP is to ensure that students have opportunity to enroll in school and access educational and extracurricular activities regardless of the permanency of their living situation. The act, known as McKinney-Vento, protects the educational rights of students, including unaccompanied youth, who lack a fixed, regular, and adequate nighttime residence. The program ensures the student's expedited enrollment in the appropriate school, including necessary transportation, automatically enrolls students in the free lunch program, and provides additional supports, such as school supplies, from the office of the McKinney-Vento liaison. For more information, please access Title 1-A Federal Programs to learn more about [McKinney-Vento](http://salkeiz.k12.or.us/programs/mckinney-vento) (salkeiz.k12.or.us/programs/mckinney-vento).

■ NATIVE EDUCATION

Indian Education provides services for American Indian and Alaska Native students. These opportunities include culturally based academic enrichment throughout the school year that include: family literacy and culture nights, tutoring, college and scholarship information, and support at school meetings.

In addition, elementary and secondary students are given opportunity to engage in cultural and academic summer programming for three weeks. Parents of Native students meet multiple times per school year at Parent Advisory Committee meetings to provide input on program activities and to plan the annual Eagle Feather Graduation Celebration, a cultural graduation for Indian Education students. For further information, please call 503-399-5512 to speak with one of our staff or access [Native Education Program \(NEP\)](http://west.salkeiz.k12.or.us/athletics-activities/native-education) (west.salkeiz.k12.or.us/athletics-activities/native-education).

■ 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. [Talented & Gifted Services](http://west.salkeiz.k12.or.us/students-families/tag) (west.salkeiz.k12.or.us/students-families/tag).

GUIDANCE & COUNSELING SERVICES

■ 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 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 (Peter Danchev, Heather Hagner, Amber Myers, Taylor Lane or Linda Munguia) at **503-399-3780**.

PERSONAL/SOCIAL DEVELOPMENT	CAREER DEVELOPMENT	ACADEMIC DEVELOPMENT
<ul style="list-style-type: none"> • Self-esteem • Decision-making • Family situations • Accessing community resources • Alcohol and drug issues • Individualized counseling • Social services referrals • Crisis/trauma/grief/loss • Violence prevention • Depression • Abuse situations • Eating disorders • And more ... 	<ul style="list-style-type: none"> • Alternative education opportunities • Professional/Technical apprenticeship information • Career education opportunities • Referral to other career opportunities • Military information • Work experience information • Assist in post high school planning/career path • Provide information through curriculum fair • Advise on college and occupational testing • And more ... 	<ul style="list-style-type: none"> • High school/post-high school advising • College planning/preparation • Consulting on alternative education opportunities • Senior graduation credit evaluation • 4-year planning worksheet • Assist in planning for course selection • And more ...

■ SAT TEST DATES

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

October	November	December	March	May	June
5	2	7	8	3	7
2024	2024	2024	2025	2025	2025

■ AP TESTING

AP testing is offered ONLY on a specific date (May 5-9 and May 12-16, 2025). Dates for AP (Advanced Placement) testing are scheduled by College Board and available only at specific times. This year the test dates will be May 5-9 and May 12-16 and will occur at West High School. The fee is \$98.00 per test and scholarships are available for students with financial need. For more information, please contact our counseling center.

\$98 per test	May 5-9	West Salem High School
	May 12-16	

GUIDANCE & COUNSELING SERVICES

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.

All credit requirements must be met, as well as all fees paid, in order to walk at graduation. Each semester long class is one-half credit.

Credit shall be earned as follows:

NEEDED	HIGH SCHOOL GRADUATION REQUIREMENTS
4.0	Language Arts
3.0	Mathematics (Gr. 12) (Gr. 9-11, all 3 credits are Algebra 1 and above)
3.0	Social Science
3.0	Science (2 of the credits requiring lab experience)
	Health: (1.0 Credit)
0.5	(Gr. 9) Wellness Skills I
0.5	(Gr. 11) Wellness Skills II
	Physical Education: (1.0 Credit)
0.5	(Gr. 9) Personal Fitness
0.5	(Gr. 10-12) P.E. Elective
3.0	Second Language/The Arts/Career and Technical Education (CTE): (Any courses in Art, Business/Computer Science, Foreign Language, Drama, Music, Newspaper, Yearbook)
6.0	Electives
24.0	Total (minimum requirements)

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.

