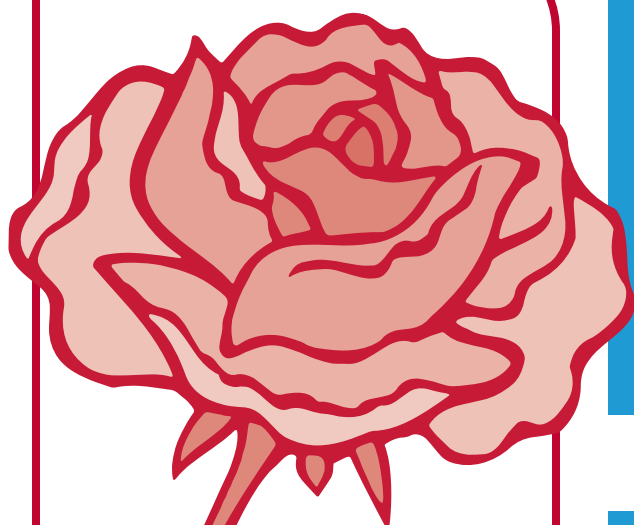


ONCE
A
SAXON,
ALWAYS
A
SAXON



SOUTH SALEM High School

A School of Excellence

1910 Church Street SE
Salem, Oregon 97302

503-399-3252

www.southsaxons.com

2026-27

Parent/Student
HANDBOOK



Authorized International Baccalaureate School since 1999

South Salem Fight Song

*South Salem Saxons
That's Our Name
South Salem Saxons
On To Fame
When Our Team Begins To Go
You Will See A Wonderful Show
South Salem Saxons
Will Always Be
Loyal And True To Thee
We've Got That Spirit
To Get Up And Go
To Victory*

alma mater

**South Salem High, South Salem High
Thy name is in our heart
Our love for thee will always be
Of nobler thoughts and deeds
Our school has chosen the Saxon**

**For strength, and we know she will
strive
Toward higher aims
Toward brighter goals
Toward victory for South Salem**

**Our hearts we pledge
South Salem High
To stand by thee
To give to thee
Our love, our faith, and our praise**

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MASCOT

Saxon

SCHOOL COLORS

Columbia Blue

Scarlet Red

ESTABLISHED

1954

LETTER FROM THE PRINCIPAL

Dear Saxon families,

Welcome to South Salem High School! Whether you are joining the Saxon community for the first time or returning for another school year, I am excited to welcome you to a place where we strive to ensure that every student is known, supported, and challenged to grow.

At South Salem, we believe every student deserves access to rigorous learning, meaningful relationships, and opportunities to discover their passions. Our dedicated staff is committed to helping students achieve at high levels while creating a school culture where everyone feels a sense of belonging. Together, we strive to ensure that every graduate leaves South with as many doors open as possible—prepared for college, career, military service, apprenticeships, or any postsecondary pathway they choose.

South Salem High School is proud to be Oregon's only high school offering the full continuum of International Baccalaureate (IB) programmes, including the Middle Years Programme (MYP), Diploma Programme (DP), and Career-related Programme (CP). These programs reflect our commitment to providing challenging, engaging learning experiences that develop critical thinkers, effective communicators, and compassionate, globally minded citizens. Whether students pursue the full IB Diploma or Career-related Programme, engage in MYP during 9th and 10th grade, or challenge themselves through advanced coursework, every student benefits from a schoolwide commitment to inquiry, critical thinking, and high-quality instruction.

Since 1954, South Salem High School has been built on a tradition of excellence, pride, and community. Those traditions continue today through outstanding academics, athletics, arts, clubs, student leadership, and service opportunities. We encourage every student to get involved beyond the classroom. Participation in extracurricular activities helps students build friendships, develop leadership skills, and create lasting memories that enrich their high school experience.

This handbook is designed to serve as a resource for students, families, and community members. It outlines the policies, procedures, and expectations of both Salem-Keizer Public Schools and South Salem High School. Please take time to review it together. Students are responsible for understanding the information in this handbook, as it guides many of the decisions and procedures we follow throughout the school year.

Our staff is here to partner with you. If you have questions or need support, please don't hesitate to reach out. We believe that strong partnerships between families, students, and staff are essential to student success, and we look forward to working alongside you throughout the year.

It is truly an honor to serve as principal of South Salem High School. Thank you for trusting us with your students. I am proud to be part of a school community that cares deeply for one another, celebrates each student's unique strengths, and works together to ensure every Saxon has the opportunity to thrive.

Once a Saxon, Always a Saxon.

Sincerely,



Tara Romine, Principal



Office Hours and Phone Numbers

Main Office 503-399-3252
7:30 - 4:00 Daily

Counseling
& Health Center 503-399-2644
7:30 - 4:00 Daily

Attendance Office 503-399-3250
7:30 - 4:00 Daily

Student Center 503-399-5526
7:30 - 3:30 Daily

Office Closure

Our offices are closed for
Winter and Spring Breaks.

SCHOOL INFORMATION

Help Directory

The following is provided to help parents and students quickly determine who to call concerning specific questions, problems, or good news.

PLEASE DO CALL. We want to hear from both students and parents. Call 503-399-3252 to ask questions regarding:

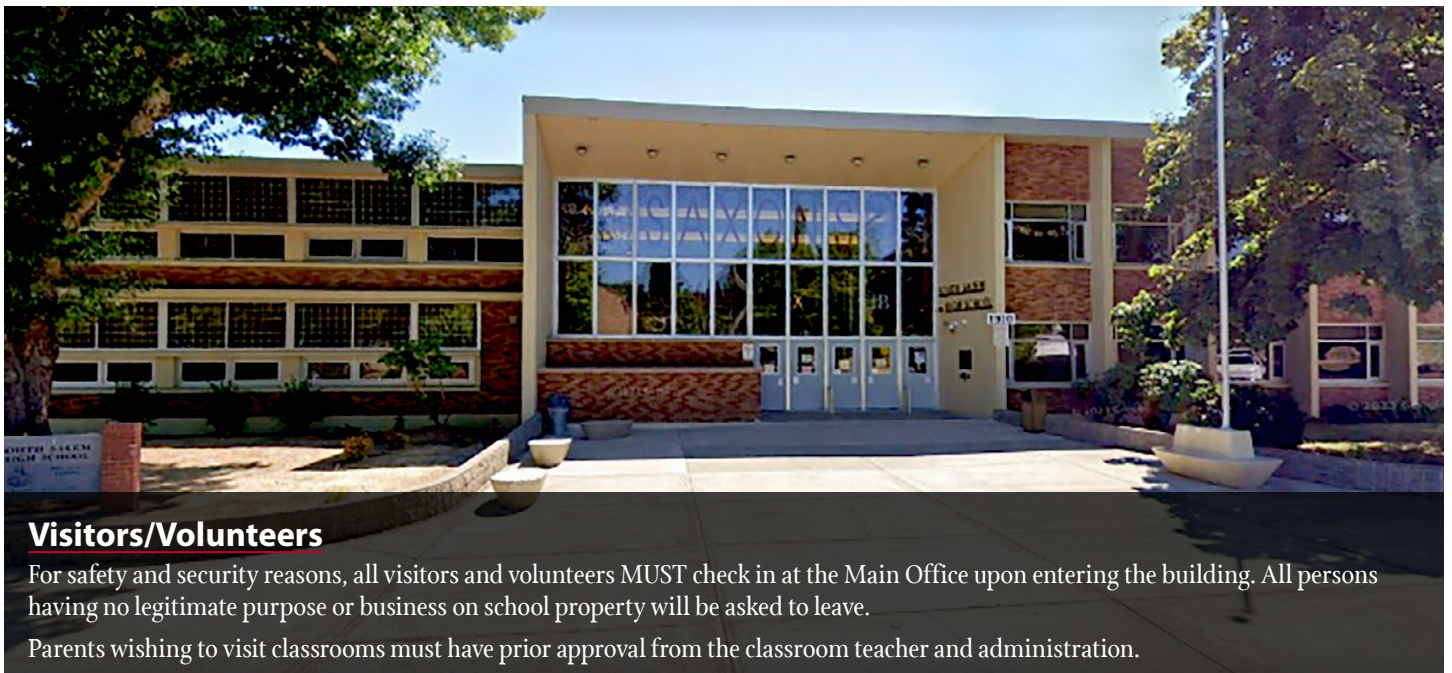
Activities and Clubs.	Aaron Howard	Legal & Criminal Concerns.	503-399-5526
Athletic Payments, Schedules & Practices.	Amber Zhu	LINK.	Amy Bofto
Attendance Reporting.	503-399-3250	Lunch Program.	Food Services, 503-399-3091
AVID.	Anne Depiero/Taya Woodall	Migrant Ed.. . . .	Stephanie Garibay, 503-399-5543
Band and Color Guard.	John Meyer	Newcomer Program.	Alexis Mendez
School Boundaries.	503-399-3246	Orchestra.	Damian Berdakin
Bus Transportation & Bus Schedules.	503-399-3100	OSAA Eligibility.	Brian Armstrong
Cafeteria.	503-399-3285	Parking Issues-South High.	503-399-5526
Choir.	Aubrey Dunham	ParentVUE & StudentVUE.	Main Office
Clypian (Student Newspaper).	Brian Eriksen	Progress Reports & Report Cards.	Registrar, 503-399-2644
College & Career Coach/ASPIRE.	Abigail Mosqueda	Records (Health & Grades).	Registrar, 503-399-2644
Color Guard.	Emily Farnell	Saturday School.	Sarah Bucholz
Comm. School Outreach Coord.	Liza Rodriguez, 503-399-5546	Scholarship Information.	Abigail Mosqueda
Culinary.	Laura Hofer, Amy Bofto	School-Based Health Assistant.	503-399-3252
Curriculum.	David Wood	Speech/Debate.	Erich Paetsch
Custodial Lead.	Tim Gregory	Student Schedules.	Counselors, 503-399-2644
DECA.	John Dixon/Edward Rolffness	Talented and Gifted.	Tony Knowles
Discipline.	Assistant Principals, 503-399-5526	Testing.	Michelle Demarest
Drama.	Julianna Gibbons	Transcripts.	southsaxons.com
English Language Learners (ELL).	Alexis Mendez	Video Productions.	Brian Eriksen
Facility Rental.	Main Office	Yearbook-Sword & Shield.	Haley Holt
Fines & Fees.	Elizabeth Calvillo, Bookkeeper	Youth Service Team.	Kelly Greer
Graduation Coach.	Mona Lujan		
	Jennifer Miranda		
	Amy Villanueva		
Graduation Requirements.	Counselors, 503-399-2644		
Counseling & Health Center Office.	503-399-2644		
In-District Transfers.	503-399-2644		
International Baccalaureate (IB)			
Diploma Programme (IB).	Jennifer Harris-Clippinger		
Careers Programme (CP).	John Dixon		
Middle Years Programme (MYP).	JoyAnna Forsythe		
Leadership.	Aaron Howard		

Counselors

Wendy Anderson	Kelly Greer	Amanda Peterson
Amanda Bodeen	Tracy Isham	
César Bueno	Ryan Marshall	

Special Education

Gilberto Bedolla	Emily Davis	Nick Parsell
Wade Buckmaster	Justin Glaze	Joshua Vanlue
Jesse Butler	McKenzie O'Dell	Brennan Young
McKenzie Cooley	Eric Palmer	



Visitors/Volunteers

For safety and security reasons, all visitors and volunteers MUST check in at the Main Office upon entering the building. All persons having no legitimate purpose or business on school property will be asked to leave.

