<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory of School Offices ........................................ 2-3</td>
</tr>
<tr>
<td>North Activity Calendar ............................................. 4</td>
</tr>
<tr>
<td>SK High School A/B Calendar ........................................ 5</td>
</tr>
<tr>
<td>North Bell Schedules &amp; Emergency Closures .................... 6</td>
</tr>
<tr>
<td>North Salem High School Staff ...................................... 7</td>
</tr>
<tr>
<td><strong>Academics: Programs and Support 8 - 12</strong> ...................... 8</td>
</tr>
<tr>
<td>AVID ........................................................................... 8</td>
</tr>
<tr>
<td>Dual Language Programs ............................................. 8</td>
</tr>
<tr>
<td>ESSA ........................................................................... 9</td>
</tr>
<tr>
<td>LRC Case Managers &amp; Student Assignments ....................... 9</td>
</tr>
<tr>
<td>Special Education ..................................................... 9-10</td>
</tr>
<tr>
<td>TADS .......................................................................... 10</td>
</tr>
<tr>
<td>Saturday School &amp; Tutoring ......................................... 10-11</td>
</tr>
<tr>
<td>Additional Supports &amp; Resources .................................... 12</td>
</tr>
<tr>
<td><strong>Athletics 13-16</strong> ..................................................... 13</td>
</tr>
<tr>
<td>ASB Cards .................................................................. 13</td>
</tr>
<tr>
<td>Athletic Eligibility .................................................... 13</td>
</tr>
<tr>
<td>Attendance Requirements for Athletes ............................ 14</td>
</tr>
<tr>
<td>Participation Fees ..................................................... 14</td>
</tr>
<tr>
<td>Payments &amp; Refunds ................................................... 14</td>
</tr>
<tr>
<td>School Sportsmanship Code ......................................... 14-15</td>
</tr>
<tr>
<td>Season Passes ................................................................ 15</td>
</tr>
<tr>
<td>Sports Physicals ......................................................... 15</td>
</tr>
<tr>
<td>Teams and Coaches .................................................... 15-16</td>
</tr>
<tr>
<td>Ticket Prices ................................................................ 16</td>
</tr>
<tr>
<td>Transportation ................................................................ 16</td>
</tr>
<tr>
<td><strong>General Information 17 - 19</strong> .................................... 17</td>
</tr>
<tr>
<td>Buses .......................................................................... 17</td>
</tr>
<tr>
<td>Complaint Procedure ................................................... 17</td>
</tr>
<tr>
<td>Elevator Use ................................................................ 17</td>
</tr>
<tr>
<td>Emergency Information for Students ................................ 17</td>
</tr>
<tr>
<td>Food Services ........................................................... 17</td>
</tr>
<tr>
<td>Student Passes for Breakfast ........................................ 17</td>
</tr>
<tr>
<td>Internet Use by Students ............................................. 18</td>
</tr>
<tr>
<td>Lost &amp; Found ................................................................ 18</td>
</tr>
<tr>
<td>Medication Policy ....................................................... 18</td>
</tr>
<tr>
<td>Messages to Students .................................................. 18</td>
</tr>
<tr>
<td>Police Interviews ........................................................ 18</td>
</tr>
<tr>
<td>Safety Drills .................................................................. 19</td>
</tr>
<tr>
<td>Tobacco-free Environment .......................................... 19</td>
</tr>
<tr>
<td>Video and Photo Exclusion .......................................... 19</td>
</tr>
<tr>
<td>Visitors &amp; Guests ......................................................... 19</td>
</tr>
<tr>
<td><strong>Guidance Center and Counselors 20 - 25</strong> ...................... 20</td>
</tr>
<tr>
<td>Counselor Assignments ................................................. 20</td>
</tr>
<tr>
<td>Alternative Methods of Credit ....................................... 20</td>
</tr>
<tr>
<td>Diploma, Essential Skills &amp; Credit Requirements .............. 20-21</td>
</tr>
<tr>
<td>Grading Policy ............................................................ 21-22</td>
</tr>
<tr>
<td>College Entrance Requirements .................................... 22</td>
</tr>
<tr>
<td>Early Grad Procedure .................................................. 22</td>
</tr>
<tr>
<td>Immunizations ............................................................ 23</td>
</tr>
<tr>
<td>Leaving Early - End of Semester .................................... 23</td>
</tr>
<tr>
<td>Letters of Recommendation ......................................... 23</td>
</tr>
<tr>
<td>ParentVUE ................................................................... 23</td>
</tr>
<tr>
<td>Pregnant &amp; Parenting Students ...................................... 23</td>
</tr>
<tr>
<td>Progress Reports &amp; Semester Grades .............................. 24</td>
</tr>
<tr>
<td>Right to Walk at Graduation ......................................... 24</td>
</tr>
<tr>
<td>Schedules .................................................................... 24</td>
</tr>
<tr>
<td>Student Records ........................................................ 24-25</td>
</tr>
<tr>
<td>Transcripts ................................................................... 25</td>
