

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

2022-23

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,

It is my pleasure to welcome you to South Salem High School, where we aim to help every student feel accepted, connected, and part of the Saxon family. Our school is full of compassionate, supportive, and talented staff members who are dedicated to your students and their successes. The goal of Salem-Keizer School District is that all students graduate and are prepared for a successful life. Our plan at South is to make that goal a reality for all students.

Since 1954, South Salem High School has been a school full of pride and traditions. We offer many clubs, organizations, and activities to help students feel the pride and continue the traditions. Because involvement in co-curricular activities leads to positive high school memories and a richer educational experience, we hope that all our students will take advantage of the amazing opportunities at South. Please consider getting involved and being part of the Saxon experience.

The information presented in this handbook is intended to provide students, families, and community members with the policies and procedures of the Salem-Keizer School District and South Salem High School. Please take the time to review the contents of the handbook. It is full of information that will hopefully answer many of the questions you may have. Students are responsible for knowing the contents of this handbook as it will be used by staff members as a guide to next steps when policies are not followed.

South Salem High School staff members are here to help you. If you cannot find an answer to one of your questions, please give us a call. (See page 3 for contact information.) My hope is that staff, students, families and community members can work together to ensure that we are providing an excellent high school experience while maximizing the achievement levels of all of our students.

I am honored to serve as the principal of South Salem High School. It is truly a privilege to be part of a community where students, staff and families care for each other and strive to build positive relationships that support academic and social growth.

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 Kathy August
 Athletic Payments, Schedules & Practices Donna Bosco
 Attendance Reporting 503-399-3250
 AVID Anne Depiero/Sarah Keck
 Band and Color Guard J.J. Meyer
 Boundaries. 503-399-3246
 Bus Transportation & Bus Schedules 503-399-3100
 Cafeteria 503-399-3285
 Campus Security Assistant Principals, 503-399-5526
 CARE Team 503-399-2644
 Choir Aubrey Dunham
 Clypian (Student Newspaper). Brian Eriksen
 College & Career Coach/ASPIRE Abigail Mosqueda
 Comm. School Outreach Coord. Liza Rodriguez, 503-399-5546
 Culinary Laura Hofer, Amy Bofto
 Curriculum David Wood
 Custodial Lead Tim Gregory
 DECA John Dixon
 Discipline Assistant Principals, 503-399-5526
 Drama Julianna Gibbons
 English Language Learners (ELL) Aimee Halley
 Facility Rental Main Office
 Fines & Fees Jennifer Reinen, Bookkeeper
 Graduation Coach Daniel Monroy, 503-884-6710
 Graduation Requirements. Counselors, 503-399-2644
 Counseling & Health Center Office 503-399-2644
 In-District Transfers 503-399-2644
 International Baccalaureate. Jennifer Harris-Clippinger
 Leadership Kathy August
 Legal & Criminal Concerns 503-399-5526
 LINK Amy Bofto

Lunch Program Food Services, 503-399-3091
 Migrant Stephanie Garibay, 503-399-5543
 Orchestra Damian Berdakin
 OSAA Eligibility Brian Armstrong
 Parking Issues-South High 503-399-5526
 ParentVUE & StudentVUE Main Office
 Progress Reports & Report Cards Registrar, 503-399-2644
 Records (Health & Grades) Registrar, 503-399-2644
 Saturday School. Sarah Bucholz
 Scholarship Information Abigail Mosqueda
 School-Based Health Assistant 503-399-3252
 S-K Online Deanna Caudillo
 Speech/Debate Josh Myhre
 Student Mentor Elisabeth Hernandez
 Student Schedules 503-399-2644
 Talented and Gifted Tony Knowles
 Testing Michelle Demarest
 Transcripts. southsaxons.com
 Video Productions Brian Eriksen
 Yearbook-Sword & Shield Haley Holt
 Youth Service Team Ben Handrich

Counselors

Wendy Anderson	Kelly Greer	Tracy Isham
Cesar Bueno	Ben Handrich	Dwight Roberson

Special Education

Gilberto Bedolla	Emily Davis	Josh Vanlue
Wade Buckmaster	Justin Glaze	Brennan Young
Jesse Butler	Eric Palmer	
McKenzie Cooley	Jacob Turner	



Visitors/Volunteers

For safety and security reasons, all visitors and volunteers MUST check in at the Main Office upon entering the building. Approved visitors are asked to leave their car keys in the Main Office in exchange for a visitor badge. 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.

SCHOOL INFORMATION

MONDAY ALL 8 A/B DAY

■ Students attend periods 1-8. *

1 8:30-9:14	2 9:21-10:02	3 10:09-10:50	4 10:57-11:38	A Lunch 11:38-12:08	5A 12:15-12:56	6 1:03-1:44	7 1:51-2:32	8 2:39-3:20
				5B 11:45-12:26	B Lunch 12:26-12:56			


TUESDAY A DAY (HOMEROOM)

■ Students attend periods 1-4 and Homeroom.

1 8:30-9:44	Homeroom 9:52-10:44	2 10:52-12:06	A Lunch 12:06-12:36	3A 12:44-1:58	4 2:06-3:20
			3B 12:14-1:28	B Lunch 1:28-1:58	

WEDNESDAY B DAY (LATE START)

■ Students attend periods 5-8.

