

WALDO

MIDDLE SCHOOL



*Home of the
MUSTANGS!*

2025 - 2026

PARENT & FAMILY HANDBOOK

[CHERICE COCHRANE](#), Principal

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2805 Lansing Avenue NE | Salem, Oregon 97301

Main Office: 503-399-3215 | 24/7 Absence Line: 503-399-3488 | <https://waldo.salkeiz.k12.or.us/>

REGULAR BELL SCHEDULE 2025-2026
Monday, Tuesday, Thursday and Friday

Period	Time	Minutes
1	9:20 - 10:20 AM	60 (Announcements 5 minutes)
2	10:25 - 11:20 AM	55
Lunch A 3A	11:25 - 11:55 AM 12:00 - 12:55 PM	30 55
3B Lunch B	11:25 - 12:20 PM 12:25 - 12:55 PM	55 30
4	1:00 - 1:55 PM	55
5	2:00 - 2:55 PM	55
6	3:00 - 4:00 PM	60 (Chromebook Check In 5 minutes)

LATE START (Wednesday) BELL SCHEDULE 2025-2026

Period	Time	Minutes
1	10:20 - 11:10 AM	50 (Announcements 5 Minutes)
2	11:15 - 12:00 PM	45
Lunch A 3A	12:05 - 12:35 PM 12:40 - 1:25 PM	30 45
3B Lunch B	12:05 - 12:50 PM 12:55 - 1:25 PM	45 30
4	1:30 - 2:15 PM	45
5	2:20 - 3:05 PM	45
6	3:10 - 4:00 PM	50 (Chromebook Check In 5 minutes)

Answers to Parents' Frequently Asked Questions

How do I report my student's absence?

Parents should call our 24-hour attendance line at 503-399-3488 to report their student's absence.

How do I contact my student's teacher?

The best way to contact teachers is through ParentVUE or via email. Please use the following format typed in all lowercase letters for email: lastname_firstname@salkez.k12.or.us

What time does school start and end?

Classes begin at 9:20 a.m. and are dismissed at 4:00 p.m. on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays classes begin at 10:20 a.m. and are dismissed at 4:00 p.m.

What are the school office hours?

The office is open from 9:00 a.m. to 4:30 p.m., Monday through Friday. The office is closed during winter break, spring break and part of summer break.

How much is a student lunch?

All students receive breakfast and lunch free of charge.

Who do I contact if I have questions regarding student lunches?

You may contact the Waldo kitchen at 503-399-3283.

What is [ParentVUE](#) and how do I sign up for it?

ParentVUE is an application that lets you access a secure site to view your student's current grades, assignments, attendance, class schedule, teacher email, immunizations and more. Parents who do not have an active ParentVUE account should register for one through ParentVue or contact the school office at 503-399-3215.

How do I check my student out of school early for an appointment?

Students needing to leave school early must provide a written note from their parent to the office the morning of the scheduled appointment. If an appointment is made that same day, please call the office at 503-399-3215 at least 15 minutes prior to checking your student out. At the time of the departure, the parent must come into the school and present their ID to check the student out of the building. Students are not allowed to check out after 3:45 p.m.

I need to contact my student during the school day. Can they carry their cell phones with them?

Cell phones should be powered off during class time and in the student backpack while at school. If a parent needs to contact their student, they may call the school office at 503-399-3215. We encourage parents and students to make all their after-school plans before coming to school.