</tr>
<tr>
<td><strong>Guidance Center and Counselors 20 - 25</strong> ...................... 25</td>
</tr>
<tr>
<td>Valedictorian and Salutatorian Requirements .................. 25</td>
</tr>
<tr>
<td>Willamette Promise ..................................................... 25-26</td>
</tr>
<tr>
<td>Attendance, Discipline &amp; Academic Flowchart .................. 26</td>
</tr>
<tr>
<td><strong>Opportunities for Parents 27 - 29</strong> .............................. 27</td>
</tr>
<tr>
<td>Title I Information ....................................................... 27</td>
</tr>
<tr>
<td>Parent Involvement ...................................................... 27</td>
</tr>
<tr>
<td>Parent Meetings .......................................................... 28</td>
</tr>
<tr>
<td>Volunteer Opportunities .............................................. 29</td>
</tr>
<tr>
<td><strong>Student Expectations 30 - 39</strong> ................................. 30</td>
</tr>
<tr>
<td>Absences ...................................................................... 30</td>
</tr>
<tr>
<td>Attendance &amp; Academic Success ..................................... 30</td>
</tr>
<tr>
<td>Excusing Absences ...................................................... 30</td>
</tr>
<tr>
<td>Make-up Work ............................................................. 30</td>
</tr>
<tr>
<td>Activity/School-Related Absences .................................. 30</td>
</tr>
<tr>
<td>Check-in and Check-out Procedures ............................... 31</td>
</tr>
<tr>
<td>Extended Leaves ......................................................... 31</td>
</tr>
<tr>
<td>Cutting Class .............................................................. 31</td>
</tr>
<tr>
<td>Mentor/Parent/Student Meeting ..................................... 32</td>
</tr>
<tr>
<td>Detention ..................................................................... 32</td>
</tr>
<tr>
<td>Suspension ................................................................... 32</td>
</tr>
<tr>
<td>Students' Rights and Responsibilities Policies .................. 33</td>
</tr>
<tr>
<td>Alcohol/Drugs ............................................................... 33</td>
</tr>
<tr>
<td>Behavior Philosophy .................................................... 33</td>
</tr>
<tr>
<td>Cheating, Plagiarism or Forgery ..................................... 33</td>
</tr>
<tr>
<td>Confiscation Policy ...................................................... 33</td>
</tr>
<tr>
<td>Consuming Food &amp; Beverages ........................................ 33</td>
</tr>
<tr>
<td>Destination Passes ....................................................... 33</td>
</tr>
<tr>
<td>Dress &amp; Grooming ........................................................ 34</td>
</tr>
<tr>
<td>Electronics Policy ........................................................ 34-35</td>
</tr>
<tr>
<td>Gang Organizations ..................................................... 35</td>
</tr>
<tr>
<td>Hall Passes ................................................................... 35</td>
</tr>
<tr>
<td>Harassment .................................................................... 36</td>
</tr>
<tr>
<td>Student Identification Cards ......................................... 36</td>
</tr>
<tr>
<td>Lunchroom Behavior .................................................... 36</td>
</tr>
<tr>
<td>Public Display of Affection .......................................... 36</td>
</tr>
<tr>
<td>Respecting Property ..................................................... 37</td>
</tr>
<tr>
<td>Respecting the Rights of Others ..................................... 37</td>
</tr>
<tr>
<td>Responsibility of Students to and from School ............... 37</td>
</tr>
<tr>
<td>Skateboards, Roller-blades, Bikes ................................. 37</td>
</tr>
<tr>
<td>Supervision of Students .............................................. 37</td>
</tr>
<tr>
<td>Tobacco ...................................................................... 37</td>
</tr>
<tr>
<td>Water Guns, Air Horns, Stink Bombs .............................. 37</td>
</tr>
<tr>
<td>Weapons ...................................................................... 37</td>
</tr>
<tr>
<td>Tardy Policy ................................................................. 38</td>
</tr>
<tr>
<td>North Salem High School Rules of Conduct ..................... 39</td>
</tr>
<tr>
<td><strong>Student Life 40 - 44</strong> ............................................... 40</td>
</tr>
<tr>
<td>Activities, Clubs &amp; Advisors ......................................... 40</td>
</tr>
<tr>
<td>Associated Student Body Officers .................................. 40</td>
</tr>
<tr>
<td>Dances &amp; Prom ............................................................ 40-41</td>
</tr>
<tr>
<td>Driving to School &amp; Parking ......................................... 41</td>
</tr>
<tr>
<td>Fees &amp; Obligations ....................................................... 41</td>
</tr>
<tr>
<td>Lockers &amp; Locker Clean Out ......................................... 41-42</td>
</tr>
<tr>
<td>Open Campus Privileges .............................................. 42</td>
</tr>
<tr>
<td>Release Passes ............................................................ 42</td>
</tr>
<tr>
<td>Senior Photos ............................................................. 42</td>
</tr>
<tr>
<td>2019 Yearbook ............................................................ 43</td>
</tr>
<tr>
<td>Yearbook Senior Ad Form ............................................. 44</td>
</tr>
</tbody>
</table>
### Business Office: 503-399-3241