	5 9:30-10:44	6 10:52-12:06	A Lunch 12:06-12:36	7A 12:44-1:58	8 2:06-3:20
			7B 12:14-1:28	B Lunch 1:28-1:58	

THURSDAY A DAY

■ Students attend periods 1-4.

1 8:30-9:59	2 10:07-11:36	A Lunch 11:36-12:06	3A 12:14-1:43	4 1:51-3:20
		3B 11:44-1:13	B Lunch 1:13-1:43	

FRIDAY B DAY

■ Students attend periods 5-8.

5 8:30-9:59	6 10:07-11:36	A Lunch 11:36-12:06	7A 12:14-1:43	8 1:51-3:20
		7B 11:44-1:13	B Lunch 1:13-1:43	



* Monday is a possible B Day. Please check the school Master Calendar.
Main Lobby doors open at 7:30am each morning.
Unsupervised students must exit the building at 4:00pm each day.

2022-23

AMENDED SCHOOL CALENDAR

AUGUST/SEPTEMBER						
NE						
	29	30	31	1	2	
H		ESD	KA	KA	KA	
	5	6	A/B	A	B	
KT		KT				
	A/B	12	A	13	B	14
	A/B	19	A	20	B	21
	A/B	26	A	27	B	28
	A	29	B	30		
FIRST DAYS	Grades 6 & 9 9/6					
	Grades 1-5, 7, 8, 10-12 9/7					
	Kindergarten 9/14					

OCTOBER						
A/B	3	A	4	B	5	A
A/B	10	A	11	T/A/B	12	B
A/B	17	A	18	B	19	A
B	24	A	25	EC/12HR SSD½ SG½ SC½	26	K-12C/12HR NS
A/B	31					

NOVEMBER						
	A	1	B	2	A	3
B	7	A	8	B	9	A
A/B	14	A	15	B	16	A
B	21	A	22	NS	H	H
A/B	28	A	29	B	30	

DECEMBER						
				A	1	B
B	5	A	6	B	7	A
Trimester 2 Begins	A/B	12	A	13	B	14
	A/B	19	A	20	B	21
H						
	26	27	28	29	30	

JANUARY						
H						
	2	A	3	B	4	A
A/B	9	A	10	B	11	A
DSSH	16	A	17	B	18	A
A/B	23	A	24	B	25	A
HSF	30	31				

FEBRUARY						
			HSF	1	EC/8HR MSSD½ MSG½ HSG	2
Semester 2 Begins	A/B	6	A	7	B	8
A/B	13	A	14	B	15	A
SH/M	20	A	21	B	22	A
A/B	27	A	28			

MARCH						
			B	1	A	2
A/B	6	A	7	B	8	A
A/B	13	A	14	B	15	A
B	20	A	21	EG MSG HSG½ K-12EC	22	K-12C/12HR NS
	27	28	29	30	31	

APRIL						
Trimester 3 Begins	A/B	3	A	4	B	5
A/B	10	A	11	B	12	A
A/B	17	A	18	B	19	A
A/B	24	A	25	B	26	A

MAY						
B	1	A	2	B	3	A
A/B	8	A	9	B	10	A
A/B	15	A	16	B	17	A
A/B	22	A	23	B	24	A
H	29	A	30	B	31	

JUNE						
				A	1	B
A/B	5	A	6	B	7	A
B	12	A	13	HSF	14	EG MSE HSF
EG½ ESD½ SG	19					
LAST DAY	Elementary 6/15					
	Secondary 6/16					

LEGEND	
	First Day of School for Grades 6 and 9
	First Day of School for Grades 1-5, 7, 8, 10-12
	First Day of School for Kindergarten
	Commencement
DH	District Holiday
DSSH	Designated State School Holiday (non-paid for less than 12 mo. employees)
EC	Elementary Conferences (see dates for # of hours)
EG	Elementary Grading
EG½	Elementary Grading Half-Day
ESD	Elementary Staff Development
ESD½	Elementary Staff Development Half-Day
H	Holiday
HSF	High School Finals
HSG	High School Grading Day
HSG½	High School Grading Half-Day
HSPSAT	High School Preliminary SAT
HSSD½	High School Staff Development Half-Day
I	Inservice
K-12C	K-12 Conferences (see dates for # of hours)
K-12EC	K-12 Evening Conferences
K-8G	Kindergarten thru 8th grade Grading Day
KA	Kindergarten Assessments
KT	Kindergarten Transition
MSE	Middle School Early Release
MSG	Middle School Grading
MSG½	Middle School Grading Half-Day
MSSD½	Middle School Staff Development Half Day
NE	New Employee Inservice Day
NS	No School
SC½	Secondary Conferences Half-Day
SG	Secondary Grading
SG½	Secondary Grading Half-Day
SH	School Holiday
SH/M	President's Day in February may be used as an optional make-up day for an emergency closure that occurs prior to Winter Break.
SID	Statewide Inservice Day
SSD½	Secondary Staff Development Half-Day
*	February 2 will be a whole day of PD for Middle School IA's. Middle School IA's will work with building offered PD, or be directed by the building administrator.