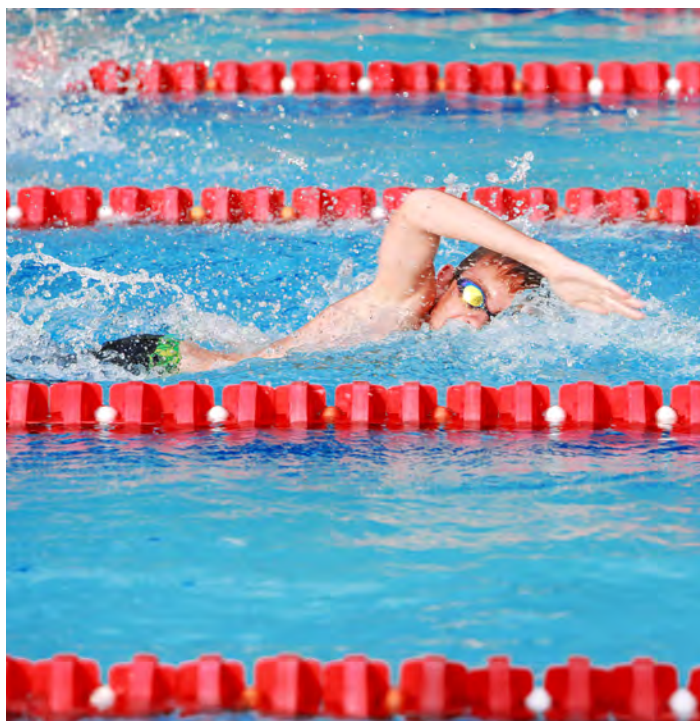
The general requirements for a 4-year college/university are:

- Graduation from a high school (satisfactory grade point average)
- Successful completion of the following subject requirements with a C- or better:

NEEDED	COLLEGE ENTRANCE GRADUATION REQUIREMENTS
4	Language Arts: 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.
3	Mathematics: Complete coursework through Algebra II with a strong recommendation to take 4 years of math.
3	Science: 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)
3	Social Science: 1 credit of U.S. History, 1 credit of global studies, and 1 credit of government/economics is recommended
2	Second Language: 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.



ATHLETICS



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)
- Soccer (Boys/Girls)
- Football
- Volleyball

Winter

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

Spring

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

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 OSAA 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.

ATHLETICS

■ 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. Register on [West's ArbiterSports site](http://West'sArbiterSports.com) (students.arbitersports.com/organizations/west-salem-high-school) or stop by the main 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 CARDS (ASSOCIATED STUDENT BODY)

ASB CARD – \$40

This card allows free admission to most Mountain 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.

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.)

1. The Central Valley Conference will have standard admission prices for all athletic contests when conference schools are involved. High school students with an ASB card will have NO charge for a CVC contest if their school is involved.
2. Admission for league contests will be charged at: Football, Volleyball, Soccer, Basketball, and Wrestling.
3. Conference Championships admission prices will be charged for the following conference events: Swimming, Wrestling, and Track and Field.
4. JV, JVII, and Freshman Contests tied to a varsity

contest will be charged varsity admission prices.

5. Admission prices and policies for “post-season” contests will comply with OSAA admission prices and policies.
6. Tickets will be purchased online (HomeTown Ticketing). No on-site cash sales for league contests.
7. School-based season passes will be determined and distributed by individual schools discretion.

■ GAME PRICES

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

VARSITY FOOTBALL / SOCCER GAME PRICES

Any Game attached to a varsity contest

\$8 Adults

FREE CVC students with ASB card and team is playing

\$6 High School Students without ASB card

\$5 K-8 Students

FREE Seniors 60 & Over (with ID)

J.V./FROSH FOOTBALL GAME PRICES

\$5 Adults

FREE CVC students with ASB card and team is playing

\$4 High School Students without ASB card

\$3 K-8 Students

FREE Seniors 60 & Over (with ID)