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara LeRoy</td>
<td>Principal</td>
<td>503111</td>
</tr>
<tr>
<td>Brodie Cavaille</td>
<td>Assistant Principal &amp;</td>
<td>503361</td>
</tr>
<tr>
<td></td>
<td>Athletic Director</td>
<td></td>
</tr>
<tr>
<td>Oribel Villalobos</td>
<td>Office Manager</td>
<td>503201</td>
</tr>
<tr>
<td>Clarita Alvarez</td>
<td>School Office Specialist</td>
<td>503362</td>
</tr>
<tr>
<td>Jane McClish</td>
<td>School Office Specialist</td>
<td>503104</td>
</tr>
<tr>
<td>Lorena Flores</td>
<td>School Office Specialist</td>
<td>503107</td>
</tr>
<tr>
<td>Aubrie VanBuskirk</td>
<td>Bookkeeper</td>
<td>503210</td>
</tr>
</tbody>
</table>

- Visitor sign in
- Pay fees and fines
- Elevator keys
- Athletic forms, schedules, red cards
- Homework request pick up
- Student parking
- Visitor and guest approvals

### Administration Office:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Abdou</td>
<td>Assistant Principal</td>
<td>503103</td>
</tr>
<tr>
<td>Jose Angulo</td>
<td>Security Specialist</td>
<td>503105</td>
</tr>
<tr>
<td>Michael Contreras</td>
<td>Assistant Principal</td>
<td>503102</td>
</tr>
<tr>
<td>Ronda Coltrin</td>
<td>Security Specialist</td>
<td>503105</td>
</tr>
<tr>
<td>Damian Deanda</td>
<td>Security Specialist</td>
<td>503105</td>
</tr>
<tr>
<td>Keith Robertson</td>
<td>Security Specialist</td>
<td>503105</td>
</tr>
<tr>
<td>Officer Groat</td>
<td>School Resource Officer</td>
<td>503330</td>
</tr>
<tr>
<td>Stephanie Johnson</td>
<td>Security Specialist</td>
<td>503105</td>
</tr>
<tr>
<td>Carlos Ruiz</td>
<td>Assistant Principal</td>
<td>503101</td>
</tr>
</tbody>
</table>

- Major discipline incidents

### Attendance Office

**Direct Line:** 503-399-3069; **24 absence reporting:** 503-399-3298

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brissia Morales</td>
<td>School Office Specialist</td>
<td>503230</td>
</tr>
</tbody>
</table>

- Excuse absences
- Check in/out students
- ParentVue Access
- Student deliveries