ALL SHADED DAYS ARE NON-SCHOOL DAYS FOR ALL STUDENTS



SALEM • KEIZER PUBLIC SCHOOLS

SCHOOL DISTRICT 24J | SALEM, OREGON
ADOPTED MARCH 2022
REVISED 7/22

SCHOOL INFORMATION

SOUTH SALEM HIGH SCHOOL STAFF

Art

Phillip Hoffman
Jennifer Loop
Vivian Pointer
Matthew Tanabe

CTE

Eric Alexander
Sherman Arndt
Judson Birkel
Amy Bofto
Abigail Diaz
John Dixon
Brian Eriksen
Laura Hofer
TBA

Counseling

Wendy Anderson
Cesar Bueno
Kelly Greer
Ben Handrich
Tracy Isham
Dwight Roberson

English

Greg Berry
Shane Britton
JoyAnna Forsythe
Cara Fortey
Aimee Halley
Taylor Henry
Haley Holt
Matthew Isom
Rachelle Lipp
Renee Lupien
Heather McLean
Jesse "Max" Price
Denise Rodriguez
Ian Van der Meer
Jason Zellick

Drama

Julianna Gibbons

ELD

Jennifer Cobb
Aimee Halley
Sabrina Mateo
Kim McCoy
Alexis Mendez
Rachel Nelson
Jaime Zellner

Foreign Language

Robert Glasgow
Les McBride
Tanja Langen
Janet Linares
Paulina Montejano
Edward (Vinnie) Rolfness
Robert Zenk

Instructional Mentor

Anne DePiero
Kelly Johnson

Library/Media

Scott Rick

Mathematics

Kathy August
Tory Carey
Michelle Christensen
Kent Enfield
Kyrie Fuqua
Amy (Koleka) Gosney
Kevan Johnson
Sarah Keck
Tony Knowles
Adrian Lewis
Melanie Ligocki
Matthew Smith
Cary Takara
Warren Trotter

Administration

Tara Romine, Principal
Brian Armstrong, Assistant Principal, Athletic Director
Sarah Bucholz, Assistant Principal
Robin Buckingham, Assistant Principal
David Wood, Assistant Principal

Music

Damian Berdakin
Aubrey Dunham
John Meyer

Physical Education/ Health

Aaron Haugen
Aaron Howard
Matthew Leichty
Alisha Murdoch
Chrystal Rodgers
Chris Short
Kevin Stanley

Science

Danielle Ammon
Patrick Carilli
Amorette Drexler
Tyson Gilmour
Melissa Kafka
Phillip Knoll
Daniel Lampe
Ryan Loftus
Kenneth Miller
Avery Pheil
Tyler Vandehay

Social Sciences

Allison Arellano
Zachary Brown-Silverstein
Daniel Correa
Scott DuFault
Jennifer Harris-Clippinger
Megan Holman
Kelly Johnson
Joshua Kerr
Josh Myhre
Steve Norris
Eli Peppmuller
Steve Powers
Chris Riley
Brent Sundvall
Taya Woodall

Special Education

Gilberto Bedolla, LRC
Jesse Butler, LRC
McKenzie Cooley, EGC
Emily Davis, LRC
Justin Glaze, LSC
Eric Palmer, LRC
Jacob Turner, LRC
Brennan Young, DLC

Office Staff

Selena Acevedo, Attendance
Donna Bosco, Main Office/
Athletics
Jennifer Markley, Registrar
Sam Mendez, Student Data
Specialist
Rhonda Miller, Main Office
Silvia Ordonez, Counseling
Center
Jennifer Reinen, Bookkeeper
Kaley Stauff, Student Center
Heid Wall, Counseling Support
Brianna Weekly, Office
Manager
Amber Zhu, Main Office
TBA, Health Center

Security

Bianca Andrade-Torres,
Security Specialist
Michael Desjarlais, Security
Specialist
Jeremiah Runion, Security
Specialist

How to Communicate with a Teacher

We do not interrupt class time for phone calls or messages. We ask that you first e-mail a teacher rather than call. To communicate via e-mail, the address pattern is: *last name_first name@salkeiz.k12.or.us*

■ 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. Forms are available online at www.salemkeizer.org and click on "Volunteer".

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.

For more information on volunteering, go to the Volunteer section of the Salem-Keizer website at www.salemkeizer.org

■ 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. Athletic Boosters meet on the 1st Monday of every month at 7pm in the library.

President Michelle Demarest
southsalemathleticboosters@gmail.com

■ Music Boosters

The Music Boosters are a parent 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 receive direct communication from directors and the Music Boosters through Thursday Messages which relate directly to the specific group their student is involved in. Music Boosters has a tax exempt status under section 501(c)(3) of the IRS code and qualifies for a matching gift to the Oregon Cultural Trust.

President Alison Fisher



■ 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, staff and community members. For more information about events and meeting dates, click on the Saxon Foundation link at www.southsaxons.com. Contact Angela Obrey at foundation@southsaxons.com

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

For a detailed current list of South Clubs go to www.southsaxons.com and click on Student Tab, click on view club list.

Bikes and Skateboards

Skateboards, roller blades, bicycles, heepees, 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 & Responsibilities insert in this handbook.

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 web site. Salem-Keizer School District policy forbids reprisal or retaliation against any person acting in good faith in a complaint process.