ATHLETICS

WEST SALEM HIGH SCHOOL ATHLETIC PASSES

\$125.00	ALL SEASON FAMILY PASS Titan Green	All home games for the school year for two adults and their children K-8th grade.
\$75.00	ALL SEASON INDIVIDUAL PASS Light Green	All home games for the school year for one adult.
\$85.00	FALL SEASON FAMILY PASS Purple	All home games for fall season only for two adults and their children K-8th grade.
\$50.00	FALL SEASON INDIVIDUAL PASS Neon Pink	All home games for fall season only for one adult.
\$85.00	WINTER SEASON FAMILY PASS Blue	All home games for winter season only for two adults and their children K-8th grade.
\$50.00	WINTER SEASON INDIVIDUAL PASS Light Blue	All home games for winter season for one adult.
Free	Free	Kids under the age of 5 and spectators aged 60 and over.

Note: NO ENTRY FEES FOR SPRING SPORTS



■ HEAD COACHES

Baseball Taylor Blair	Soccer/Girls Kaylyn Okerstrom
Basketball/Boys Dean Sanderson	Softball Ty NicholSEN
Basketball/Girls Katie Singleton	Swimming Dan Evans
Cheer Carina Arechiga	Tennis/Boys Robert Fraser
Cross Country Dalton Lindsey	Tennis/Girls Chris Allen
Football Shawn Stanley	Track Erich Herber
Golf/Boys Alan Reese	Volleyball Scott Coons
Golf/Girls Scott Coons	Wrestling Michael Baker
Soccer/Boys Sean Young	

■ 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.

Central Valley Conference High Schools Directions

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 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

■ BICYCLES/SCOOTERS

Please refer to [Student Rights & Responsibilities](#) (west.salkeiz.k12.or.us/students-families/student-rights-responsibilities).

■ BUS RIDERSHIP

CONDUCT (TRN-P036)

Please refer to [Student Rights & Responsibilities](#) (west.salkeiz.k12.or.us/students-families/student-rights-responsibilities).

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 at [Find My Neighborhood School and Bus Stop](#) (busfinder.salkeiz.k12.or.us/elinkrp/Students/BasicTransBoundarySearch.aspx). For more information on bus service, please contact our Transportation Department at 503-399-3100.

■ CHECKOUT PROCEDURES

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.

■ 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**, example: *ruiz_carlos@salkeiz.k12.or.us*. You may also check out our website to get a list of staff and email addresses.

■ 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.

■ COMPLAINT PROCEDURES

Please refer to [Student Rights & Responsibilities](#) (west.salkeiz.k12.or.us/students-families/student-rights-responsibilities).

■ 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. 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 & Responsibilities](#) (west.salkeiz.k12.or.us/students-families/student-rights-responsibilities).

■ FEES AND OBLIGATIONS (FIS-W016)

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

YEARBOOK

Yearbooks are \$55.00 and will increase in price to \$65.00 starting January 1, 2025.

UNPAID FEES

Any unpaid fees could result in students not being able to participate in senior events.

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.*

REFUNDS

Some refunds are possible depending on the circumstances and transaction type. Please be sure to read or ask about the refund policy to the specific transaction made. If students have pending fees or an outstanding balance on their account, any money to be refunded will first be applied to the outstanding balance.

■ FINALS

Finals are spread-out over a three-day period at the end of each semester to allow more study time and to help

GENERAL INFORMATION

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:

The district has some important updates to our food and nutrition services for next school year. Thanks to the USDA's Seamless Summer Option, we will be able to feed all students breakfast and lunch at school for free. Our menus can be found on our website.

If you have any questions about food services for next year, please [email Food Services](mailto:food_services@salkeiz.k12.or.us) (food_services@salkeiz.k12.or.us).