Waldo Middle School

2805 Lansing Ave NE
Salem, OR 97301

Main Office: 503-399-3215

24/7 Absence Line: 503-399-3488

Fax: 503-391-4070

Office Hours

9:00 a.m. to 4:30 p.m.
Monday - Friday

[Waldo Website](https://waldo.salkeiz.k12.or.us/)

<https://waldo.salkeiz.k12.or.us/>

Parent Portals

[ParentVUE](https://waldo.salkeiz.k12.or.us/students-families/technology/parentvue-studentvue)

<https://waldo.salkeiz.k12.or.us/students-families/technology/parentvue-studentvue>

[Waldo ParentSquare](https://waldo.salkeiz.k12.or.us/students-families/technology/parentsquare-studentsquare)

<https://waldo.salkeiz.k12.or.us/students-families/technology/parentsquare-studentsquare>

Behavior Expectations

The following are brief descriptions of our **school's behavior expectations**. These guidelines are designed to promote a safe, respectful, and inclusive learning environment for all students. More detailed information may be provided by classroom teachers or in-district policies as needed.

Academic Honesty Policy

Students are expected to demonstrate integrity in all academic work. Students are expected to uphold academic honesty by using AI tools responsibly and only with teacher permission, ensuring all work submitted reflects their own thinking and effort.

Academic Support Programs

- Math & Language Arts Intervention: For students below grade level
- ELD (English Language Development): For English Learners
- Special Education Services: Based on student IEP's

Athletic Code of Conduct

- Waldo follows Salem-Keizer's district policies for student-athletes
- Athletes must demonstrate good conduct, sportsmanship, and academic effort
- Students must attend at least 3 class periods to participate in practices or games
- Students receiving in-school suspension (2+ periods) or out-of-school suspension are ineligible to participate that day

Athletic and After-School Events

- Students may attend or participate in after-school events
- Must remain in designated areas (no hallway roaming)
- Students with suspensions may not attend after-school activities that day
- Sportsmanship and respectful behavior is expected
- Students not meeting spectator expectations or who are not picked up at appropriate times following an after-school event may be prohibited from attending future events

Athletic Participation & Fees

- \$20 per sport
- 7th & 8th graders must have a current physical on file to participate in practices, games, or meets
- Please keep in mind that all students participating in school sports activities are required to be covered by a medical insurance plan before they may participate
- Athletic registration must be completed through [Arbiter Sports](#)

Attendance

There is a strong correlation between students' academic success in school and their attendance. Waldo's attendance system provides students and parents with an expectation of good attendance and encourages students to attend their classes daily. Attendance correlates to students' grades because grades are based upon performance and academic achievement. If students miss class because of an absence, they miss the opportunity to demonstrate performance or academic achievement. Attendance is also reflected in the student's CCR Work-Habits grade each grading period. Salem-Keizer Public Schools expects regular attendance of all students. Students are required by Oregon law to regularly attend school. Salem-Keizer Public Schools' expectation for regular attendance is no more than 8 half day absences or 4 full day absences in any four-week period, or a combination of half and full day absences. Excused absences need an acceptable written or verbal explanation within three (3) days of the student returning to school.

EXCUSED ABSENCES:

(written or verbal notification of one of the specific reasons below is required):

- Days when a student is ill
- Serious family illness
- Medical appointment which cannot be scheduled after school
- Authorized religious holidays
- Approved pre-arranged absences
- Other absences approved by the district

UNEXCUSED ABSENCES:

- Those not falling in the excused category
- Skipping school
- Failure to bring a proper excuse
- Baby-sitting younger brothers or sisters
- Waking up late/missing bus

Automated Attendance Calls

- Parents notified of multiple-period or full-day absences
- Early communication helps prevent skipping and other at-risk behaviors

Check-In / Check-Out Procedures

- All late arrivals or early dismissals must go through the Attendance Office
- Parent note or presence required; photo ID must be shown for check-out
- No student pick-up after 3:45 p.m.
- Emergency contacts cannot initiate check-out without guardian permission

Late Arrivals

- Students arriving late to school must check in at the Attendance office with their parents or have a note signed by the parent, excusing their tardiness. Excuses such as “alarm clock did not go off”, “student overslept”, “student missed bus”, or “student had to walk” will not be accepted. By law (ORS 339.065) schools can only accept an excuse for tardiness as previously stated.