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. No guests younger than a high school freshman or older than a high school senior will be allowed, with the exception of students who graduated in the previous year from South Salem High School.
8. 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. Any student buying a dance ticket will have to sign a form agreeing to a random breathalyzer assessment.
9. Prior approval is required to bring a guest from another school. Guest forms are ONLY issued for formal dances and require individual approval through the Student Center, and may be limited due to space available.



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 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 Main Office. 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 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" mailed separately to your home. 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 Mountain 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	\$50.00
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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.
- If the number of applicants for an elective program exceeds the number of available seats, students will be selected for the program by lottery.
- 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 at school. Complete the form and deliver 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 an "F" in one or more classes and/or a "D", an incomplete or a "no pass" in two or more classes on his/her semester grading report.
- Student has three or more unexcused absences in the semester.
- 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.



MEDIA CENTER

SAXON EXPECTATIONS

R O S E S

RESPECT Self & Others	OWN Your Actions	SET Yourself Up For Success	ENGAGE In Your School Community	SEEK Integrity Above All Else
<p>Treat equipment & books properly</p> <p>Return materials in a timely manner</p> <p>Respect other student's work spaces</p> <p>Work quietly without disturbing others</p>	<p>Keep food and drinks outside the library</p> <p>Use technology for academic purposes during instructional time</p> <p>Bring a pass or a release card</p> <p>Follow adult directions</p>	<p>Ask for assistance</p> <p>Comply with copyright laws</p> <p>Use time productively & efficiently</p> <p>Practice cyber safety</p>	<p>Clean work area before leaving</p> <p>Report cyberbullying</p> <p>Help others who may need assistance</p>	<p>Use appropriate websites</p> <p>Practice academic honesty</p>

Once a Saxon, Always a Saxon

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. Library computers may be used for online research or homework. South's library page has links to teacher assignments and recommended resources.

www.southsaxons.com

Lost and Found

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

Lunch Prices

SOUTH CAFETERIA: 503-399-3285

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

Open Lunch

The School Board has granted the students at South High an open campus lunch period. This means that students are free to leave the campus during the lunch period without checking out.

School lunches are not to be taken out of the building with the exception of the courtyard and the tables outside the commons.

To encourage the continuation of this open-lunch policy, 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 or in any way behave in such a way that is offensive to our neighbors. Students must be back to class on time. Being consistently tardy will result in the loss of the privilege.

Parking Information

1. ALL/ANY students driving to school must register their car(s) they drive. 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.
2. Students may only park in the lower Howard Street parking lot (student parking lot).
3. All staff spaces are numbered. 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.
6. Student vehicles may be searched if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other



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

S

SET

Yourself Up For Success

- Maintain healthy life choices
- Walk bikes, skateboards, & scooters while on school property
- Enter & exit the building in an orderly & timely fashion

E

ENGAGE

In Your School Community

- Notify responsible adult of unsafe behavior
- Honor the locked door

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

contraband may be present in the vehicle. Violations in these areas will result in the loss of parking privileges.

- Students who violate safe driving policies are subject to school discipline.
- Any street parking violation will be handled by City of Salem.
- 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 / Item Drop Off

Office staff do not take or deliver messages for students and will only interrupt classes in cases of an emergency. We encourage families to have a plan in case your student forgets something and you need to

drop it off at school. Let your student know you'll leave items in the main office. We'll hold them for your student to pick up either after class, during lunch or after school.

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.

For bus and transportation information, go to:

salkeiz.k12.or.us/parents/bus-basics

For any long-term bus rider requests, please contact the South main office.

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.



GYM (ACTIVITIES & ASSEMBLIES)

SAXON EXPECTATIONS



R O S E S

RESPECT Self & Others	OWN Your Actions	SET Yourself Up For Success	ENGAGE In Your School Community	SEEK Integrity Above All Else
<p>Be respectful to others</p> <p>Use appropriate tone & language</p> <p>Follow supervisors directions</p> <p>Treat equipment & facility properly</p> <p>Respond to the program appropriately</p>	<p>Demonstrate good sportsmanship</p> <p>Solve problems peacefully</p> <p>Be safe & make good choices</p>	<p>Listen, learn & participate</p> <p>Demonstrate leadership</p>	<p>Be there, be present</p> <p>Be kind & celebrate achievements appropriately</p> <p>Model an inclusive attitude</p>	<p>Win & lose with honor</p> <p>Model positive behavior</p> <p>Report safety issues</p>

Once a Saxon, Always a Saxon

ATHLETICS

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.

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 through a hardship request.

Other eligibility rules:

1. 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.
2. 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.
3. Once students enter grade nine, they may compete for eight consecutive semesters.
4. A student who turns 19 before August 15 shall be ineligible for competition.

5. **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

Complete, detailed information on all OSAA Athletic Sports at South can be found in the Athletic Handbook. The handbook is available online at southsaalemathletics.com





COMMONS/CAFETERIA

SAXON EXPECTATIONS



R

O

S

E

S

RESPECT

**Self
& Others**

Clean up your area
Be kind & considerate to all members of our school community
Model restaurant-like table manners

OWN

**Your
Actions**

Set a good example
Eat what you take

SET

**Yourself Up
For Success**

Use appropriate & non-offensive language

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

SEEK

**Integrity
Above All Else**

Be patient & honor your place in line

Once a Saxon, Always a Saxon

Athletic Participation Fees

For the 2022-2023 school year, the Salem-Keizer School District has waived all athletic participation fees.