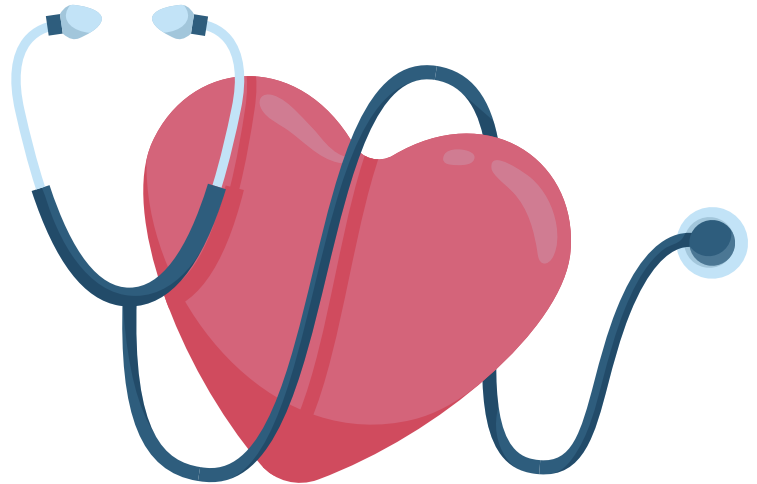
USDA/ODE Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases 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 the Office of the Assistant Secretary for Civil Rights (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 paper work 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.

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- 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 upon request 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.
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

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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 within the following week after each six week grading period.**

■ MEDIA CENTER

The West Salem Media Center is open during the hours of 8:00 am - 4:00 pm for your educational needs. Wednesdays, due to late start the hours will be 9:30 am - 4:00 pm. 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 indicate this through online registration each year.

■ 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 students receiving services in a special program not offered at another school or unique and social programs in career education that are not available at the resident school.
3. Medical and physical conditions exist which cause one facility to be more appropriate than another.
4. To complete the current school year when a change in residence has occurred.
5. 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:

November 1-30, 2024 | March 1-31, 2025

■ OPEN CAMPUS POLICY AND FOOD DELIVERIES

ONLY Juniors and Seniors will have the privilege of leaving campus for lunch. Freshmen and Sophomores are expected to remain on campus during lunch time. Food deliveries can be made to campus only during specified lunch times. Food deliveries need to be addressed to the main office side.

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■ PHONE CALLS/MESSAGES/ITEM DROP-OFF

Office staff do not take or deliver messages for students and will only interrupt classes in cases of an emergency. We encourage families to have a plan in case your student forgets something and you need to drop it off at school. Let your student know you'll leave items in the main office. We'll hold them for your student to pick up either after class, during lunch or after school. We will not accept items from outside delivery services such as Uber.

■ 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 indicate on your student's online registration. **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, Salem-Keizer school district will message all families via our Parent Square platform.

Make sure we have your most updated contact phone number. 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 AND VAPE FREE DISTRICT

The Salem-Keizer School Board adopted a policy that prohibits smoking or any other use of tobacco products or vaping 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 and vape-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. 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 for the student.

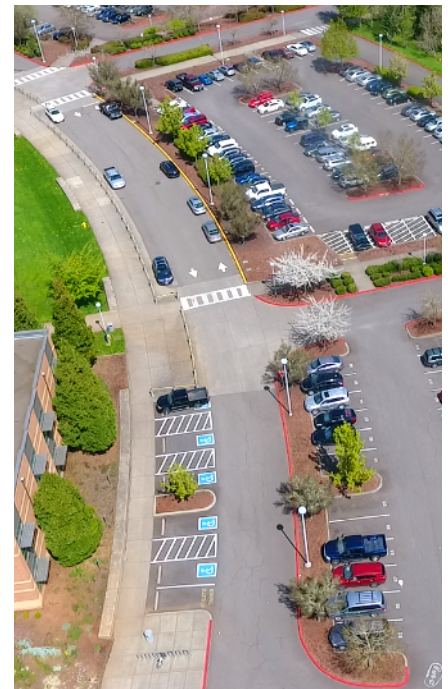
■ STUDENT INFORMATION CHANGES

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 PARKING

Parking on campus is a privilege and is available for seniors and juniors ONLY. To park on campus, students must display a West parking pass. Students must apply for a parking pass by providing their license plate number and show their driver's license. Because spaces are limited, parking passes will first be available to any senior who applies and juniors will be entered into a lottery for the remaining spaces.

Spaces are available on a first come, first served basis. Students may ONLY park in designated student parking spaces in the lower lot, the new upper lot, and non-numbered spots in the fieldhouse lot. Students may not park in the staff lots, the bus zone, on the grass, along the fire lanes, drop-off zones, visitor or handicap spots. ANY numbered spot is reserved for a staff member. Students who are parked incorrectly may receive a parking citation with a fine.