Vacation Absences

- Please notify the Attendance Office if your student will be absent due to vacation. Extended trips may result in the student being dropped from school. Upon their return, students will be re-enrolled. Please contact the office with any questions.

10-Day Absences

- The State of Oregon Revised Statute on attendance states that when a student is absent 10 consecutive days, the school must place the student’s schedule on hold and the parent must bring the student in for re-enrollment. Parents will be sent a letter in the event of this occurrence.

Bell Schedule & School Hours

Class begins at 9:20 a.m. and ends at 4:00 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays are a late start and class begins at 10:20 a.m. and ends at 4:00 p.m. Students enter the school building at 8:55 a.m. and should clear the building for dismissal by 4:05 p.m. Students need to be off campus after 4:05 p.m. unless they are waiting for a bus, participating in a school activity, athletics, or are working with a teacher. Students’ safety is the issue, and since the school cannot provide supervision beyond this time, it’s best for kids to go home. Please keep this in mind when making arrangements for transportation home. Arrangements for transportation home should always be made in advance.

- [Waldo Bell Schedule](#)

Bicycles, Skateboards, & Scooters

- Bicycles should be locked at the bike racks, we are not responsible for lost or damaged personal belongings
- Helmets are required by Oregon law
- Use of skateboards or scooters on campus is prohibited per school board policy
- School is not responsible for loss or damage of personal property

Bus Conduct

- Load/unload only in designated areas
- Behavioral expectations:
 - Stay seated
 - Use appropriate voice/language
 - Follow driver directions
 - No eating/drinking
- Students may only ride their assigned bus
- Violations can lead to discipline or suspension from the bus
- Questions? Call Transportation at 503-399-3100

Cafeteria & Commons Guidelines

- All students receive breakfast and lunch daily.
- Expectations:
 - Safe: Walk, keep hands/food to self, report issues
 - Responsible: Clean area, dispose of trash, wait for dismissal
 - Respectful: Wait in line, use appropriate language, follow staff directions

Campus Supervision

- Supervision is provided before school, during lunch, and after school until 4:15
- All staff members have the authority to address behavior concerns
- Defiance toward staff may result in disciplinary consequences

Cell Phone and Electronics Use Policy

To support a safe and focused learning environment, cell phones and personal electronic devices should be powered off and in the student backpack while at school. They are not to be used during the school day, including during passing periods and lunch. If a parent needs to contact their student, they may call the school office at 503-399-3215. We encourage parents and students to make all their after-school plans before coming to school. This policy applies to all devices, including phones, AirPods/wireless earbuds, and smartwatches.

Violation of the Policy If a student **uses or removes their device** during the school day without permission, the following consequences will apply:

- The **device will be confiscated**, and a **parent/guardian must pick it up** from the school.
 - The **school office is open until 4:30 p.m. each day** for phone pickup.
- A phone check-in plan may be implemented for repeated violations.
- **Refusal to turn in a phone** when requested will result in a parent/guardian being contacted and may lead to **further disciplinary actions**, in accordance with district policy.
- It is the **student's responsibility to inform their parent/guardian** if they have violated the phone policy and that the device must be picked up from school.

Cheating & Plagiarism Examples

- Copying or lending work meant to be completed individually during assignments and tests
- Altering graded work or test answers
- Plagiarizing (copying 4+ words from a source without quotes or citation)
- Doing someone else's work for them
- Submitting AI-generated work as your own without teacher approval

Chromebooks

Students will:

- Be assigned a chromebook which will be checked in and out daily
- Use their Chromebook only for academic purposes during class time unless instructed otherwise by a teacher
- Keep their Chromebook safe or receive a fine for damages
- Not share their login information or allow others to use their device
- Follow the district's Acceptable Use Policy for technology at all times
- Avoid food and drinks near their Chromebook to prevent spills and damage
- Report any damage, loss, or technical issues to school staff right away
- Use only their assigned Chromebook and not swap devices with others
- Not personalize their device with stickers or markings unless approved by school staff
- Use their Chromebooks responsibly and respectfully, as they are an essential part of learning at Waldo
- If a student tampers with or damages a chromebook, disciplinary action may be taken and a replacement or repair fee may apply