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 MVC 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 athletes, cheerleaders and dance team members.





Spectator Behavior at Athletic Events

- It is the intent of the Salem-Keizer School District and the Mountain 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 dress and behave in a manner that is appropriate to a high school function.
- 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: www.eligibilitycenter.org
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		
	<i>Varsity Contest</i>	<i>JV/FR Football</i>
Adults	\$7.00	\$3.00
CVC students with ASB card and team is playing	Free	Free
High School Students w/o ASB card or from a school NOT playing	\$5.00	\$2.00
K-8 Students	\$3.00	\$1.00
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 \$165.00
(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 \$75.00
(Admits one adult to all South Salem home regular season athletic events. You must show ID with pass to enter)

Fall Season Family Passes \$85.00
(Admits two adults and all children in the household through 8th grade to all regular home athletic events.)

Fall Season Individual Pass \$50.00
(Admits one adult to all regular season home athletic events.)

Winter Season Family Pass \$85.00
(Admits two adults and all children in the household through 8th grade to all home winter athletic events.)

Winter Season Individual Pass \$50.00
(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.

■ College & Career Center

The 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 contact Abigail Mosqueda at:

mosqueda_abigail@salkeiz.k12.or.us

■ 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 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, 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

Transcripts (official and unofficial) are requested online through the South High website at southsaxons.com. Click on Registrar link. You will receive an email confirmation once your request is processed.

SAT Test Dates and Deadlines:

The SAT is offered several times each year. 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 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.



HEALTH CENTER

■ 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.

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.

IMMUNIZATION REQUIREMENTS BY GRADE LEVEL								
Students must be “IN COMPLIANCE” by Exclusion Day, February 15, 2023.								
STUDENT ENTERING GRADE <i>alumnos que entran a</i>	Additional Requirements <i>Requisitos adicionales</i>		DT Series	POLIO Series	MMR Series	VARICELLA Series	HEP B Series	HBOC B Series
	HEP A Series	TDAP (1 Dose)						
9th	x	x	x	x	x	x	x	
10th		x	x	x	x	x	x	
11th		x	x	x	x	x	x	
12th		x	x	x	x	x	x	
HEP A MMR VARICELLA		Dose 1 must be received at/after 12 months of age. Doses received before 12 months of age are considered invalid. <i>La primera dosis debe recibirse a/los 12 meses de edad o después. Las dosis recibidas antes de los 12 meses de edad se consideran inválidas.</i>						
VARICELLA		OR history of chickenpox disease. Students 13 years of age will require 2 doses of Varicella IF dose 1 is received at/after age 13. <i>O historial de la enfermedad de varicela. Los estudiantes de 13 años pueden necesitar 2 dosis de varicela.</i>						
HBOC		Is required for children up to age 5 years (2 – 59 months). <i>Se requiere para niños menores de 5 años..</i>						



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. **Students are not allowed to replace grades previously earned to obtain 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.
- 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.
- **Class of 2021 and Beyond** – In order to be considered as a Valedictorian or Salutatorian, students must earn an Honors Diploma and be either the highest or the second highest ranked GPA. Consult the Counseling Office for more details.

■ 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:

1. 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.
 - A. **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 .375 credit at a D.
2. 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.
3. 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 or the Honors Diploma.

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 mailed after the first 6-week period and after 12 weeks. 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 mailed home.

In order to receive credit for repeat coursework, courses must be repeated within the next academic year. 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.

■ Honor Roll

Students who qualify for Honor Roll have an unweighted GPA of 3.5 or better and are enrolled in at least five graded classes each semester. Parents will receive notification of this honor through School Messenger phone notification.

■ 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 program (IB) is a two-year program of study (grades 11-12) that is offered in 4,700 schools worldwide. The IB program grew out of an international effort to establish a common curriculum that would provide an academic experience emphasizing critical thinking, and an exposure to a variety of viewpoints which would foster tolerance and cultural understanding among young people.

South High's Honors program (grades 9-10) helps prepare students to be successful as they enroll in IB courses. Students may choose to select individual IB courses during the 11-12th grade rather than take the full IB curriculum in all 6 subject areas.

Students choosing the latter could be awarded an IB certificate. Students completing any IB course could be eligible for college credit by taking the individual subject exams. Contact Jennifer 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 and click on SSHS Calendar for up-to-date information.





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 SSSH NHS charter was granted in 1954.

Qualifications for membership in the SSSH 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

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 SBAC at the end of their Junior year. The SBAC is a state-wide test to measure student growth. All students are encouraged to participate. The opt out process will be communicated in the school newsletter and a deadline will be set prior to the start of testing.