Parents wishing to visit classrooms must have prior approval from the classroom teacher and administration.

BELL SCHEDULE



SOUTH SALEM HIGH SCHOOL BELL SCHEDULE

MONDAY ALL 8 A/B DAY Students attend periods 1-8. *

1 8:30-9:13	2 9:20-10:00	3 10:07-10:47	4 10:54-11:34	Lunch 11:34-12:12	5 12:19-12:59	6 1:06-1:46	7 1:53-2:33	8 2:40-3:20
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TUESDAY A DAY (HOMEROOM) Students attend periods 1-4 and Homeroom.

1 8:30-9:42	Homeroom 9:49-10:42	2 10:49-12:01	Lunch 12:01-12:42	3 12:49-2:01	4 2:08-3:20
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WEDNESDAY B DAY (LATE START) Students attend periods 5-8.

	5 9:30-10:42	6 10:49-12:01	Lunch 12:01-12:42	7 12:49-2:01	8 2:08-3:20
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THURSDAY A DAY Students attend periods 1-4.

1 8:30-9:57	2 10:04-11:31	Lunch 11:31-12:12	3 12:19-1:46	4 1:53-3:20
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FRIDAY B DAY Students attend periods 5-8.

5 8:30-9:57	6 10:04-11:31	Lunch 11:31-12:12	7 12:19-1:46	8 1:53-3:20
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* Monday is a possible B Day. Please check the school Master Calendar.

SOUTH SALEM HIGH SCHOOL STAFF

Administration

Tara Romine, Principal
Brian Armstrong, Assistant Principal, Athletic Director
Sarah Bucholz, Assistant Principal
David Wood, Assistant Principal
Nicole L. Hendricks, Assistant Principal

Art

Jennifer Loop
Vivian Pointer
Amber Sprague

Behavior

Chris Boock
Matt Doyle
Robin Sischo

Counseling

Wendy Anderson
Amanda Bodeen
César Bueno
Kelly Greer
Tracy Isham
Ryan Marshall
Amanda Peterson

CTE

Sherman Arndt
Judson Birkel
Amy Bofto
John Dixon
Brian Eriksen
Laura Hofer
Megan Holman
Aaron Howard
David Pluister
Edward Rolfness
Matt Smith

Drama

Julianna Gibbons

ELD

Jennifer Cobb
Sarah Jones
Kim McCoy
Alexis Mendez
Rachel Nelson
Jamie Zellner

English

Rebecca Boyd
Shane Britton
Annie DePiero
JoyAnna Forsythe
Cara Fortey
Julianna Gibbons
Haley Holt
Matthew Isom
Heather McLean
Laura Novello
Jesse "Max" Price
Julie Rector
Ian Van der Meer
Niki Willis
Rachel Young
Jason Zellick
Jamie Zellner

IB

John Dixon
JoAnna Forsythe
Jennifer Harris-Clippinger

Instructional Mentor

Anne DePiero
Kelly Johnson
Alexis Mendez

Library/Media

Carrie Litchfield

Mathematics

Holly Blakely
Tory Carey
Emily Farnell
Amy (Koleka) Gosney
Traci Hamilton
Kevan Johnson
Tony Knowles
Adrian Lewis
Melanie Ligocki
Matthew Smith
Ayala Walker

Music

Damian Berdakin
Aubrey Dunham
Alex Kivett
John Meyer

Physical Education/ Health

Alisha Bach
Patrick Frost
Aaron Haugen
Megan Holman
Aaron Howard
Matthew Leichty
Chrystal Rodgers
Chris Short
Tyler Vandehey

Science

Danielle Ammon
Hannah Bartlett
Amorette Drexler
Aaron Fiedler
Tyson Gilmour
Heather Guzman
Vinh Hua
Kelly Johnson
Phillip Knoll
Ryan Loftus
Kenneth Miller
Avery Pheil

Social Sciences

Allison Arellano
Greg Berry
Zachary Brown-Silverstein
Joseph-Daniel Boyd
Daniel Correa
Jennifer Harris-Clippinger
Joshua Kerr
Eli Peppmuller
Chris Riley
Brent Sundvall
Taya Woodall

Special Education

Gilberto Bedolla, LRC
Wade Buckmaster, LSC
Jesse Butler, LRC
McKenzie Cooley, LRC
Emily Davis, LRC
Justin Glaze, DLC
McKenzie O'Dell, LRC
Nick Parsell, LRC
Eric Palmer, LRC
Jill Tate, SLP
Joshua Vanlue, EGC
Brennan Young, DLC

World Language

Robert Glasgow
Tanja Langen
Les McBride
Paulina Montejano
Sara Nickel
Tyson Pratt
Brandye Rawles-Beckford

Office Staff

Lindsey Brown, Main Office
Elizabeth Calvillo, Bookkeeper
Selena Espinoza,
Main Office/Attendance
Suzanne Gill, Counseling Support
Brittany Kenney-Gysin, Main Office
Kristine Jenkins, Registrar
Sam Mendez, Student Data Specialist
Silvia Ordonez, Counseling Center
Kaley Stauff, Student Center
Stephanie Tanner,
Student-Based Health Assistant
Brianna Weekly, Office Manager
Amber Zhu, Athletic Secretary

Campus Safety

Carlos Bermudez
Chris Craddock
Ben Drushella
Briana Lopez
Cesar Villarreal

How to Communicate with a Teacher

Please contact teachers through ParentSquare.

■ Get Involved at South Salem High

South Salem High School invites families to become better acquainted with the school by becoming involved in special activities during the school year. Whether for one hour in a special activity or during an entire drama production, your help is appreciated. Some opportunities at South High include Aspire, Saxon Foundation, Athletic Boosters, Music Boosters and advisory boards. Student activities need help as well with the canned food drive, blood drive, and food pantry.

We look forward to meeting and working with you. With your help, we know this year will be a great success. WE NEED YOU! Call the Main Office at South High, 503-399-3252.

■ Volunteer Information

To be eligible to volunteer at Salem-Keizer Public Schools **all individuals** must complete and pass a criminal background check. Volunteer forms are available at <https://salkeiz.k12.or.us/community/volunteers>.

Three things you need to know before becoming a volunteer:

1. We need you. Volunteers are a great resource to us and to our students. You provide a valuable benefit by taking time to volunteer.
2. Fill out and submit a criminal background history form well in advance of starting to volunteer. We need time to process the form. Due to safety, we cannot allow an adult to volunteer unless this form is filled out, processed and approved.
3. All adults working in our school complete this form – that includes our staff, coaches, mentors, and field trip chaperones.

Information on volunteering is available at <https://salkeiz.k12.or.us/community/volunteers>.

■ Athletic Booster Club

The Athletic Booster Club is a South High parent club whose goal is to promote interest in our sports activities. All parents of South High students are invited to join this club and to attend the monthly meetings.

Contact Athletic Boosters
(southsaalemathleticboosters@gmail.com).

■ Music Boosters

The Music Boosters are a parent/guardian group whose goal is to support music education and the continued high quality of all music groups at South High. This group produces revenue for the general music program not met through the school budget. In addition, they sponsor various fundraising opportunities for student's individual music accounts and advocate for our outstanding programs. Parents/

guardians receive communication from directors and the Music Boosters which relate directly to the specific group their student is involved in. Contact Music Boosters (sshsmb@gmail.com) or visit the Music Boosters website (<https://southmusicboosters.boosterhub.com/>).

President. TBD

■ Saxon Foundation

The South Salem Saxons Education Foundation (Saxon Foundation) is a nonprofit organization whose goal is to promote and enhance academic programs at South Salem High School. Money raised by the Foundation is used to supplement academic programs with items not covered by budgeted resources. The Foundation is open to all interested South High parents/guardians, staff and community members. For more information about events and meeting dates, visit Saxon Foundation (<https://south.salkeiz.k12.or.us/student-life/foundation>). Contact the Saxon Foundation (foundation@southsaxons.com).

President. Leon Widdall

STUDENT LIFE INFORMATION

■ Activities

The activity program at South includes the performing arts, drama, speech, clubs, service organizations and a full range of interscholastic athletics. Students interested in these activities should contact the Activities Director, a counselor, or the teacher in charge. To participate in a school activity, students must be in attendance for the full day on the day of the activity.

■ South Salem High School Clubs and Organizations

Find a detailed current list of South clubs and club information at <https://south.salkeiz.k12.or.us/student-life/clubs-organizations>.



Bikes and Skateboards

Skateboards, roller blades, bicycles, heelys, etc. may not be used on school grounds, and it is the responsibility of the student to secure and store their items.

We are not responsible for damaged, lost or stolen items. For complete information, refer to the Student Rights and Responsibilities (<https://south.salkeiz.k12.or.us/students-families/student-rights-responsibilities>).