Closed Campus

Waldo Middle School has a closed campus. Students are to remain on school grounds from the time they arrive in the morning until their regular dismissal time. Students are not allowed to go off campus at any time without prior approval from parents and building staff. Students may go out to lunch with their own parents but may not go with another student's parent unless prior parent permission has been received and approved by the building administration. Unless students are involved in a supervised after school activity, they must leave the campus by 4:00 p.m.

Contacting Staff

- Staff Hours: Monday through Friday from 8:15 a.m. - 4:15 p.m.
- Best contact method is through [ParentVUE](#) or via email: lastname_firstname@salkeiz.k12.or.us

Dress Code

Salem-Keizer Public Schools expects all students to dress appropriately for the school day and school-sponsored events. Families play the primary role in guiding their student's clothing choices. Schools ensure that student attire does not create safety concerns or a hostile environment, and that enforcement of dress expectations is fair, inclusive, and free from bias related to identity, culture, or appearance. Any dress restrictions will only be made if necessary to support a safe and respectful learning environment.

Please click the link for the [district policy on student dress code](#).

Emergency Drills

- Held regularly throughout the year
- Include evacuation and safety training
- During actual emergencies, wait for official communication from the principal or district

- Avoid relying on student-shared information

FERPA (Family Educational Rights and Privacy Act)

Parents and eligible students have the right to:

- Inspect and request corrections to student records
- Consent to or deny disclosure of personal info (with some exceptions)
- File complaints with the U.S. Dept. of Education

Food in the Classroom

- Only water is allowed in classrooms and hallways
- Students may not sell food or items during the school day
- Violations may lead to confiscation or disciplinary action
- Exceptions may be made for documented medical/dietary needs

Hall Passes

Waldo uses a color coded hall pass system to help ensure student safety and accountability during class time. Instead of using paper passes, students request permission to leave the classroom (for the restroom, office, water, etc.) through a digital platform on their Chromebook. This system tracks when and how often students leave, helping staff monitor patterns and minimize time out of class. It also supports our efforts to keep students in class and focused on learning.

- **10/10 Rule**

Waldo has a 10/10 Rule. This means that students will not be allowed out of class to go to the restroom, etc. for the first ten minutes of class and the last ten minutes of class.

Illness at School

- Students feeling unwell must report to a teacher or the main office
- No calls home may be made from classroom or personal phones
- Minor injuries - first aid will be provided and then student will return to class
- Serious illness or injury - parent contact will be made
- Keep emergency contact info updated though your [ParentVUE](#)

Immunizations

Oregon State Law requires that students entering a public school for the first time must be immunized against diphtheria, whooping cough, tetanus, measles, and polio. All 7th grade and 8th grade students need the addition of Hepatitis B series, a second dose of measles vaccine and a varicella immunization. If your student has had chicken pox, the varicella immunization will not be necessary.

Internet Access & Google Apps for Education

- Students receive network access and login credentials
- Online activity is monitored by staff
- No expectation of privacy for school account use
- Inappropriate use may result in disciplinary action
- Parents can monitor in real-time using [GoGuardian](#)

Library Check-Out

- Bring your student ID to check out items
- Fiction/nonfiction: 2 weeks (renewable)
- Magazines/videos: 1 week (renewable)
- Reference books: In-library use only, for one period
- Max of 3 items unless more are needed for a project

- Students are responsible for items they check out
- Items cannot be checked out with outstanding fines or long-overdue materials

Lockers

Lockers are not assigned to students at Waldo. They will use a backpack to carry and hold their school supplies.