GRADUATION REQUIREMENTS



College Entrance 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 2022, 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	Requirement
Essential Skills (SBAC exams, work samples)	Reading, Writing, and Math
English / Language Arts	4 credits (1 as composition)
Mathematics	3 credits at Algebra 1 or above
Science	3 credits (2 with lab experience)
Social Sciences	3 credits
Physical Education	1 credit
Health	1 credit
World Language, Arts, & Professional Technical Education	3 credits, any combination
Electives	6 credits

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.collegeboard.org

www.ncaaeligibilitycenter.org





CLASSROOMS

SAXON EXPECTATIONS

R O S E S

RESPECT Self & Others	OWN Your Actions	SET Yourself Up For Success	ENGAGE In Your School Community	SEEK Integrity Above All Else
<ul style="list-style-type: none"> Allow yourself & others to learn Have all materials & use them appropriately Practice safe behavior for classroom setting Use appropriate language & tone 	<ul style="list-style-type: none"> Abide by teacher's classroom expectations Be an advocate & take ownership of your own learning Use electronic devices as instructed by the teacher Accept responsibility 	<ul style="list-style-type: none"> Arrive to class on-time Attend school daily Be prepared to learn S.L.A.N.T. Set Goals Focus on College & Career Readiness 	<ul style="list-style-type: none"> Participate purposefully & positively Listen & respond respectfully to others' ideas, thoughts & opinions Take on leadership opportunities Collaborate & include others 	<ul style="list-style-type: none"> Maintain academic honesty (do your own work) Take pride in what you do Submit high quality work Be kind to guests in your classroom

Once a Saxon, Always a Saxon

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. For more information visit: www.oregon.gov

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

After-School Detention

After school detention is held from 2:30-3:30 p.m. Students who are late to detention will not be admitted and considered to have skipped. Students who do not serve their detention will receive additional consequences.

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. However, it is the student's responsibility to attend without notification. Students will not be allowed to pick up a hot lunch. A sack lunch will be provided. Students should communicate any dietary restrictions to the student center prior to the scheduled lunch detention. In addition, 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 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 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.

Pacific Saxons



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** insert in this handbook.

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.

Personal Electronic Devices

(tablets, mobile computers, cell phones, music entertainment devices, etc.)

Student cell phones and other electronic devices are subject to the following policy:

- The school is not liable for any cell phone, or other personal electronic device.
- Personal electronic devices are not allowed during instructional time. This is the time when classes are in session and students are expected to be learning, as scheduled, bell to bell.
- Personal electronic devices may be used during passing time, during assigned lunches in the lunch areas, before and after school.
- No personal electronic devices should be audible to bystanders, this includes bluetooth speakers.
- Laser pointers, intense flashlights, or similar devices are not allowed at any time and will be confiscated.
- Photography of other students is not allowed.
- Devices used in an academically dishonest manner will be confiscated, and student(s) will be subject to disciplinary action.
- Students refusing to surrender or disable their electronic devices will be subject to disciplinary action.

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.

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 and prolonged hugging.



Academic Honesty

With the emphasis on excellence and the need for better grades, some students believe that cheating is justified. An educational institution owes its students an environment that teaches and supports honesty and integrity.

Each teacher will discuss cheating at the beginning of each semester with students.

The following are examples of academic dishonesty that will result in disciplinary consequences.

1. Plagiarism
 - a. copying parts or all of another student's assignment that was to have been done individually,
 - b. lending an assignment to another student to copy,
 - c. copying published materials without giving credit,
 - d. using internet information taken word-for-word from internet text.
2. Copying during a test
 - a. using hidden notes,
 - b. copying from another student's paper,
 - c. asking another student for an answer,
 - d. giving answers to another student verbally or letting him/her see test answers.
3. Changing answers on daily assignments when given responsibility for correcting that paper
4. Changing answers on a test paper after it has been returned (unless instructed to make the correction)
5. Theft and/or use of a stolen examination
6. The use of cell phones and other electronics not required by a teacher during test

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 sign locker responsibility cards and 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.

Textbooks

- Students must have their current student ID card to check out textbooks.
- Textbooks are the property of South Salem High. We expect our students to be responsible and handle texts with care.
- Students will check out books at the beginning of the semester and return them at the conclusion of the course.
- Stolen textbooks may be reported and a Theft Report completed in the Student Center.
- Students who misplace, damage or return the incorrect textbook will be financially responsible. Stolen textbooks may be reported and a Theft Report completed in the Student Center.

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 playgrounds & athletic fields.
- 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 textbooks, 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 INFORMATION

Attendance Auto-Dialer

Our Attendance Office offers a service to families by using an auto-dialer. It is programmed to call the home of every student who missed classes that day, and asks the parent to leave a message stating a valid reason for the absence. If none is given, the student will be considered truant. For more details please call the Attendance Office.

Attendance Procedure

ATTENDANCE LINE

503-399-3250

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

Examples of excused absences or tardies include:

1. Illness of student
2. Serious illness or death of family member
3. Medical appointment 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

Please speak/write clearly, spell the name of the student, student ID number, date of absence, and the reason for the absence. Please provide the following information:

- First, Last Name of the Student (spell if leaving message)
- Student ID Number
- Date of Absence
- Reason for absence

If your student is absent from school, please send a note with him/her when he/she returns to school, or leave a message at 503-399-3250. Please speak/write clearly, spell the name of the student, student number, date of absence, and the reason for absence.

This message line is only for messages to excuse full day absences. Please do not leave messages to check your student out. The message machine is checked once in the morning and once after school.

If your student is tardy, please send a note to excuse the tardy. Remember to date the note, state the reason for the tardy, and sign it. The student will need to check in to school through the Attendance Office.

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.

ATTENDANCE INFORMATION

■ Pre-arranged Absences

If a student is going to miss school for any reason, the student must bring a note from the parent/guardian to the Attendance Office that identifies the reason and date(s) the student is to be absent from school.