GENERAL INFORMATION



■ CELL PHONES/HEADPHONES

While in class, students should have their cell phones turned off and put away. If they are observed using them, the teacher may remind students to put the phone away and then will follow the behavior guidelines by asking the student to turn the phone in for the rest of the period. Students who have repeated phone challenges may have to turn their phone into the student center for the remainder of the day. We encourage parental support by not contacting your students by cell phone during class time. In case of an emergency, please contact the office and we will get a message to your student.

During class, headphones should also be put away.

■ 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.

ANNUAL NOTIFICATION TO PARENTS (REQUIRED BY 58I-02I-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.

■ TRANSCRIPTS

Students requesting transcripts must allow a 24-hour processing time. Transcripts may be ordered through the [West Salem High School website](http://west.salkeiz.k12.or.us) (west.salkeiz.k12.or.us).

■ VISITORS/GUEST PASSES

In order to receive a visitor's pass and the necessary assistance, all visitors are required to check in the Main Office upon arrival at West Salem High School.

PARENTS

If you would like to visit a teacher during the school day, that must be approved by a school administrator prior to going to the classroom. Please notify the school at least 24 hours in advance, and make the appointment directly with the teacher or through an administrator.

STUDENT VISITORS

If you would like to visit a teacher, you are not allowed to visit during the instructional day. You may come in after the instructional day is over.

■ IS YOUR STUDENT RIDING THE BUS?

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 at [Bus Riders](http://west.salkeiz.k12.or.us/studentsfamilies/bus-riders) (west.salkeiz.k12.or.us/studentsfamilies/bus-riders).

For questions or more information about rider registration, please contact project manager at 503-399-3100.



OPPORTUNITIES FOR PARENT INVOLVEMENT

■ 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.

PresidentChristy Beckstrom
Vice-PresidentTBD
SecretaryJeff Thayer
TreasurerJulie 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.



VOLUNTEER

■ 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

■ FIELD TRIPS/FAILING GRADES

Any student who wants to attend overnight field trips must be passing at least 5 classes or the equivalent percent, (62.5%). It is up to the advisor to check their students and when the request is sent in an administrator will also check the student list to ensure all students are in compliance.

■ 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.

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, Bryan Haws 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, but not a requirement. 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.

In partnership with students, parents, staff members and community members, the West Salem Behavior policy focuses on helping students learn and correct their behavior so that they may experience a positive and successful experience. In addition, we want to help students prepare themselves so that they may become responsible, and positive contributing members of a diverse society.

STUDENT BEHAVIOR & EXPECTATIONS

■ 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 period absences in any four-week period. Irregular attendance will generate contact from resident school personnel. Parents should speak directly to the attendance secretary 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. Graduation Coaches will be monitoring and proactively communicating with students and families to prevent students from being dropped. Re-enrollment will require a parent in-person or phone conference with school personnel. Parents must contact the school promptly to schedule an in-person or phone conference or the student will be referred to meet with their counselor upon returning. Parents should pre-excuse long-term absences such as family circumstances that cannot be avoided with as much notice when possible.

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

STUDENT BEHAVIOR & EXPECTATIONS

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.

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 that are tardy may enter the class and the teacher will update the student's attendance accurately. The teacher will mark students TUN (Tardy Unexcused) within the first 10 minutes of the period start time without any note/pass. The teacher will mark students VLT (Very Late Tardy) after the first 10 minutes of the period start time without any note/pass. Tardies occurring after the student has either checked in through the Attendance Office or has a note from staff with permission, the teacher will mark students TEX (Tardy Excused).

We will intervene to redirect and support students who have chronic tardies on record.

CELL PHONES / HEADPHONES

While in class, students should have their cell phones turned off/silenced and put completely away. If they are observed using them, the teacher may remind students to put the phone away and then will follow the behavior guidelines by asking the student to turn the phone in for the rest of the period. Students who have repeated phone challenges may have to turn their phone into the student center for the remainder of the day. We encourage parental support by not contacting your students by cell phone during class time. In case of an emergency, please contact the office and we will get a message to your student.

During class, headphones should also be put away.