Lunch & After-School Detention

- Lunch Detention: Students may assist with cleanup or recycling
- After-School Detention: Runs from 4:05–4:45 p.m.
 - No talking; students must bring work or reading
 - Late arrival = additional day
 - Rule-breaking = additional consequences
 - Parents arrange transportation home

Make-Up Work

- Students are responsible for missed assignments
- Work must be completed within the current grading period
- After 3+ consecutive absences, parents may request homework from their students teachers
 - Students who are ill and unable to attend school are allowed to make up homework. If a student is absent for three or more days, parents or students may request make-up homework from teachers through [ParentVUE/StudentVUE](#). If a student is absent for fewer than three days, the student should meet with the teacher upon returning to school to get make-up work.
 - Please allow one full school day (24 hours) for your homework request to be fulfilled. It is important to remember that not all the work that goes on in class can be made up. For instance, lab work, class discussions and group assignments are all an integral part of the learning process and often cannot be made up through homework.

Medication

Prescription or Non-prescription require the following:

- Written parent consent
- Original medication or prescription container
- Completion of a Daily Medication Administration Record form
- Medication may only be given by trained staff
- Verbal change requests cannot be accepted
- Students may carry their inhaler if they have a doctor's note giving permission. This note along with the Asthma Treatment Plan form filled out by a parent will be kept in the office.

Out-of-School Suspension May be used for serious behavior violations, including threats, violence, or weapons

- Governed by Salem-Keizer district policies

Parent-Teacher Conferences

- Held twice yearly: October 22–23 and March 11–12
- Parents can request additional conferences via the student's counselor

P.A.S.S. Room & In-School Suspension

(Positive Alternative to Student Suspension)

Students who violate school rules that would normally warrant suspension from school are often placed in the P.A.S.S. Room for a part of, or the entire day (in-school suspension) instead of being sent home (out-of-school suspension). An instructional assistant will supervise the students in the P.A.S.S. Room. Classroom teachers will assign lessons for students to study during this time.

- Used as an alternative to out-of-school suspension

- Students are expected to:
 1. Turn in electronic devices
 2. Complete all assignments
 3. Read when finished
 4. Remain quiet and respectful
- Rule violations may lead to further consequences

Personal Property

- The district does not insure or replace lost or damaged personal property
- The following will be confiscated and consequences given:
 - Laser pointers
 - Sharpies or similar markers
 - Perfume/cologne/body sprays
 - Waterguns
 - Silly string
 - Easter Eggs
 - Food/Drinks (not water)
- Bring personal items at your own risk. This includes electronics, bikes, toys, etc.

Photo/Video Exclusion

Salem-Keizer Public Schools often take 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 video taped while at school, please indicate that on your students registration in [ParentVUE](#) or send a written notice to our school office. If there is no written notice on file, the school will assume it has the right to photograph or video tape your child.

Physical Education

- P.E. lockers are loaned to students when enrolled in P.E. The school is not responsible for lost or stolen items.
- For safety reasons students are expected to wear a Waldo P.E. T-Shirt. Waldo P.E. T-Shirts are available for \$9.00 in the main office. Shorts, socks & tennis shoes are required to be stored in the locker room that are for P.E. use only.

Public Displays of Affection (PDA) Behaviors such as hugging, handholding, and kissing are not appropriate at school. Students are expected to maintain respectful boundaries while on campus. Those who violate this expectation may be subject to disciplinary consequences.

Reverse Suspension

- May be used for non-violent, non-abusive behavior in the last 6 weeks of school
- Part of the suspension is served immediately, with the rest served at the school year's end

School Attendance

Attendance Line: 503-399-3446 (open 24/7)

Call by 2:00 p.m. on the day of the absence. Include: Student's name, grade, date, reason, and parent/guardian name.