### Guidance Center: 503-399-3223

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianka Lopez Contreras</td>
<td>School Office Specialist</td>
<td>503106</td>
</tr>
<tr>
<td>Gloria Espitia</td>
<td>Student Data Specialist</td>
<td>503220</td>
</tr>
<tr>
<td>Lenin Espitia</td>
<td>HS Graduation Coach</td>
<td>503680</td>
</tr>
<tr>
<td>Lynne Martinmaas</td>
<td>Registrar</td>
<td>503108</td>
</tr>
<tr>
<td>Maria Mendoza</td>
<td></td>
<td>503304</td>
</tr>
<tr>
<td>Rosa Rivera</td>
<td></td>
<td>503302</td>
</tr>
<tr>
<td>Leticia Jaramillo</td>
<td></td>
<td>503303</td>
</tr>
<tr>
<td>Jordan Augustadt</td>
<td></td>
<td>503301</td>
</tr>
</tbody>
</table>

- Enrolling a student in school
- In District Transfers (IDT)
- Immunization requirements
- Lockers
- Proof of enrollment
- Recovery and re-engagement of students to prevent drop out
- Student request for counselor letters of recommendation and college/scholarship applications
- Transcripts and student records

### Discipline Office: 243: 503-391-4105

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacie Creighton</td>
<td>Behavior Specialist</td>
<td>503322</td>
</tr>
<tr>
<td>Jack Martino</td>
<td>Behavior Specialist</td>
<td>503321</td>
</tr>
<tr>
<td>Cecilia deHernandez</td>
<td>School Office Specialist</td>
<td>503681</td>
</tr>
</tbody>
</table>