Complaint Process

The district is committed to resolving complaints in a timely manner, by direct, informal discussions, beginning with the school or department involved.

Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position.

Whenever possible, complaints should be submitted and addressed at the school or department, and through the recognized channels of communication as outlined in the District's Complaint Procedure (ADM-P008). The complaint procedure is available on the district's website. Salem-Keizer School District policy forbids reprisal or retaliation against any person acting in good faith in a complaint process..

Non-Discrimination Statement

Salem-Keizer Public Schools promotes equal opportunity for all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, veteran's status, genetic information or disability.

Brenda Fox, Title IX Coordinator
Director of Employee Relations

2450 Lancaster Drive NE, Salem, OR 97305
Call 503-399-3061

Debbie Joa, Deputy Title IX Coordinator
Assistant Director of Employee Relations
2450 Lancaster Drive NE, Salem, OR 97305
Call 503-399-3061

Chris Moore, Section 504 Coordinator
Director of Mental Health & Social-Emotional Learning
Call 503-399-3000

The Salem-Keizer Public Schools nondiscrimination policy (<https://south.salkeiz.k12.or.us/nondiscrimination-title-ix-policy2>) and grievance procedures (<https://salkeiz.k12.or.us/district-complaint-resolution-process>) are located on the district website.

Dances

Dances are sponsored by the Leadership Class of South High for South High students.

1. Students are admitted by photo ID cards or StudentVUE.
2. Students are not allowed to leave the dance and re-enter.
3. No outside food or drinks.
4. Students must adhere to the Salem-Keizer dress code at formal dances. If clothing is deemed inappropriate, students will be asked to leave the dance.
5. Any dancing deemed inappropriate by the administration or supervisors will result in students being removed from the dance and parents contacted. Inappropriate dancing includes but is not limited to: provocative dancing, "grinding", crowd surfing or aggressive dancing. Dance fees will not be refunded if a student is removed.
6. Bags and personal belongings will be checked at the door to ensure student safety.
7. Guests must be currently enrolled and attending high school, SK GED Program, EDGE, or be an early graduate during the current academic year.
8. Prior approval is required to bring a guest from another school. Guest forms are ONLY issued for formal dances and require individual approval through an administrator from both schools. Students need to request approval in the Student Center. The number of approvals may be limited due to space. A student's behavior will be considered during the approval process. The student needs to be in good standing to be approved.
9. Random breathalyzer tests are part of the new policy at high school dances, as we believe that the breathalyzer test will support our priority of student safety and encourage positive decision-making.

Dress Code

Salem-Keizer Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored



STUDENT LIFE INFORMATION

event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. **Basic Principle:** Certain body parts must be covered for all students at all times.
 - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. **Students Must Wear***, while following the basic principle of Section 1 above:
 - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. **Students May Wear**, as long as these items do not violate Section 1 above:
 - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
 - Religious head coverings.
 - Religious headwear.
 - Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
 - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
 - Pajamas
 - Ripped jeans, as long as underwear and buttocks are not exposed.
 - Tank tops, including spaghetti straps; halter tops
 - Athletic attire
 - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).
4. **Students Cannot Wear:**
 - Violent language or images.

- Gang-affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

Adjustments to the dress code may be made on a case-by-case basis for a student's IEP, 504 or social and emotional learning.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Dress Code for P.E.

All P.E. Students Will Need:

- A hand-held combination lock to secure their clothing and personal possessions.
- South is not responsible for lost/stolen items.

Appropriate Clothing & Footwear:

T-shirt	Gym Shorts
Sweatshirt	Soft Rubber Sole Tennis Shoes
Sweat Pants	Extra Socks (Wet/Cold Days)

Inappropriate Footwear

Slippers, flip flops, high heels, pumps, platforms, boots, dress shoes, bare feet are not allowed in PE. Soft sole tennis shoes only! Any violation of the dress code will result in the student not being allowed to participate in class activities, loss of points or time out.

Elevator Use

If a student is unable to negotiate the stairs, an elevator key will be issued. Keys are available in the Counseling & Health Center. Students are required to sign an elevator key contract stating that if the key is lost or not returned, they will be charged a \$10.00 fee.

Student Fees & Charges

Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged. The district shall pursue the collection of debts to the full extent allowed by Oregon State statute.

Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in: Loss of privileges related to the student's participation and/or attendance at school events and/or nonacademic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school-sponsored dances or parties (including prom). The district may

STUDENT LIFE INFORMATION

take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.

If your student has an outstanding fee or fine, you will periodically receive a “fees due notice” via email. Please contact the bookkeeper immediately to develop a payment plan so that your student does not miss out on any valuable extra-curricular activities.

Please feel free to contact the school directly if you have questions regarding this policy, our efforts to collect fees or fines owed by students, or the student consequences for failing to meet a student’s financial obligations.

■ Optional Student Fees

ASB Card. **\$40.00**

Students who purchase an ASB card will be admitted free to all Central Valley Conference games in which South is playing (except playoffs). Reduced prices will be offered to students with ASB cards to formal dances.



■ Yearbook

Sales are by check, cash or credit card

Yearbook: \$55.00

■ Free and Reduced Meals Program

All students at South are qualified for school meals at no cost. No application is necessary.

■ Identification Card

Students are issued an identification card when they register for school. All students are required to have their ID card in their possession at all times.

Student ID cards are required to obtain yearbooks, attend athletic events, activities, and student dances. Students must present their ID card for identification purposes to any member of the South High administration, faculty, staff and security upon request.

The cost to replace a lost/damaged card is \$5.

■ In-District Transfers

If you are a resident of the South area and wish to leave South to attend another Salem school, your student must go through the in-district transfer process and its established guidelines. School board policy states that students must attend the high school located within their resident area. In-district transfers are granted as per School Board Policy INS-P015. Parents who live within the Salem-Keizer School District do have the option of transferring their child to another school within the District if there is room at the transferring school.

Requests for in-district transfers (IDT) for reasons such as continuation after moving residences will be accepted throughout the school year. Requests for In-District Transfer for reason of participating in elective programs will be received only during the months of November and March. Applications submitted after the application windows cannot be accepted.

Please note:

- There are no guarantees that IDT requests will be approved.
- Transportation is not provided for students attending school on an in-district transfer.
- If the elective course a student wants to take is offered at their home school, they are not eligible for transfer to another school.
- Students can submit only one IDT application each year, and may request transfer for only one program. If the elective program is available at multiple schools, students may list more than one school on the IDT form.

To begin the process, pick up an In-District Transfer form, complete the form, and return it to the student’s currently assigned school.

If the IDT is approved, the student must register at their new high school.

To continue the In-District Transfer after the first year, the student must remain in good standing. A student in good standing does well academically and completes all courses; has excellent attendance; takes care of required fees and other obligations; and has no significant disciplinary infractions.

Each of the following violations is grounds for revocation of an In-District Transfer:

- Student has lower than 90% attendance rate.
- Student has 5 or more tardies in the semester.
- Student has received discipline referrals, which may include attendance issues.
- Student is no longer enrolled in the educational program for which the In-District Transfer was originally approved.

■ Library Media Center

We invite all students to use the library for individual study, assigned research or recreational reading. Students may check out books for three weeks and magazines for one week. [South High Library resources](https://south.salkeiz.k12.or.us/academics/library-media) (<https://south.salkeiz.k12.or.us/academics/library-media>).

Students accessing the library during class time need to have a Release Card or pass from a teacher.

■ Lost and Found

Unclaimed items will be donated to charity at the end of each semester.



MEDIA CENTER

SAXON EXPECTATIONS



R

RESPECT Self & Others

Treat equipment & books properly

Return materials in a timely manner

Respect other student's work spaces

Work quietly without disturbing others

O

OWN Your Actions

Keep food and drinks outside the library

Use technology for academic purposes during instructional time

Bring a pass or a release card

Follow adult directions

S

SET Yourself Up For Success

Ask for assistance

Comply with copyright laws

Use time productively & efficiently

Practice cyber safety

E

ENGAGE In Your School Community

Clean work area before leaving

Report cyberbullying

Help others who may need assistance

S

SEEK Integrity Above All Else

Use appropriate websites

Practice academic honesty

Once a Saxon, Always a Saxon

Lunch Prices

SOUTH CAFETERIA: 503-399-3285

All students at South are qualified for school meals at no cost. No application is necessary.

Campus Lunch Policies

All students will be on a one-lunch bell schedule.

- 9th-grade students have a closed campus lunch.
- 10th-12th grade students may have the privilege of leaving campus during lunch with the following restrictions:
 - Bush Pasture Park is closed to students during the school day.
 - Students are not permitted to loiter in the neighborhood. They should only be walking off campus if they are going to a residence or business.

Students must not litter in the community, on private property, or in the student parking lot; gather in groups on streets, sidewalks, or alleys; smoke/vape or in any way behave in such a way that violates our school behavior policies.

As a reminder, school lunches are not to be taken out of the building with the exception of the courtyard and the tables outside the commons. Students must be back to class on time. Being consistently tardy will result in the loss of the privilege.

Parking Information

1. Students are required to complete the vehicle registration form to park on campus. Upon completion, students will receive a parking tag to display in their cars. Vehicle registration forms are available on southsaxons.com under the Student tab. This allows us to easily contact you if your car has sustained damage or there is an issue you need to attend to. Unregistered vehicles may receive an additional \$10.00 fine.
2. Students may only park in the lower Howard Street parking lot (student parking lot). All students must have a student parking tag displayed in order to park in these areas.
3. All staff spaces are numbered and marked "Staff." No student parking is allowed in the Rural St. lot, upper Howard Street lot, and the numbered spaces on Church St. and Rural Street.
4. For security of all vehicles, there is no loitering/hanging out in the parking lot before, during or after school.
5. Parking restrictions and enforcement of violations are in effect and consistent with public parking throughout the City of Salem. Students who park in unauthorized spaces or areas will be issued a parking ticket in the amount of \$30.00.
6. Student vehicles may be searched if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other contraband may be present in the vehicle. Violations in these areas will result in the loss of parking privileges.
7. Students who violate safe driving policies are subject to school discipline.
8. Any street parking violation will be handled by City of Salem.