The type of absence will be entered into the reporting system based on state requirements. The student will receive a form that must be signed by their teachers and returned to the Attendance Office prior to the absence. By collecting assignments ahead of time, the student will have the opportunity to complete the required work before returning to school.

Students who are absent due to an approved school activity will be given one day to complete missed class work/tests for each day absent. 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.

Students arriving late due to illness or an appointment must bring a signed note from a parent or doctor's office to receive an excused tardy. All students arriving late must check in at the attendance window.

Tardiness due to oversleeping or other reasons other than illness or a doctor's appointment cannot be excused.

■ Checking Out

Students need to check out in the Attendance Office prior to leaving school. Students may also be cited for daytime curfew by Salem Police if found off-campus during school.

1. If you know your student will be leaving school for an appointment, please send a note rather than calling. This will help to limit classroom interruptions. Students should take the note to the Attendance Office in the morning and receive a pass to leave class at the appropriate time. This will ensure your student will be excused on time. For security reasons, if you have not sent a note with your student, please come into the building to check him/her out.
2. Students who become ill at school are to check in with the Health Assistant in the Guidance Office. If they need to go home, students may check out through the Health Office. Staff **MUST** have verbal parental consent before a sick student is allowed to leave campus.
3. Students are not allowed to check out after 2:10pm without prior arrangements.

■ Homework Request Policy

Homework may be requested by parents when a student has been excused because of illness for three (3) or more days. Missed work from excused absences is the responsibility of the student. Assignments will be available for pick-up in the Main Office between 3-4:00 pm on the next school day following the request.

■ 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.

According to State Law, oversleeping, shopping, haircuts, off-campus lunch, missing the bus, and car problems are not excused.

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 5th unexcused tardy of the semester, a discipline referral will be generated, and the following consequences will be administered for stated infractions:

5th and 7th Tardies	Lunch Detention
9th and 11th Tardies	After-School Detention
13 or more Tardies	Meet with Administrator and/or additional consequences

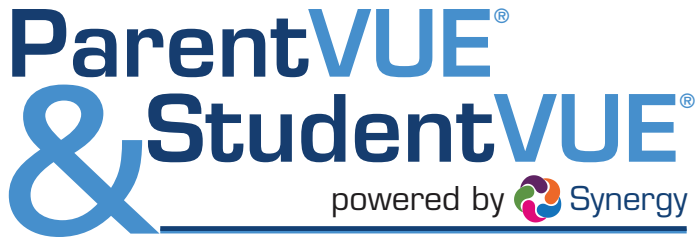
Additional consequences may include, but are not limited to:

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

■ Truancy

A student who is absent from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of off-campus privileges.

ATTENDANCE INFORMATION



ParentVUE/StudentVUE

A parent's involvement in their child's education is one of the most crucial factors in school success and achievement. 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 www.southsaxons.com and click on the ParentVUE icon. Students will login to StudentVUE with their district computer login and password.

South High on the Web

The following information can be found on the South Salem High School website. Please bookmark these websites.

www.southsaxons.com

- Library/Media
- Courses offered
- Breaking News
- Important Dates
- Resources
- International Baccalaureate
- Daily Announcements
- Health Center & Counseling
- Calendars-Master

South High Staff E-Mail Address List

www.southsaxons.com (click on Staff tab)

South High Athletics

www.southsalemathletics.com

- Sports schedules
- Rosters
- Directions
- Rain-out information
- Athletic accomplishments
- Hall of Fame information

Inclement Weather Schedule

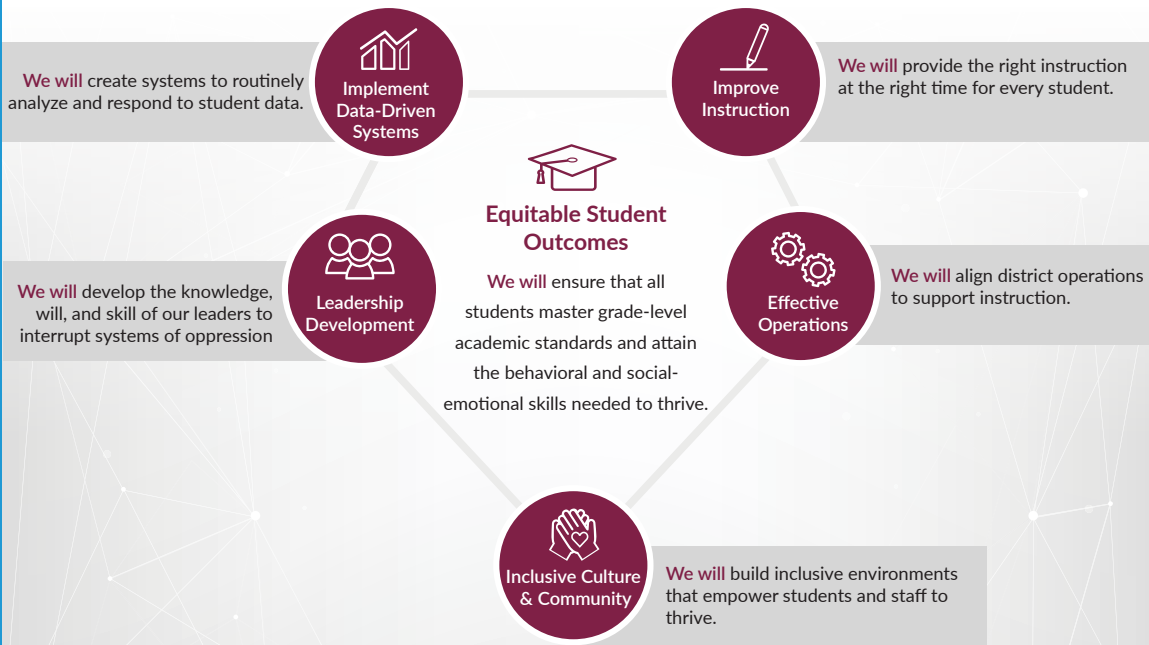
In the event of bad weather, district officials will make the decision by 5:15 a.m. that day whether to close all or selected schools or to delay the start of school.