- Homework requests
- Student discipline
- Surrendered electronics, hats, etc.
- Student messages
- Lost/found items
<table>
<thead>
<tr>
<th>Office Name</th>
<th>Room Number</th>
<th>Contact Information</th>
<th>Open Hours</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISS/Detention Room 244</td>
<td>TBD</td>
<td>Room 244 Instructional Assistant</td>
<td>7:30 a.m. to 3:45 p.m.</td>
<td>- Detentions &amp; In-School Suspensions</td>
</tr>
<tr>
<td>Student Mentor Room 129</td>
<td>Devin Brown</td>
<td>Student Mentor</td>
<td>7:30 a.m. - 4:00 p.m.</td>
<td>- Address at-risk students to increase their perception of personal capability, develop skills of personal success, decrease frequency and severity of student behaviors disruptive to academic progress</td>
</tr>
<tr>
<td>LRC Office Room 201: 503-391-4106</td>
<td>Steven Henshaw</td>
<td>Senior Clerical Specialist</td>
<td>9:00 a.m. - 4:30 p.m.</td>
<td>- Schedule assessment meetings, IEPs, manifestation determination - Coordinate case manager communication</td>
</tr>
<tr>
<td>College Career Readiness Center Room 110</td>
<td>Jacqueline Benavides</td>
<td>Community School Outreach Coordinator</td>
<td>7:30 a.m. - 4:00 p.m.</td>
<td>- Help obtain social services for students, i.e. dental, vision, counseling, health program. - Attendance calls to families - Students receive information about and help with scholarship applications.</td>
</tr>
<tr>
<td></td>
<td>Dayra Quintero</td>
<td>College and Career Coach</td>
<td>503250</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASPIRE Coordinator</td>
<td>503363</td>
<td></td>
</tr>
<tr>
<td>School Nurse Room 108</td>
<td>School Nurse</td>
<td>503240</td>
<td></td>
<td>- Caseload management of students with health needs.</td>
</tr>
<tr>
<td></td>
<td>Health Assistant</td>
<td>503240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing Room 232</td>
<td>Rena Lewis</td>
<td>Testing Specialist</td>
<td>7:15 a.m. - 3:45 p.m.</td>
<td>- State Assessments, Student Testing Data, PSAT</td>
</tr>
<tr>
<td>Migrant Education Room 131: 503-399-3482</td>
<td>Cipriano Manon</td>
<td>Migrant Specialist</td>
<td>7:15 a.m. - 3:45 p.m.</td>
<td>- Counselor support for Spanish speaking families</td>
</tr>
<tr>
<td>Student Help Room 134</td>
<td>Diane Machado</td>
<td>Student Help Room IA “Little Help Closet”</td>
<td>7:30 a.m. - 4:15 p.m.</td>
<td>- Students receive help with homework &amp; class assignments. - Pairs North Students with volunteer college student mentors. - Enrichment Academy: science, technology, math and homework support, presented through student-appealing workshops and classes.</td>
</tr>
<tr>
<td></td>
<td>Adrian Rodriguez</td>
<td>Tutor Mentor Coordinator</td>
<td>503613</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enrichment Academy Coordinator</td>
<td>503607</td>
<td></td>
</tr>
<tr>
<td>September 2018</td>
<td>January 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Freshman Orientation Day</td>
<td>1-4 Winter Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 First Day of School for All Students</td>
<td>7 Viking Family Night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Photo Make-up Day</td>
<td>12 &amp; 19 Saturday School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Viking Family Night</td>
<td>21 No School - MLK Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22-24 Semester 1 Finals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2018</td>
<td>25 No School - Grading Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Viking Family Night</td>
<td>26 JROTC Cadet Ball</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Homecoming Assembly, Parade, Game, Dance</td>
<td>4 Viking Family Night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Saturday School</td>
<td>8-10 Theater Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 College and Career Readiness Day</td>
<td>14-16 Theater Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 No School - Graduation Day</td>
<td>20 Regular School Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 No School Statewide Inservice Day for Staff</td>
<td>21 PM Parent Teacher Conferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Jostens for graduation orders</td>
<td>22 No School - Veteran's Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-20 Theater Production</td>
<td>23 Blood Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Picture Re-take Day</td>
<td>24 Theater Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Fall Orchestra Concert</td>
<td>25 No School - MLK Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Jostens for graduation orders</td>
<td>26 No School - Grading Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Choir Concert</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Safe Halloween</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2018</th>
<th>March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Saturday School</td>
<td>2 Saturday School</td>
</tr>
<tr>
<td>5 Viking Family Night</td>
<td>4 Saturday School</td>
</tr>
<tr>
<td>8-10 Theater Production</td>
<td>14-16 Theater Production</td>
</tr>
<tr>
<td>12 No School - Veteran’s Day</td>
<td>20 Regular School Day</td>
</tr>
<tr>
<td>14 Blood Drive</td>
<td>21 PM Parent Teacher Conferences</td>
</tr>
<tr>
<td>16 &amp; 17 Theater Production</td>
<td>22 No School - Veteran's Day</td>
</tr>
<tr>
<td>19 No School - Grading Day</td>
<td>23 Blood Drive</td>
</tr>
<tr>
<td>20 AM &amp; PM Parent Teacher Conferences</td>
<td>24 Theater Production</td>
</tr>
<tr>
<td>21-23 No School - Thanksgiving Break</td>
<td>25 No School - MLK Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 2018</th>
<th>April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Parent University</td>
<td>6 Prom</td>
</tr>
<tr>
<td>24-31 No School - Winter Break</td>
<td>8 Viking Family Night</td>
</tr>
<tr>
<td></td>
<td>13 Saturday School</td>
</tr>
<tr>
<td></td>
<td>17 Blood Drive</td>
</tr>
<tr>
<td></td>
<td>23-25 Theater Production</td>
</tr>
<tr>
<td></td>
<td>26 No School - Spring Break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May 2019</th>
<th>June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4 Theater Production</td>
<td>1 Saturday School</td>
</tr>
<tr>
<td>6 Viking Family Night</td>
<td>5 Senior Taking Care of Business Day</td>
</tr>
<tr>
<td>18 Saturday School</td>
<td>6 Senior Awards Assembly</td>
</tr>
<tr>
<td>TBD College Signing Day</td>
<td>7 Graduation</td>
</tr>
<tr>
<td>27 No School - Memorial Day</td>
<td>10-12 Finals</td>
</tr>
<tr>
<td>30 Senior Banquet</td>
<td>12 Last Day of School</td>
</tr>
</tbody>
</table>
North Salem High School AB Block Schedule
On A/B Combined Days, students will attend all 8 (A/B) periods. On Tuesdays through Fridays, students will follow an A B Period schedule on alternating days. Generally, Tuesdays and Thursdays will be A days and Wednesdays and Fridays will be B days. On A & B days, classes will meet for 90 minutes, on A/B Combined Days, classes will be 43 minutes in length.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Lunch/Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
<th>Period 8</th>
</tr>
</thead>
</table>

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

First, information is sent to the Emergency Messages website on the Emergency Closures/Delays link on the Salem-Keizer Public Schools Website. Then specific news media are notified of the closures and delays. If no announcement is made, it’s safe to assume that the district is operating as usual.