OUTSIDE CAMPUS & PARKING LOT

SAXON EXPECTATIONS



R

RESPECT Self & Others

- Leave all areas trash-free
- Use appropriate language
- Practice safe behavior at all times
- Be considerate of others' property

O

OWN Your Actions

- Follow adult directions & comply with all safety drill procedures
- Stay in approved areas
- Have a purpose for being on campus
- Leave Campus immediately after dismissal

S

SET Yourself Up For Success

- Maintain healthy life choices
- Walk bikes, skateboards, & scooters while on school property
- Enter and exit the building in an orderly & timely fashion: according to your designated entrance and exit location

E

ENGAGE In Your School Community

- Notify responsible adult of unsafe behavior
- Honor the locked door
- Maintain cohort integrity
- Prioritize safety in everything you do

S

SEEK Integrity Above All Else

- Be a good neighbor
- Honor other's parking spaces & vehicles
- Obey traffic signals, directions & laws – Be a safe driver

Once a Saxon, Always a Saxon

9. Failure of any student to comply with parking regulations may result in one or more of the following:

- Parking ticket
- Towing at owner's expense
- School discipline
- Legal consequences

Students parking in the neighborhood need to observe the following:

- Many of the streets near South are posted for 90 minute parking only. Violators will be ticketed by the city police/parking enforcement.
- Students will not be released from class to move their car.
- Out of consideration for our neighbors, students are not to play music in the student parking lot, on the streets, or in front of the school.
- Please pick up any garbage you see.
- Do not park in or obstruct access to any neighbor's driveway.

Phone Calls / Messages

To maintain a focused learning environment, Office staff will only interrupt classes to deliver a message for students in cases of an emergency.

Item Drop Off

If you need to drop off an item at the school (Chromebook, instrument, sports equipment), please make prior arrangements with your student to pick up the item in the Main Office after class, during lunch or after school. We will not interrupt class to deliver items.

The office will not accept deliveries of any kind to the school for students. This includes deliveries from outside businesses, such as flowers, balloons, or food deliveries.

- If a student has ordered food from a delivery service, it is up to the student to meet the delivery driver during lunch time.
- Students are not allowed to carry balloons and/or flower arrangements (unless part of a class assignment) to class during the school day. Please do not bring these items to school.

Transportation-School Bus

School bus transportation is available to those students who qualify under state law. High school students qualify if they live more than 1.5 miles away from school. Students riding a school bus are expected to follow the instructions of the driver and to conduct themselves in a way that assures their safety and the safety of the other passengers and driver.

Continued use of District transportation is contingent upon student observance of these regulations and the District Discipline Policy and Rule. Students could receive school consequences for their misbehavior on the bus. Only those students assigned to a school bus will be permitted to ride that bus.

Bus and transportation information, (<https://salkeiz.k12.or.us/students-families/bus-riders>)

For any long-term bus rider requests, please contact the Transportation.



GYM (ACTIVITIES & ASSEMBLIES)

SAXON EXPECTATIONS



R

RESPECT

Self & Others

- Be respectful to others
- Use appropriate tone & language
- Follow supervisors directions
- Treat equipment & facility properly
- Respond to the program appropriately

O

OWN

Your Actions

- Demonstrate good sportsmanship
- Solve problems peacefully
- Be safe & make good choices

S

SET

Yourself Up For Success

- Listen, learn & participate
- Demonstrate leadership

E

ENGAGE

In Your School Community

- Be there, be present
- Be kind & celebrate achievements appropriately
- Model an inclusive attitude

S

SEEK

Integrity Above All Else

- Win & lose with honor
- Model positive behavior
- Report safety issues

Once a Saxon, Always a Saxon

ATHLETICS

Our athletic program teaches individuals the value of cooperation and competition, the discipline to balance academic and athletic requirements, and the ability to deal with both adversity and success contributing to Saxon pride.

OSAA Eligibility

An eligible student is one who is enrolled in school, attending regularly and passing in subjects equivalent to at least five (5) classes and who, during the immediate preceding semester, was enrolled in school, attended regularly and passed five (5) classes, while earning at least 2.5 credits.

Additional eligibility requirements may be assigned at the beginning of the school year. Any exception to this policy must be made by the [Oregon School Activities Association](http://www.osaa.org) (<http://www.osaa.org>) through a hardship request.

Other eligibility rules:

- If a student moves into the district, his/her parents or legal guardians have to move in and, if they are guardians, they must have held this status prior to the move and must have lived with the student previously.
- A student who enters the ninth grade for the first time is eligible if he/she lives in the South Salem High School attendance area or has an in-district transfer to South.

- Once students enter grade nine, they may compete for eight consecutive semesters.
- A student who turns 19 before August 15 shall be ineligible for competition.
- Must show satisfactory progress towards graduation.** (Minimum Satisfactory Progress Requirements)

Credits to Graduate. 24

Credits Per Year.6

(70%) – Prior to Grade 10. 4.5

(80%) – Prior to Grade 11. 10

(90%) – Prior to Grade 12. 17

Athletic Participation Fees

- First sport: \$100
- Second sport: \$100
- Third sport: \$100
- Family max per year: \$600

**Participation fees are due prior to the first contest.

**Students with financial barriers who qualify can pay a reduced cost of \$50.00 per sport.

**Student-athletes will not be cleared for practice until the athletic participation fee has been paid.

Athletic fees can be paid on the [Salem Keizer payment portal](https://or-salemkeizer.intouchrecepting.com/) (<https://or-salemkeizer.intouchrecepting.com/>) or checks/cash can be turned into the school office.



COMMONS/CAFETERIA

SAXON EXPECTATIONS



R

RESPECT

**Self
& Others**

Clean up your area

Be kind & considerate to all members of our school community

Model restaurant-like table manners

O

**OWN
Your
Actions**

Set a good example

Eat what you take

S

**SET
Yourself Up
For Success**

Use appropriate & non-offensive language

E

**ENGAGE
In Your School
Community**

Minimize your waste – throw trash, compost items, & recyclables into the correct bins

- Make room for others to sit at your table

- Be good neighbors & keep all waste inside the building

S

**SEEK
Integrity
Above All Else**

Be patient & honor your place in line

Once a Saxon, Always a Saxon



Transportation to In-Town Events

As a cost-saving measure, bus transportation may not be provided to in-town events. Parents will need to arrange for transportation for their athletes.

Two exceptions will be made for those sports with large equipment inventory (track and football). Van transportation may be available for some other events.

Please check with your school's Athletic Director or your team's coach for transportation arrangements.

Athletic Physicals Required Every Two Years

State law requires students in grades 7-12 who participate in school athletics to have a physical every two years. Students participating in pre-season activities connected to school-sponsored athletics

should have a physical this year if they have not had one in the last two years.

Drugs, Alcohol, Tobacco & Controlled Substances Statement

Coaches, athletic directors, principals of the CVC are united in our concern regarding the alarming increase in drug, alcohol and tobacco use by students in our schools.

We are committed to an ongoing program to promote academic activity and athletic achievement free from any involvement with substance abuse.

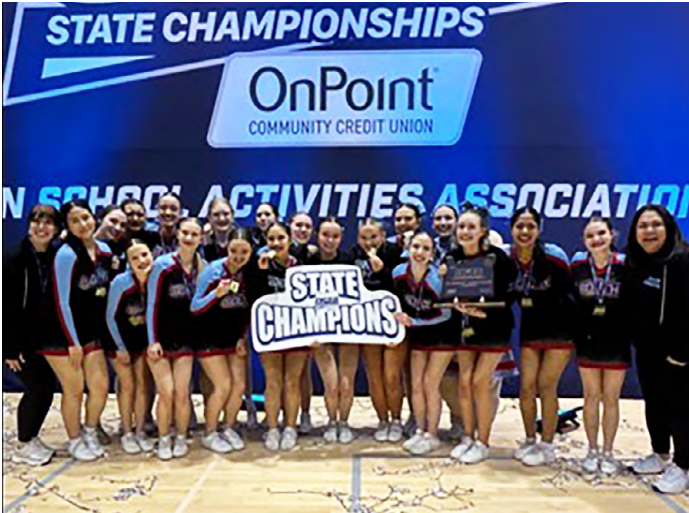
We are committed to supporting educational and law enforcement policies consistent with the best medical information regarding substance abuse.

We are committed to assisting any students who may be involved with these life-threatening substances.

Therefore, we enlist the support of students, parents and the community in our effort to eliminate substance abuse. This policy applies to all student-athletes.

Spectator Behavior at Athletic Events

- It is the intent of the Salem-Keizer School District and the Central Valley Conference to conduct all athletic events within the framework of good sportsmanship. Good sportsmanship is defined as the creation of an atmosphere of courtesy and fair play toward officials, contestants, and spectators. We ask that



all of our students, parents, and community members adhere to the following expectations:

- Those in attendance shall follow the dress code to all high school functions.
- To participate as a spectator at an athletic event, a student must be in attendance at school for at least half of the academic day.
- To promote school spirit, students may participate in theme dress nights for athletic contests as long as the theme is not vulgar and directed to race/culture or socioeconomic status. In addition, no props are allowed in conjunction with any dress-up theme night.
- Spectators will demonstrate courtesy and respect to visitors, players, coaches, and officials.
- Signs or banners larger than 8.5 by 11 inches and artificial noise makers are not allowed.
- Chants, cheers, or slogans shall be positive in nature and should not consist of any language that is vulgar, racially/culturally insensitive, intended to mislead, or directed at individuals.
- Student behavior at athletic events is governed by the Salem-Keizer School District Code of Student Conduct and the OSAA.

Potential College Athletes

Student athletes desiring to participate in NCAA or NAIA College Athletics need to be aware that the eligibility requirements may be more rigorous than Salem-Keizer Public Schools graduation requirements so it is important to do the following:

1. Meet with your counselor and inform them of your interest in NCAA Athletics and that you want to make sure you are on track to meet those requirements.
2. Follow this link to stay current with NCAA eligibility requirements: [Eligibility Center](#)
3. Take ownership of these requirements. South staff will assist as much as possible but it is ultimately the responsibility of the athlete to understand and meet these eligibility requirements.