You can go to the district website, www.salemkeizer.org and click on **Emergency Closures/Delays**, then the **Emergency Messages** link for the latest announcements from district officials.



2022-23 Salem-Keizer Public Schools: Strategic Plan

Our Vision: All students graduate and are prepared for a successful life.

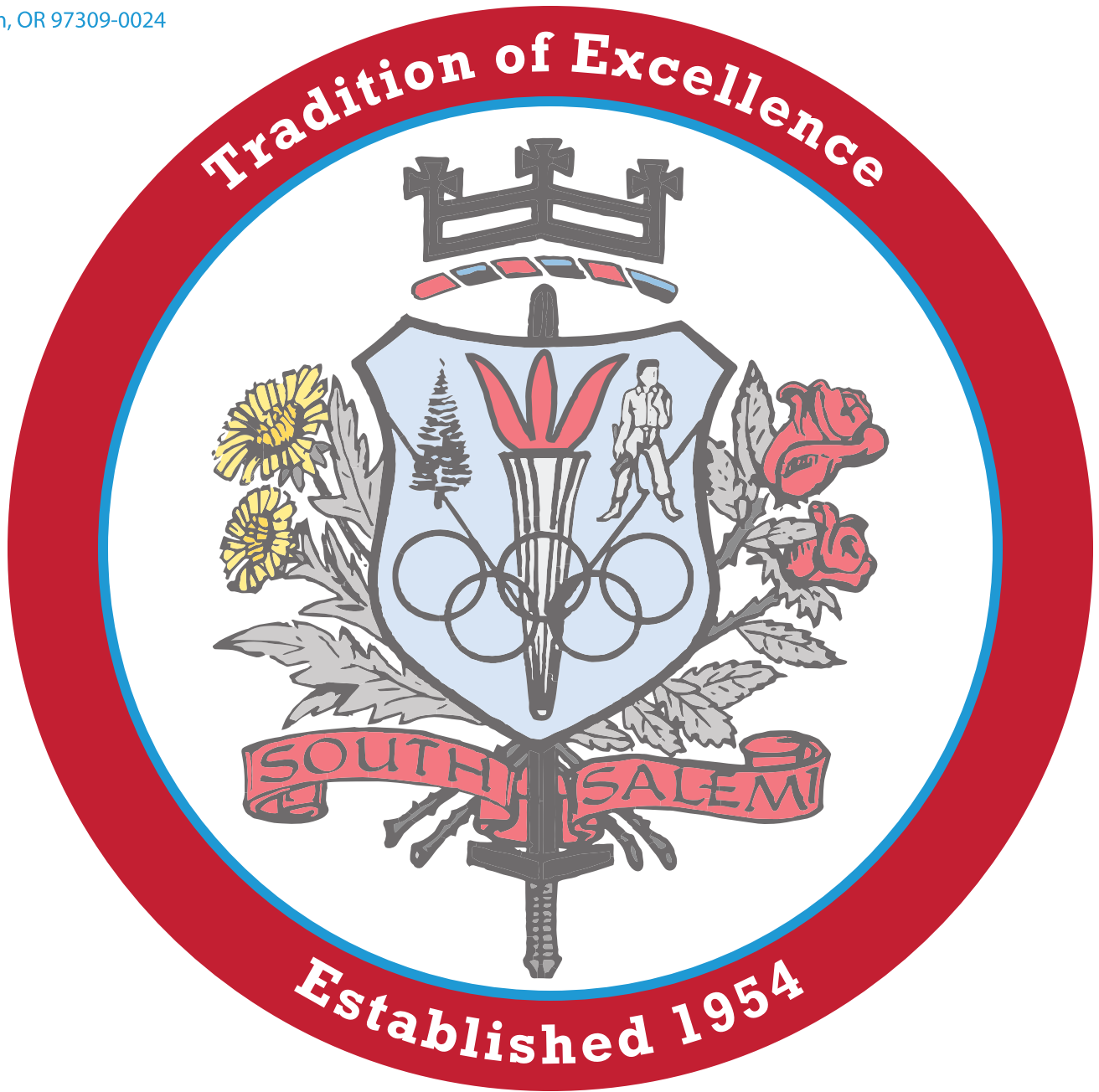


Key Performance Indicators

These indicators and outcomes provide check-points for student success.

- Equity, Diversity, & Inclusion
- Social-Emotional Supports
- Elementary Success
- Middle School Success
- High School Success
- Community Engagement/Empowerment

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



Christy Perry, Superintendent



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