Excused Absences

- Illness, emergency, or medical appointments
- Must be excused within 3 days
- Absences without a call/note within 48 hours are unexcused

Advance Absences

- Notify in writing or by phone
- Student requests assignments directly from teachers
- Vacations are generally unexcused unless pre-approved with educational value

School Closures & Weather

- Closure decisions made by 6:00 a.m.
- Shared via [ParentSquare](#), on district website and social media
 - [Emergency Closures & Delays](#)
 - [ParentSquare](#)

School Supplies

- Students are expected to bring necessary school supplies
- [Waldo Supply List](#)

Student Conduct & Interventions

- Waldo follows Salem-Keizer's Student Rights & Responsibilities handbook
- Admin decisions are guided by district policies to maintain a safe and productive learning environment
- Behavior interventions may include detention, suspension, or other supports as appropriate

Student ID. Cards

Student ID cards will be issued when the student has his/her Fall picture taken. ID cards expedite the lunch service and are necessary for attendance and after school events. If lost a new one may be purchased in the main office for \$5.

- All students will have their picture taken during Picture Day. Students who wish to purchase pictures must pay for the pictures by going to dorianstudio.com. Makeup photos will be taken for students who miss picture day. The 8th grade class may have a panoramic class picture taken in the spring.

Student Insurance

School time accident insurance and dental insurance are offered as options which parents can purchase for their children. A brochure is available in the school office which explains available protection options and related costs. Checks are payable to be the insurance company. Please keep in mind that all students participating in school sports activities are required to be covered by a medical insurance plan BEFORE they may participate.

Student Registration

This is a **REQUIREMENT FOR ALL NEW & RETURNING SALEM-KEIZER STUDENTS** for the purpose of confirming your student's information which includes their contact information. This helps ensure that everything is up to date and correct should an emergency arise.

- [ParentVue Login](#)
- [Existing Parent Request Activation](#)
- [Activate Account](#)

Tardy Policy

Repeated tardiness leads to lost instructional time, weakened academic performance, increased anxiety and disconnection from school, and the development of negative habits. Goal: Ensure students are on time and ready to learn every day.

Classroom Interventions may include:

- Warnings
- Parent contact
- Written reflection or project
- Clean-up duty or classroom assistance

- Notation on progress report
- Work-habit grade impact

Administrative Interventions (for excessive tardies):

- Ineligibility for before and after-school events
- Student/parent conference
- Detentions (lunch/after-school)
- No hall pass privilege
- In-school suspension

Textbooks

- Provided free of charge
- Must be returned in good condition at the end of the course
- Lost or damaged books will have a fine billed to the parent of the student
- Curriculum follows district-approved materials and standards

Violence

- Threats of violence, even as jokes, are taken seriously
- Consequences may include:
 - Temporary removal from campus
 - Police involvement
 - Activation of Salem-Keizer's Threat Assessment Protocol
- Out-of-school suspension for **students who record or encourage in violent behavior**, including fights

Visitors

Parents of Waldo students are always welcome at Waldo. Visitors MUST check in at the main office and pick up a visitor's badge. Student visitors are not allowed. Any exception to this policy must have administrative approval at least one day prior to the visitor's arrival at the school.

Volunteers

Parent/community volunteers are an integral part of Waldo Middle School. Volunteer activities include office help, classroom help, tutoring, reading with students, library help, field trips, music trips, meetings, activity fairs, fund raising, chaperoning, timing and scorekeeping, and much more. Please contact Waldo at 503-399-3215 if you wish to volunteer. To be able to volunteer in schools a person MUST have a cleared background check on file with the Salem-Keizer School District. Please visit [Waldo Volunteers](https://waldo.salkeiz.k12.or.us/students-families/volunteers) (<https://waldo.salkeiz.k12.or.us/students-families/volunteers>) for the process and forms. If you are unsure if you have a form on file, you may call 503-399-3215 or stop in the main office to check.

Weapons & Drug Policy

- Drugs, alcohol, weapons, or replicas are strictly prohibited
- Possession is an immediate suspension and possible expulsion
- May lead to police referral and district threat assessment
- Examples of weapons: Firearms, knives, replica guns, metal knuckles, explosives, mace, etc.