Admission Charges

The Salem-Keizer School District will have standard admission prices for all athletic contests where conference schools are involved. High school students with an ASB card will have NO charge for a CVC contest if their school is involved.

Admission prices for league contests will be charged at: Football, Volleyball, Soccer, Basketball, and Wrestling.

Conference Tournaments/Meets admission prices will be charged for the following conference events: Swimming, Wrestling, and Track and Field.

Event Admission

Type of Admission	Varsity Contest Cost	JV/FR Football Cost
Adults	\$8.00	\$5.00
CVC students with ASB card and team is playing	Free	Free
High School Students w/o ASB card or from a school NOT playing	\$6.00	\$4.00
K-8 Students	\$5.00	\$3.00
Seniors (60+ with ID or CVC Pass)	Free	Free

* Passes accepted: OSAA, Coaches Gold Card, and CVC

JV, JVII, and Freshman Contests tied to a varsity contest will be charged varsity admission prices.

Admission prices and policies for endowment contests will mirror OSAA admission prices and policies.

Season Athletic Prices

All Season Family Pass \$185.00

(Admits a family of two adults and all children through 8th grade in same household to all South Salem home regular season athletic events. You must show ID with pass to enter)

All Season Individual Pass \$95.00

(Admits one adult to all South Salem home regular season athletic events. You must show ID with pass to enter)

Fall Season Family Passes \$100.00

(Admits two adults and all children in the household through 8th grade to all regular home athletic events.)

Fall Season Individual Pass \$60.00

(Admits one adult to all regular season home athletic events.)

Winter Season Family Pass \$100.00

(Admits two adults and all children in the household through 8th grade to all home winter athletic events.)

Winter Season Individual Pass \$60.00

(Admits one adult to all home regular season events.)

**Passes are good only on league home games and cannot be used for entrance into playoff games.*

Counseling

The Counseling Program at South Salem High School is a nationally recognized program of excellence by the American School Counseling Association (ASCA).

School counselors provide services to students, parents, school staff and the community in the following areas related to academics, personal/social issues, and career/college information.

Direct Student Services: in-person interactions between school counselors and students.

School counseling core curriculum: lessons designed and systematically delivered to help students attain the knowledge, attitudes and skills appropriate for their developmental level presented by school counselors in collaboration with other professional educators in K-12 classroom and group activities.

Individual student planning: to assist students in establishing personal goals and developing future plans.

Responsive services: services to meet students' immediate needs and concerns via individual, small-group or crisis response.

Indirect Student Services: additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

Alternative Methods for Obtaining High School Credit

Pathways are available to students who would like to accelerate their learning or are in need of credit recovery. Please contact your counselor to discuss options for alternate credits. Students taking classes outside of South Salem High School need to complete an Off-campus credit request form prior to taking the class to ensure the expected credit will be awarded.

Celia's College & Career Center

Celia's College and Career Center assists students with post secondary options. Students receive information about college and career options, admission applications, searching and applying for financial aid and scholarships.

Trained volunteer mentors are available to work one-on-one with students throughout the year in regards to post high school educational plans and career exploration. All students work towards planning for their future and finding the best fit for their academic needs.

- Internet-based information for college applications, scholarship applications and required testing.
- Evening programs and presentations for parents and students regarding college preparation.
- FAFSA application assistance.
- Computerized college and career research program Career Information System (CIS).
- Classroom presentations.
- SAT and ACT assistance.
- PSAT available.
- Essay writing and editing preparation.
- College visitations.

For more information visit our [College and Career Center](https://south.salkeiz.k12.or.us/counseling/college-career) (<https://south.salkeiz.k12.or.us/counseling/college-career>).

Student Records

Student records, including ELD, Special Education and 504 records, are purged after seven years, except for the transcript and permanent record.

Right to Review Student Records

A parent/guardian or other persons in a parental relationship and also eligible students as written in District Procedure INS-P022, have the right to:

1. Inspect and review the education records of the student. Note: Inspection of student records is by appointment only and may take up to 10 business days.
2. Request amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy and other rights.
3. Consent to disclosure of personally identifiable information contained in student education records, except to the extent that this policy authorizes disclosure without consent.
4. Pursuant to the provision of Oregon Administrative Rule 581-021-0410, file with the United States Department of Education a complaint alleging that the district has failed to comply with the Family Educational Rights and Privacy Act.
5. Obtain a copy of District Procedure INS-P022. The complete policy may be seen at each school, the Office of the Superintendent and on the district's web site.

Requests must be made in writing and submitted to the Registrar's office. It may take up to one week to process and identification is required.

Change of Address/Emergency Contact

Parents should notify the Counseling Office immediately of address, phone number, and emergency contact changes. We are unable to make changes over the phone. **NOTE: If you have a change of address parents are required to bring in proof of new address such as a utility bill or lease agreement.** It is important that the school maintain an up-to-date directory of student information in case of an emergency.

Withdrawing Your Student

If your student must be withdrawn for any reason a parent/guardian must come in person to complete the required withdraw paperwork. Parent/guardian must show identification at the time of withdraw. Failure to withdraw your student properly could result in a non-attendance drop.

Students will be required to return textbooks, technology, supplies, and resolve outstanding fees. The Registrar's Office will gather the student's withdraw grades and provide them to the student's new school; please note this could take up to one week.

Transcripts

Official and unofficial transcript requests are placed at <https://salkeizer.scribborder.com>. You will receive an email confirmation once your request is processed.

SAT Test Dates and Deadlines:

The SAT is offered several times each year through College Board. You can register online. Please refer to the following website for SAT dates and fees: www.collegeboard.org.

ACT Test Dates and Deadlines:

The ACT is offered several times each year. Please see the following website for test dates and fees: www.act.org.



HEALTH CENTER

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.

Health Services in Salem-Keizer School District

Health Alert

Salem-Keizer School District maintains a computerized health alert system. A health alert identifies a health condition, which may affect a student during the school day.

We recommend parents complete a Pupil Medical Record (SS60) for students:

- When the parent marks "YES" for Health Condition on the registration form.
- When the student's health status changes.
- When the student is taking medication at school.

A school nurse will review and code the form for entry into the health alert system. The nurse will contact the parent if the student needs an individualized health management plan. Parents may obtain a health management plan from the school.

Contact School Health Services (503-399-3101) to request changes to your student's health management plan. We recommend that students have a physical examination prior to elementary, middle and high school.

First Aid

First aid is given by trained First Aid providers who will determine student needs. Nurses offer consultative support for ill and injured students through the Nurse Help Line. The Help Line is staffed from 7:30 am to 3:30 pm. If a school cannot reach a parent and the student needs assistance, the school may call the Help Line nurse for advice. It is important that parents notify their child's school with an up-to-date telephone contact number for use in emergencies. Schools call "911" for medical emergencies.

■ Immunization Requirements

Oregon Law (OAR 333-19-020 to 090) requires that a student must have one of each of the following vaccinations before initial enrollment: measles, mumps, rubella (MMR), polio, diphtheria, pertussis, tetanus, hepatitis B, and varicella (chickenpox). Hepatitis A and TDAP are additional requirements for specific grade levels. Parents must complete an Oregon Certificate of Immunization Status (CIS) form. Students who are not in compliance with their immunizations will be excluded on a statewide exclusion day in mid-February. They may not return to school until their immunizations are in compliance. Students may be exempted from receiving certain immunizations for medical conditions or non-medical reasons.

Parents choosing a non-medical exemption to immunization requirements will be required to submit to the school or childcare a document showing either:

1. a signature from a health care practitioner verifying discussion of the risks and benefits of immunization.

OR

2. a certificate of completion of an interactive online educational video about the risks and benefits of immunization.

A student entering Grades 7-12 needs:

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 1 Tdap
- 4 Polio
- 1 Varicella (chickenpox)
- 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
- 3 Hepatitis B
- 2 Hepatitis A

Where Can I Get Immunized?

Immunizations are available at your student's doctor's office, at many pharmacies, or at county health departments. Call for information or to schedule an appointment.

Marion County Health Department

3180 Center St. NE, Salem, OR 97301
503-588-5342

Polk County Health Department

182 SW Academy Suite 302, Dallas, OR 97338
503-623-8175

Medications

Oregon Revised Statute (ORS 339.870) allows trained school personnel to administer medication in the schools. Both written parent and physician instructions are needed for prescription medications. Written parent instructions are necessary for non-prescription medications. However, most medications can be given before or after school, so administration of medications by school personnel should be an exception – not the rule. We ask that parents bring medications to the school in person.

- All prescription medication should be in its original pharmacy container, in the student's name, have a clear prescription label and must not be expired.
- Non-prescription medications must be in the original commercially prepared container with the manufacturer's recommended dosage schedule included, and must not be expired.
- Medications can only be given as directed on the pharmacy container or per manufacturer's recommended dosage schedule.
- Parents must complete the blue "Medication Administration Record" form indicating the student's name, the name and dosage of the medication, the route (for example, oral, topical), the frequency of administration and the signs and symptoms for which the medication is to be given.
- Parents should not send medication(s) in unacceptable containers to school with their students.

Health Screening

Vision screening is provided for kindergarten students annually and for individual students by referral. Hearing screening is provided by speech-language pathologists for specific grade levels annually.

■ **Academics**

South Salem High School promotes educational excellence. Specialized courses exist in all areas of the curriculum. International Baccalaureate courses are offered in Science, English, Social Sciences, Foreign Language, Mathematics, and Fine Arts. We offer some courses that can carry college credit through College Credit Now and Willamette Promise. South High has special services and classes for students with a disability and students served in special ed.

Students needing a modified schedule to accommodate an advanced program or individual needs should contact their counselor.