If schools are closed or start times delayed, all students will get a recorded message to the phone number on record with the district. This message will tell you about school cancellation, delay to start times or district closure. Calls begin going out at 6:00 a.m. Make sure your contact information is up to date.
How to Reach Staff at North Salem High School

Please refer to pages 2 and 3 to contact staff at North Salem. Use the links on our website (http://north.salkeiz.k12.or.us/) under Staff Directory to contact teachers or administrators by email. All North Salem High School staff can be contacted using this e-mail format: lastname_firstname@salkeiz.k12.or.us If you need to reach a teacher by telephone, one of our office staff will assist you.

Administrators

Sara LeRoy, Principal

<table>
<thead>
<tr>
<th>Assistant Principal</th>
<th>Assistant Principal &amp; Athletic Director</th>
<th>Assistant Principal</th>
<th>Assistant Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Abdou</td>
<td>Brodie Cavaille</td>
<td>Michael Contreras</td>
<td>Carlos Ruiz</td>
</tr>
</tbody>
</table>

Staff 2018–19

**Licensed Counselors**
Augustadt, Jordan
Jaramillo, Leticia
Mendoza, Maria
Rivera, Rosa

**ELD**
Lewin, Susan
Mandujano, Elvia

**Electives**
Abel, Jon
Bond, Sheri
Cagle, Mary Jane
Chidwick, Andy
Clippingar, Tom
Davis, Maryann
Festa, Lori
Kim, Donovan
Mahr, Alyssa
Morse, Dwight
Narkaus, Barb
Stoudenmeyer, Stacey
Wagner, James

**English**
Baker, Jacinta
Bowman, Laura
Davis, Jamie
Gilman, Mark
Gordon, Karri
Koonce, Amanda
Lilke-Kellam, Amanda
Liudahl, Jordan
Myers, Paige
Rector, Julie
Royer, Courtney
Simental, Michael
Tennant, Stuart

**Health**
Ball, Trever
Ebbs, Trisha
Herrmann, Michael
McLeod, Lane

**LRC/SpEd**
Barnett, Mary
Caulder, Amy
Green, Amy
Ingrerson, Steve
Ittner, Dan
Lund, Rebecca
 Matter, Nichetta
Paylor, Virgil
Santillanes, Vanessa
Stukel, Jon

**Math**
Bartsch, Randy
Boehlke, Susanne
Booren, Jacy
Chen, Rosette
Kuhn, Keith
Mobley, Marjorie
Pickett, Andy
Reid, Marty
Rufai, Susan
Santillanes, Jesus
Snively, Cory
Such, Katie

**Music**
Bell, Brian
Garrett, Larry
Kercher, Jennifer

**PE**
Miller, Jessica
Walker, Troy

**Science**
Clark, Cora
Dwyer, Gena
Green, Nichole
Kovacs, Bob
Lewis, Jeremy
Ortiz, Danny
Parent, Emily
Reichman, Melada
Stickles, Daryl

**Social Studies**
Blus, Dan
Brown, Austin
Chidwick, Sherry
Cowan, Sarah
Lee, Chris
Mathos, Vicki
McDermiet, Megan
McPeak, Carrie
Mercado, Antonio
Niedermeyer, Vanessa
Sparks, Alicia
Turner, Lynsey

**Licensed Other**
Creighton, Stacie
Grant, Debra
Leon Zayas, Jennifer
Martino, Jack
Richardson, Helen

**Classified**
Aguilar-Weaver, Leo
Alvarez, Clarita
Angulo, Jose
Benavides, Jacqueline
Brown, Devin
Brown, Trina
Calentine, Scott
Coltrin, Ronda
Davidson, Estella
Davis, Ann
Davis, Shawn
Davis, Tony
Deanda, Damian
De Hernandez, Cecilia
Eiter, Dylan
Elders, Jay
Espitia, Gloria
Espitia, Lenin
Flores, Lorena
Gillespie, Sean
Henshaw, Steve
Huggins, Sally
Issakhanian, Harmik
Johnson, Stephanie
Keller, Connie
Klocke, Rebecca
Kolta, Nicholas
Lewis, Rena
Machado, Diane

Classified
Maghan, Holly
Newkirk, Chance
Maion, Cipriano
Marchbanks, Anna
Martinmaas, Lynne
McClish, Jane
Miller, Noreen
Moraes, Brissia
Price, Lauren
Ramos-Nunez, Gustavo
Roach, Molly
Rodriguez, Adrian
Thompson, Shirley
Turner, Brent
VanBuskirk, Aubrie
Villalobos, Oribel
Villanueva, Amy
Welch, Clayton