STUDENT BEHAVIOR & EXPECTATIONS

■ ACADEMIC INTEGRITY

Academic integrity is commonly used in places of learning, such as a school. In simple terms, academic integrity requires that everyone engaged in learning behaves honestly. The knowledge and skills necessary for graduation. College, and career can develop only when students take responsibility and receive credit for their own intellectual work. Meaningful learning requires that individuals present their own ideas, hypotheses, and insights and receive feedback that supports student reflection, as well as knowledge and skill development. Presentation of others' work as one's own, including work generated by artificial intelligence programs, is not only academic and intellectual dishonesty (i.e., cheating), but doing so also undermines student learning.



Cheating in the academic context refers to a student attempting to earn academic credit through unfair and dishonest means. Examples of academic and intellectual dishonesty may include, but are not limited to:

- The unauthorized use of materials, such as notes, the book, or the internet, during an assessment;
- The unauthorized use of devices, such as a cellular phone or calculator, during an assignment or assessment;
- The unauthorized use of artificial intelligence programs, such as, but not limited to, ChatGPT or WriteMyEssay, during an assignment or assessment;
- Possessing or sharing assessment questions or answers in advance of the assessment;
- Unauthorized collaboration, such as copying from another person's assignment or assessment or doing group work when the assignment was supposed to be individual works; and
- Having someone else write a paper or take a test for you.

It is unfair to claim the same level of achievement through cheating that someone else earned through hard work. Besides exposing the student who cheats to the possibility of discipline, it will also leave them at a disadvantage when they are unable to demonstrate or apply skills or

knowledge in future classes or in the workplace.

Teachers will contact parents, as well as the school administration for possible disciplinary action should an incident occur.

Any violation is not tolerated. Consequences may range from parent contact to failure of the course.

Offense	Consequence
1st	Students may not receive credit on assignment/test, parental contact by the teacher and at teacher discretion, an opportunity to demonstrate learning in an alternative assessment.
2nd	Students may not receive credit on assignment/test, parental contact, possible disciplinary action by Administration.
3rd	Students may not receive credit on assignment/test, conference with parent, student, staff member, counselor and administration, possible failure of course.

■ 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.



TRUANCY AND DAYTIME CURFEW:

To decrease truancy and/or to reduce crime, the City of

STUDENT BEHAVIOR & EXPECTATIONS

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.

■ 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.

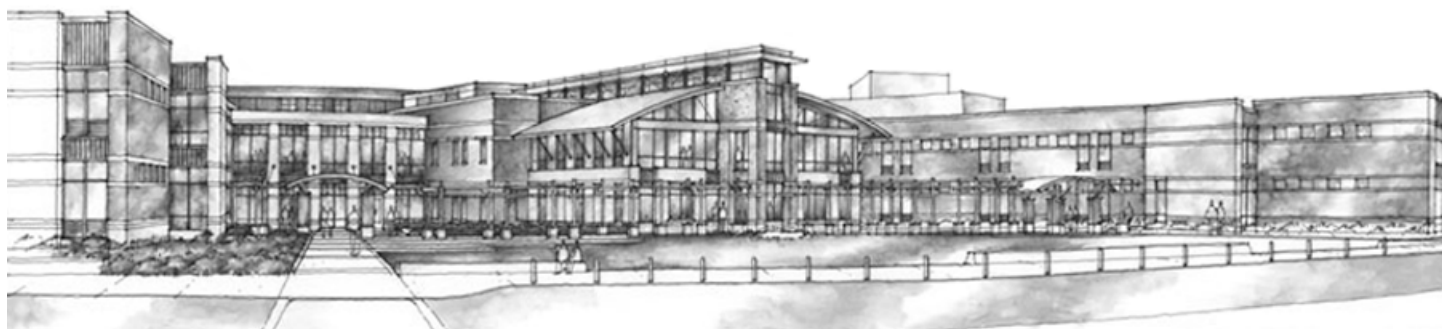
■ SUSPENSION OR EXPULSION FROM SCHOOL (INS-P029)

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. Students who are suspended will not be allowed to attend games/activities on the day they are suspended. If the suspension falls on a Friday, students will be able to attend games/activities the next school day is in session.

■ 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 or safety 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 action.





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WEST SALEM

TITANS



Salem-Keizer Public Schools
School District 24J
West Salem High School
1776 Titan Drive NW
Salem, OR 97304



Andrea Castañeda, Superintendent

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.