Academic Honors

South Salem High School students who excel academically are eligible to earn Academic Honors. All academic honors are based upon unweighted grades. To be recognized for academic honors, the following criteria will be used:

- Students must have either junior or senior status;
- They must have an unweighted cumulative GPA of 3.5 or higher;
- Students must have been enrolled in at least 5 graded classes each semester.
- Students who wish to study abroad should speak with their counselors about academic honors.
- All high school level classes on the official student transcript are included;
- Two levels of awards for cumulative GPAs are possible; students may receive one or both awards, depending on whether they are eligible junior and senior years or senior year only. In addition, there is recognition of students who have 5, 6 and/or 7 consecutive semesters of a 3.5 GPA or better.
- Eligibility per Academic Honors will be determined on April 1 of each school year.
- Academic honors and awards for early graduates will be reviewed by Administration for final approval.

Academic Honors levels are:

- **Academic Letter (1st Level):** A junior or senior student with an unweighted, cumulative GPA of 3.5 or better, is awarded an Academic Letter (white "S").
- **Academic Pin (2nd Level):** A senior student with an unweighted, cumulative GPA of 3.5 or better during both their junior and senior year, is awarded an Academic Pin to be placed on the Academic Letter.

- **Academic Bar:** Juniors or seniors that have had five consecutive semesters of an unweighted 3.5 or better GPA, are awarded an Academic Bar to be placed on the Academic Letter.
- **Academic Certificate:** Seniors that have had six consecutive semesters of an unweighted 3.5 or better GPA, are awarded an Academic Certificate.
- **Honors Cord:** Seniors that have had seven consecutive semesters of an unweighted 3.5 or better GPA, are awarded a red and blue Honors Cord to be worn at graduation.
- **Salutatorian:** Students who complete eight high school semesters with only one B on their transcript are recognized as Salutatorians, and receive a medallion to be worn at graduation.
- **Valedictorian (Highest Level):** Students who complete eight high school semesters and receive all A's on their transcript are recognized as Valedictorians, and receive a medallion to be worn at graduation.

Dropping a Class

Add/Drop Procedures for High School Courses

The procedure outlined below does not remove the authority of the building administrators in making decisions about a student's schedule based on educational needs, health, safety, or other reasons.

Step 1: Student/Family discusses wish to drop class with Counselor.

Step 2: Counselor discusses options and post-secondary ramifications of the following options with student/family:

- A. Students may drop the class for partial credit (see Partial Credit Matrix) and keep the grade earned at the time of the drop. Students may choose to backdate the drop from the course with aligned partial credit.

Example: A student chooses to drop a semester class after the second progress report at which time the student's grade in the class is a D. The student's grade in the class at the time of the first progress report was a B. The student may choose to earn .17 credit at a B or .33 credit at a D.

- B. Students may choose to audit the course through the remainder of the term for an INC or NG with the opportunity to grade repair/replace in a future term.
- C. Students may withdraw from the class, receiving no credit. The course will remain on the student's transcript with a "W," but will bear no credit and have no impact on a student's GPA. The student must repeat the course in its entirety for credit and grade replacement. Note: A "W" does not preclude a student from Val/Sal status.

Step 3: Upon selection of the option, Registrar and Counselor take the following action:

1. **Option A:** End date the course for the student. Assign partial credit according to the Partial Credit Matrix. Award grade/credit from posted grading period.
2. **Option B:** Registrar assigns Incomplete or NG. Counselor coordinates with student on options for grade repair and develops a plan. The INC/NG may either be changed (grade repair) or can be replaced by adding a second instance of the course with the grade (replace the INC with a NG).
3. **Option C:** End date the course for the student. Assign a W as a grade, and zero-out credit.

Grading and Evaluation

South High School's grading policy is designed around an 18-week, or semester, grading period. During each semester, progress reports are available online through ParentVue. Each six-week grade is a "snapshot" of current progress in a class. Semester report cards are given at the end of the 18-week grading period. Semester grades are the only grades that carry academic credit and are recorded on the student's permanent record. Progress reports and semester grades will be available online.

Consult the counseling office for more details.

The following guidelines further define the grading policy:

The teacher's philosophy and process of grading must be clearly announced, and students in each class must receive a written copy of them.

Grade definitions are as follows:

A = Excellent

B = Above average work

C = Average work

D = Below average work

F = Failing work which does not meet minimum requirements

P/NP = Rather than letter grades, Pass/No Pass will be assigned to students acting as student aides, independent study, community service or work experience. These grades do not affect GPA.

Incomplete (INC)

An incomplete is used when prolonged illness, an approved trip, or an emergency has deterred the student from completing the class work by grading time at the semester.

Make-up work should be done within 30 days after the affected grading period. An incomplete not made up within the timeline will be changed to "F." Incompletes are not given at the six and twelve-week mark.

International Baccalaureate

The International Baccalaureate (IB) Program is a two-year program of study (grades 11-12) offered in over 4,700 high schools worldwide. Each school shares a common curriculum and external assessment process based on world-class standards which prepare students for successful university experience and for life in a global society.

At South Salem, we believe that all students are IB students. Any student may take an IB course in which they have interest, without pursuing an IB Diploma or CP Diploma. South High's Middle Years Program (MYP grades 9-10) helps prepare students to be successful as they enroll in IB courses.

Nearly all higher education institutions in the United States will consider performance in the IB Diploma Program (DP) for admissions or other factors, including grading course credit, advanced standing, scholarships or financial aid. Challenging classes, development of time management and study skills, highly motivated teachers and students and the requirement of social service activities are some of the many reasons that students benefit from the program.

The IB Career-related Program (CP) is a unique program that allows students to focus on potential career opportunities with the academic distinction of completing an IB program. This program prepares students for the rigors of college along with allowing the student to explore a specific career focus.

Students completing any IB course could be eligible for college credit by taking the individual subject exams. Contact Jennifer



ACADEMIC INFORMATION

Harris-Clippinger at 503-399-3252 for additional information. All exam dates occur in May. Please refer to the [South Salem High School home page](https://south.salle.k12.or.us/) (<https://south.salle.k12.or.us/>) and click on [Calendars](#) for up-to-date information. Please refer to the South Salem Registration Bulletin for detailed requirements for completion of the Diploma Program and Career-related Program.



Saturday School

South offers Saturday School throughout the school year. Please check the school website for dates/times.

Semester Finals

It is important for all students to take semester exams during scheduled times. Cell phones are not allowed during finals and students are expected to remain in the classroom for the entire period.

Students missing a final without pre-approval may receive a zero on the final. If a student misses an exam due to an unavoidable event, special arrangements must be made to take the final. Please plan accordingly so that students do not miss finals due to appointments and/or family vacations. To preserve test integrity, students may receive an alternate exam. Students completing the final after the semester may receive an incomplete (INC) for the class and have 30 days into the next semester to make up a final.

Second semester exams missed will be administered by staff during the summer vacation and are to be completed by July. Incompletes are changed to "F's" after 30 days.

SK Online

Salem-Keizer provides access to select courses online. Licensed content teachers conduct these classes. Content may be accessed at any time, from any networked computer, allowing each student to advance through the curriculum at his or her own rate of learning.

Access to online classes requires counselor recommendation, and SK Online classes are not used to replace classes offered at South Salem High School without administrative approval.

State Tests

Students will take the OSAS (previously called the SBAC) at the end of their Junior year. The OSAC is a state-wide test to measure student growth. All students are encouraged to participate in assessing math, language arts, and science. The opt out process will be available on the district website prior to the testing window. Once the opt out window closes and students begin testing, South will no longer accept opt out requests.

National Honor Society

"Character may be manifested in the great moments, but it is made in the small ones."
-Phillip Brooks

National Honor Society (NHS): Basic Facts

The National Honor Society is a nationally recognized organization known for its academic excellence and service to the community.

It is sponsored by the National Association of Secondary School Principals and is maintained by local school charters. The SSHS NHS charter was granted in 1954.

Qualifications for membership in the SSHS Chapter of the National Honor Society

- Students must be selected for membership in NHS by the NHS Faculty Council.
- Students must be in at least the second semester of their junior year.
- Students must have an unweighted cumulative GPA of 3.5 or higher and must have eight or more semester credits of advanced, IB, AP or Honors classes in core academic areas.
- Students must demonstrate good leadership including positive attitude, initiative, and reliability.
- Students must provide evidence of service to others in school and community.
- Students must demonstrate good character traits including honesty, reliability, respect, and perseverance.

Selection procedure

Eligible juniors are mailed an interest form for membership early in second semester. Selected students will participate in the spring induction ceremony.

Seniors who become eligible for membership can apply in the fall of their senior year. The NHS Faculty Council reviews all interest forms and makes final selection decisions.

To transfer from a chapter at another high school, students must show proof of prior NHS membership to the South High chapter advisor in the form of a letter from the previous principal or a membership certificate.

Membership responsibilities:

- Participate in the formal induction ceremony
- Pay \$10 formal induction dues and \$20 one-time membership dues
- Attend South High NHS meetings
- Participate in NHS activities and service projects
- Complete 30 hours of volunteer community service, both in and out of school
- Maintain a 3.5 minimum GPA
- Continue to demonstrate excellence in character

GRADUATION REQUIREMENTS



Participation in the graduation ceremony is a privilege. In order to walk in commencement ceremonies and receive their diploma, students must meet all graduation requirements. For the Class of 2026, the requirements are 24 full credits of required course work, demonstrated proficiency in the Essential Skill of Reading, Writing, and Math; demonstrated attainment of Career Related Learning knowledge, skills, and experiences; and through individualized planning for a career or college. Please be aware that many colleges have additional requirements for admission.

It is critical that seniors plan their course of instruction carefully to meet diploma requirements. If students or parents have any questions on status, they should contact their counselor.

Diploma Essential Skills & Credit Requirements

Subject	Diploma Requirement
English / Language Arts	4 credits
Mathematics	3 credits (at Algebra 1 or above)
Science	3 credits (with Lab experiences)
Social Sciences	3 credits <i>Beginning with Class of 2026, must include .50 credit in Civics</i>
Physical Education	1 credit
Health	1 credit
Personal Finance	.50 credit <i>Beginning with Class of 2027</i>
Higher Education & Career Path	.50 credit <i>Beginning with Class of 2027</i>
Fine Arts	3 credits, any combination Art, CTE, Drama, World Languages, and Performing Arts
Electives	6 credits <i>Beginning with Class of 2027 = 5 credits</i>
Essential Skills* <i>*Testing-based requirements to demonstrate Essential Skills have been suspended through Class of 2028 by ODE</i>	All students must demonstrate proficiency to read and comprehend a variety of text, write clearly and accurately, and apply mathematics in a variety of settings. Students can meet this requirement in a variety of ways including: SBAC, PSAT, SAT, ACT, WorkKeys, & Essential Skill Work Samples

Behavior Expectations for Graduation

Seniors expelled or on a continuing suspension will be denied participation in the Graduation ceremonies. Seniors participating in pranks that cause damage to property or in actions which degrade the reputation of an individual or a school, involve animals, or severely disrupt the educational environment will be denied participation in Graduation activities.

College Entrance Requirements

Colleges and universities have various requirements for admission. Students who plan to continue school after high school should check with each institution for their admission requirements. Almost all 4-year institutions require students to receive grades of C or higher in approved college preparatory classes to meet entrance requirements. Any student who has earned a passing "D" in these courses will receive high school credit, but the "D" grades will not count for college admission standards. This applies to the following content areas: English, Mathematics, Science, Social Studies and Second Language.

Students interested in participating in college athletics have additional requirements. If you have questions, please contact your counselor.

Resources:

BigFuture College and Career Planning (<https://bigfuture.collegeboard.org/>)

NCAA Eligibility Center (<https://www.ncaa.org/eligibility-center/>)



The Oregon Diploma (State Board of Education)

The State Board of Education adopted the new Oregon Diploma requirements for high school diplomas in 2007. The Oregon Diploma is designed to better prepare each student for success in college, work, and citizenship. The goal is to ensure that high school graduates are ready to compete in a global economy. Colleges and employers need high school graduates who are fully prepared for the challenges of college-level courses and the modern workplace. Whether graduates head into college, technical training or directly into the workforce, they need a high level of skills to be successful. Find more information on the Oregon Diploma at (www.oregon.gov/ode/students-and-family/oregondiploma/pages/default.aspx).



HYBRID CLASSROOMS

SAXON EXPECTATIONS



R

RESPECT Self & Others

Allow yourself & others to learn

Have all your own materials sanitized and use them appropriately

Practice safe behavior for hybrid classroom setting

Use appropriate language & tone

O

OWN Your Actions

Abide by teacher's classroom expectations

Be an advocate & take ownership of your own learning

Use electronic devices as instructed by the teacher

Keep table/desk in designated area

Accept responsibility

S

SET Yourself Up For Success

Arrive to class on-time

Attend school as scheduled

Be prepared to learn

Focus on safety

Stay socially distanced

Focus on College & Career Readiness

E

ENGAGE In Your School Community

Participate purposefully & positively

Listen & respond respectfully to others' ideas, thoughts & opinions

Take on leadership opportunities

Collaborate & include others

S

SEEK Integrity Above All Else

Maintain academic honesty (do your own work)

Take pride in what you do

Submit high quality work

Be kind to everyone in your classroom

Be safe in everything you do

Once a Saxon, Always a Saxon

Talented and Gifted

The Salem-Keizer School District identifies and serves intellectually gifted students and academically talented students in grades K-12. 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.

STUDENT BEHAVIOR

Student Behavior

South maintains high expectations for student behavior. South's tradition of excellence is visible in student achievement and student behavior. All students at South Salem High School are expected to demonstrate respect for self, respect for others, respect for property, and to comply with all reasonable requests.

We believe that teachers have the right to educate and students have the right to learn in an environment free from disruptive and inappropriate behavior. Teachers will make every effort to contact parents on initial behavior problems.

Description of Disciplinary Interventions

Lunch Detention

Students who are assigned lunch detention as a disciplinary consequence are expected to report to the Pass Room for their entire lunch period. A reminder slip will be delivered to the student earlier in the day. Arrangements will be made through the pass room for the student to receive a school lunch. Students can opt to bring their own sack lunch. Students are not allowed to use personal electronic devices during lunchtime, and must behave appropriately. Failure to comply with rules of the Pass Room or to serve their detention will result in additional consequences.



In-School Suspension

In-school suspension is assigned for various disciplinary issues. Students are expected to do school work and adhere to all school and Pass Room rules. No talking, sleeping or use of personal electronics is allowed. Students not following teacher instructions or the Pass Room rules are subject to additional consequences including, additional detention time and/or out-of-school suspension.

Out-of-School Suspension

Out-of-school suspension is the removal from school for a period of time. A student has both the right and the responsibility to make up work assigned during the time of the suspension. Homework will be requested for suspensions over 3 days. During the period of suspension, a student will not be permitted to attend classes, be on any Salem-Keizer Public Schools' property, or attend school activities without previous administrative approval. Violation of this policy will result in the student being issued a Notice of Criminal Trespass and/or referred to the Salem Police Department for trespassing.

Students need to meet with administration before returning to classes. If the parent would like to appeal a suspension, contact the principal.

Suspended Pending Parent Conference

Students who have a number of incidents may be suspended until we can arrange a parent conference with an administrator. The student is required to be present. These meetings will be prioritized to occur the following day (if possible).

Expulsion

Expulsion is the long-term removal (for up to a calendar year) from school, school properties, and school activities for serious violations of District policy. A student who has been recommended for expulsion will receive a hearing conducted in accordance with District Policy and Procedures. A student who is expelled will be offered alternative education in place of regular instruction.

Sequence of Disciplinary Actions

The discipline code was established by the Salem-Keizer School Board and is intended to be used as a guideline which permits uniform administration of consequences throughout the district, yet it allows for latitude in dealing with individual needs. Please refer to the district's

Student Rights and Responsibilities (<https://south.salkeiz.k12.or.us/students-families/student-rights-responsibilities>).

Fire/Earthquake/Safety Drills

Schools are required to conduct 12 total drills; eight monthly fire drills, two earthquake drills, and two safety (lockdown) drills per year. Students are required to follow staff instructions at all times.

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.



Electronic Devices

Personal electronic devices— including cell phones, smartwatches, tablets, iPod Touches, smart glasses, wireless earbuds, over-the-ear wireless headphones, and other wireless- or Bluetooth-capable devices that are not issued by the district are not permitted anywhere on campus during the school day unless they are secured inside a Yondr pouch.

Yondr pouches: Every student will be issued a Yondr pouch and is required to bring it to school every day. Students must secure their personal electronic devices in their Yondr pouch before entering the building. Students will be asked to show their Yondr pouch when entering the building.

District Chromebooks and academic devices: Every student will be issued a district Chromebook. Students may also use personal laptops, Nooks, Kindles, or similar devices for academic purposes when they are connected to a district-approved web browser that provides access to district filtering and monitoring systems. Staff will determine when these devices may be used in class.

Device noise: Electronic devices may not produce sounds that are audible to others.

Other prohibited devices: Laser pointers, high-intensity flashlights, and similar devices are not permitted on campus.

Confiscated Devices

If a student's personal electronic device is discovered outside of their Yondr pouch while the student is on campus during the school day, the device will be confiscated by staff and held in the Main Office.

In accordance with District policy, confiscated electronic devices will not be returned directly to students. A parent/guardian or a listed emergency contact must pick up the device from the Main Office.

Parent/Guardian Notification

When a device is confiscated, the parent/guardian will be notified through the ParentSquare application. Depending on the contact information listed in Synergy and the communication preferences in **ParentSquare**, notifications may be sent by phone, text message, and/or email.

- See page 29 for instructions on setting up ParentSquare.
- Log in to **ParentVUE** to verify that all parent/guardian and emergency contact information is current in Synergy.

Main Office device pick-up hours: 7:30 a.m.–4:00 p.m.

Hall Passes

Students who are released from class must have a properly signed hall pass. The hall passes must be written in ink, and be issued by the teacher with the date, time leaving the room, and the student's destination. No hall passes are given the first and last 10 minutes of class periods. Student should follow the color coded restroom policy.

Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing

–District Policy: INS-A003

Salem-Keizer School District is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

Definitions:

Hazing: Any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment.

Harassment, Intimidation or Bullying: Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. Harassment, intimidation and bullying may be based on, but not limited to, the protected class status of a person, and have the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or
- Creating a hostile educational environment, including interfering with the psychological well-being of a student.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.

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.

Menacing: Any act which is intended to place a student in reasonable fear of imminent serious physical injury.

Discrimination: Incidents of hazing, harassment, intimidation, bullying, cyberbullying, and menacing may be based on, but not be limited to, the protected class status of a person.

Protected Class: A group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

Sexual Orientation: An individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Policy:

1. Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff.
2. Students are expected to behave in such a way that promotes a positive education environment.
3. All district employees shall immediately report incidents to the school administrator.
4. An employee who violates this policy may be subject to disciplinary action up to and including termination.
5. Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.
6. The school principal or designee shall receive and investigate reports according to procedures developed by the Superintendent.
7. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent.
8. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions as specified by the District's Student Discipline policy and procedure.
9. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
10. A student found to have falsely accused another as a means of reprisal, retaliation, or as a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions as by the District's Student Discipline policy and procedure.
11. Information related to the prevention of, and the appropriate response to, acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will be incorporated into training programs for students and school employees.

This policy shall be made available at School District 24J schools and on its website. A copy of this policy at least 8.5" x 11" in size shall be posted in all Middle and High Schools.

The district has adopted a separate policy for Teen Dating Violence (INS-A013), which delineates the definitions, expectations for students, reporting and discipline processes.

Inappropriate Displays of Affection

In an effort to protect the learning environment and promote a safe and respectful climate and culture, any inappropriate displays of affection are prohibited. This includes kissing, groping, prolonged hugging, sitting on laps, etc.

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 work; and
- Having someone else write a paper or take a test for you. It is unfair to claim to 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.

Cheating Consequences

Students who cheat or plagiarize will receive one or more of the following consequences:

- Zero credit on work.
- Behavior intervention based on the seriousness of the offense.
- Parents notified initially by the teacher or assistant principal.
- Guidance Center notified, jeopardizing letters of recommendation and scholarship opportunities.
- May jeopardize student's standing in honor societies, extra-curricular activities, and other organizations according to the by-laws of each.
- **Repeated acts of cheating or plagiarism may result in school suspension as well as the above consequences.**

Attempting to change a grade on a test or assignment already marked by staff, or any change made to a grade book or computer file, is considered a major infraction and will result in an out-of-school suspension. Students stealing tests, teacher guides, and/or teacher textbooks can also be subject to criminal prosecution.

Lockers

Each student has an opportunity to sign up for a locker. School lockers belong to the School District, and students are permitted to use them as a convenience. Lockers are subject to search. Due to high numbers of students, they may share a locker. The school,

its personnel and the members of the school board assume no responsibility for items left in lockers.

Every effort will be made to keep lockers in proper repair. Any lock or locker not operating properly should be reported to the office. It is the student's responsibility to maintain proper care of the school locker. Students will be held responsible for any cleaning costs or repair costs for damage to their locker.

■ Respecting Property

Students are expected to use trash containers on and off campus. Vandalism and/or damage to school or community property will result in disciplinary action and/or referral to the appropriate law enforcement agency for restitution and/or criminal charges.

■ Library Loans

- Students must have their current student ID card to check out textbooks, devices, and school supplies.
- Loaned materials are the property of South Salem High. We expect our students to be responsible and handle them with care.
- Students will check out books at the beginning of the semester and return them at the conclusion of the course.
- Stolen items may be reported and a Theft Report completed in the Student Center.
- Students who misplace, damage or return the incorrect items will be financially responsible. Stolen items must be reported and a Theft Report completed in the Student Center. Students can request a copy of the theft report to provide to the librarian.

■ Tobacco-Free District

The Salem-Keizer School Board has adopted a policy that prohibits smoking, including electronic smoking devices, or any other use of tobacco products on district property. District property includes:

- School and other district buildings.
- Outdoor areas, such as athletic fields, and school parking lots.
- District vehicles.
- Personal vehicles while on district property.

This policy applies at all times to anyone using district facilities or attending any district function and/or athletic event. Thank you for your cooperation in making Salem-Keizer Public Schools and South Salem High School a tobacco-free environment.

■ Valuables and Stolen Property

South Salem High School is not responsible for lost or stolen student property or library loaned items, although we continually take reasonable precautions to secure all personal property. The school does not carry theft insurance and will not reimburse students for stolen property.

ATTENDANCE

Salem-Keizer Public Schools and South Salem High School are committed to providing a quality education for all students. A strong correlation exists between the student's academic success in school and their daily attendance. A student is expected to be

present in each of their classes during any grading period in order to meet the goals and objectives of the class.

Anytime your student has an unexcused tardy or absence, you will be notified on the ParentSquare application at the end of the school day by either email, text, or phone call based on your preferences ([see page 28 to set-up Parentsquare](#)).

■ Attendance Procedure

When students are absent, parents must provide a reason, in writing or by direct call, to the school within 72 hours of the student's return to school to excuse the absence.

Examples of excused absences or tardies include:

1. Illness of student
2. Serious illness or death of a family member
3. Medical appointments that cannot be scheduled outside the school day
4. Religious purposes

Examples of unexcused absences or tardies:

1. Oversleeping
2. Missing the bus
3. Car difficulties
4. Traffic issues

■ Excusing Absences

Parents/guardians can excuse a student's tardy or absence (all-day or partial) by replying to the ParentSquare attendance notification or by writing a note that the student will present to the attendance office upon return. Tardies occurring after the student has either checked in through the Attendance Office or attended daily classes may not be excused by a parent unless the parent is physically with the student.

Parents/guardians may alert the school of all-day absences by calling the 24-hour attendance voicemail. This voicemail line is only to excuse all-day absences, please do not leave messages to check your student out. The voicemail machine is checked once in the morning and once after school.

**24 HR VOICEMAIL ATTENDANCE LINE
FOR ALL-DAY ABSENCES**

503-399-3250

All methods of communication must include the following:

- Student ID number
- Student's First and Last name
- Date of the absence
- Reason for the absence

When information is incomplete, absences may not be cleared.

■ Pre-arranged Absences (3 or more days)

If a student is going to have a pre-arranged absence for any reason that is 3 or more days, the student must bring a note from their

ATTENDANCE INFORMATION

parent/guardian to the Attendance Office that identifies the reason and date(s) the student is going to be absent from school.

The student will receive a Pre-Arranged Absence Form that must be signed by their teachers and returned to the Attendance Office prior to the absence. It is the responsibility of the student to communicate with teachers about the absence in advance of the activity and to make arrangements for making up the missed work.

■ Checking In

Every day in school counts! Being in class on time greatly improves success for every student.

All students arriving at school after class has started must check in at the attendance window or at a designated attendance kiosk to receive an admit slip. Students arriving late due to illness or an appointment must bring a signed note from a parent/guardian or doctor's office to receive an excused tardy.

■ Checking Out

Students must check out at the attendance window before leaving campus.

Students who need to leave school for a pre-arranged appointment must:

1. Provide a written note from a parent/guardian to the attendance window before the school day begins (please include the student ID number, first and last name of the student, date, time and reason).
2. The student will be provided a check-out slip to leave class at the designated time.

For security reasons, if you have not sent a note with your student, please come into the building to check them out with photo ID. Each time an Emergency Contact is picking up a student, we must have parent/guardian consent. Students may not be checked out after 3:00 pm without prior arrangements.

■ Illness or Injury During the School Day

If a student becomes ill or injured while on campus during the day, they must report to the Health Room in the Guidance Office. The school does not administer medication to students without proper consent and documentation from parents/guardians.

Staff must have verbal parental/guardian consent before an ill student is allowed to leave campus.

■ Tardy Policy

Punctuality counts! Much success in life comes simply from being in the right place at the right time. Students are expected to be in class and on time.

Being tardy or absent does not excuse a student from the expectation that all class work is meaningful and needs to be completed. By arrangement with the teacher, students are responsible for checking in for missing assignments due to tardiness.

Classroom Intervention for Tardies

The primary classroom interventions begin and continue with verbal and/or written warnings, and can include, but are not limited to, any or all of the following options:

- Parent contact
- Warning
- Essay or special project relating to punctuality
- Personal and individual conversation with the student
- "Last-in/last out" consequence – everybody else leaves before the tardy person
- Room clean up, afterschool classroom assistance, etc.
- Comment on progress report
- Loss of in-class participation/extra credit points

Administrative intervention

Beginning on the 10th unexcused tardy of the semester, a discipline referral will be generated, and the following consequences will be administered for stated infractions:

10th Tardy	1 Lunch Detention
15th Tardy	1/2 Day In-School Suspension
20th Tardy	1 Day In-School Suspension

Additional consequences may include, but are not limited to:

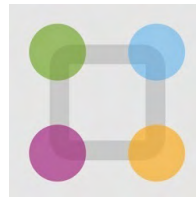
- Increased lunch or detention time
- Behavior/Attendance Contract
- Parent Meeting
- In-School Suspension
- Out-of-School Suspension

■ Truancy

In accordance with the 10-Day Drop Policy (INS-P018), students who are absent from any class for 10 consecutive school days without a valid excuse will be dropped from the class. To return, students must re-enroll through the Counseling Office.

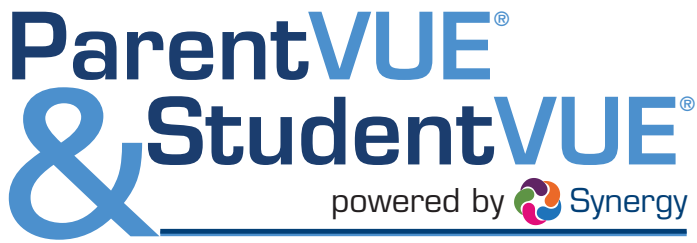
A student who is absent from any class without permission will be considered truant and may face disciplinary action. Consequences for truancy can include detention, suspension, expulsion, ineligibility to participate in athletics or other extracurricular activities, and/or loss of off-campus privileges.

■ ParentSquare



Salem-Keizer Public Schools use the **ParentSquare** platform for district, school and teacher communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent/guardian, using their preferred email address and phone number.

Download the app or log into the **ParentSquare web portal** (<https://south.salkeiz.k12.or.us/students-families/technology/parentsquare-studentsquare>) using the contact email used for your child's school.



■ ParentVUE/StudentVUE

ParentVUE and StudentVUE are convenient and secure ways for parents and students to access essential information on grades, attendance, scores on individual assignments, and links to teacher emails to aide in communication. Simply click on a course title for assignments or the teacher's name for email. One account will connect each parent with all of their students in Salem-Keizer Schools. Usernames and passwords are carried over each year. If you do not have an account, please contact the main office and we will send a letter with your activation code or you may come in person to the office. Activation codes will not be given over the phone. For more information, please visit [ParentVUE & StudentVUE](https://south.salkeiz.k12.or.us/students-families/technology/parentvue-studentvue) (<https://south.salkeiz.k12.or.us/students-families/technology/parentvue-studentvue>). Students will login to StudentVUE with their district computer login and password.

■ School Website <https://south.salkeiz.k12.or.us/>

On our [school website](https://south.salkeiz.k12.or.us/) you will find the most up-to-date information regarding upcoming activities and messages.

This includes our monthly newsletter, calendars, recent ParentSquare messages, daily announcements and so much more!

■ Inclement Weather Schedule

In the event of a school closing due to inclement weather or building technicalities, Salem-Keizer school district will message all families via our ParentSquare platform.

STUDENT RIGHTS AND RESPONSIBILITIES

Detailed information regarding [Student Rights and Responsibilities](https://south.salkeiz.k12.or.us/students-families/student-rights-responsibilities) (<https://south.salkeiz.k12.or.us/students-families/student-rights-responsibilities>).

Salem-Keizer Public Schools
South Salem High School
P.O. Box 12024
Salem, OR 97309-0024



South Salem High School is a community of learners who value integrity; high academic standards; respect for self and others; and a positive involvement in our school, community, and the world.

mission statement



Andrea Castañeda, Superintendent

Salem-Keizer Public Schools promotes equal opportunity for all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, veteran's status, genetic information or disability.

The Salem-Keizer Public Schools [nondiscrimination policy](#) and [grievance procedures](#) are located on the district website.