NORTH SALEM HIGH SCHOOL
Parent Student Handbook 2018-19
Advisory Meetings
Our vision at North Salem High School is that all students graduate with the skills and knowledge to continue their growth as positive contributors to a diverse society. Each class at North offers students opportunities to acquire new skills and knowledge to be better prepared for different postsecondary opportunities. To complement the learning experiences in regular classes, we have created Advisory groups. Advisory meetings are a place for teachers and students to build community, elevate school-community pride, promote academic success and postsecondary planning.

Advisory is a class - attendance will be taken, student work will be evaluated for the purpose of cultivating student achievement, and students will experience interactions that are low pressure and supportive, though activities and discussion will not always be academic in nature. Students will remain with the teacher and group of peers from the same grade level throughout their time at North in order to establish meaningful relationships with their cohort and advisor. Students will have an opportunity to earn .5 elective credits each year in their Advisory class.

Typically, Advisories will meet twice a week (Thursday/Friday) after the 1st/5th period of that day for 35 minutes. Meetings alternate between A and B days in order to balance out the schedule.

Advanced Placement Classes
Students will see the benefits of taking an Advanced Placement class right away. In AP classes, just like in college, they will face new challenges and learn new skills in the subjects they care about; all with the support of classmates and teachers.

With AP, students get to dig deeper into subjects they love. Currently North Salem offers 14 AP classes. In AP’s immersive courses, students tackle concepts that will stick with them long after the class is through. Learning in an AP class means sharing ideas and expressing oneself, and the dialog and debate contributes to the knowledge that students share.

Students see and feel what college work is actually like, while receiving the support to help them get there. They will develop a capacity to set larger goals for themselves and do things they never thought possible while testing and pushing themselves in a familiar setting, gaining confidence, developing good study habits, and enjoying a great learning experience.

AP Testing
In partnership with the College Board, North offers AP exams ONLY during the designated dates of May 6-17 for the 2018-19 school year. There are also late testing options available upon request between May 22-24, depending on the test you are taking. The test fee for early registration for regular exams is $68 per exam and a late fee of $55 is issued to testers who register past the regular deadline. Your AP teachers will be sharing the deadlines students will need to know.

Students who qualify for free and reduced lunch will only pay a reimbursable (upon completion of their AP exam) $15 commitment fee. If you have questions or need an accommodation for an exam, please talk to your AP teacher who will make sure your need is addressed by the AP Coordinator.

AVID - Advancement Via Individual Determination
Advancement Via Individual Determination (AVID) is a year-long elective course for students in the academic middle, who intend on attending college. Each week, students receive instruction utilizing a rigorous college preparatory curriculum and tutor-facilitated study groups. They will strengthen their metacognitive development, analytical reading and writing skills, communication skills, and academic success skills.
AVID continued

In AVID, students participate in activities that incorporate strategies focused on writing, inquiry, collaboration, organization and reading to support their academic growth. Students will increase awareness of their personal contributions to their learning, as well as their involvement in their school and community. Students will prepare for and participate in college entrance and placement exams, while refining study skills and test-taking, note-taking, and research techniques.

This course is for students who are capable of and committed to completing rigorous classes through hard work and determination. Prerequisite: Teacher approval (successful completion of previous AVID class (I, II, or III) and/or application and interview with the AVID coordinator)

ASPIRE

Aspire stands for Access to Student assistance Programs in Reach of Everyone. ASPIRE is a state wide program managed by Oregon Student Access Commission and facilitated through SKEF (Salem-Keizer Education Foundation) for the local school district. Currently ASPIRE is housed in each middle and high school in Salem-Keizer School District. ASPIRE, currently helps middle and high school students access education and training beyond high school. Students receive information about college and career options, admission, financial aid from trained and supportive, and ASPIRE volunteer mentors who work one-on-one with them throughout the year.

ASPIRE serves students by:

- Helping high schools build a sustainable community of volunteer mentors
- Educating students and families about the scholarship application process and other options for paying for postsecondary education
- Providing mentoring, resources, and encouragement to help students access education and training beyond high school
- Volunteer ASPIRE mentors are assigned to work one-on-one with students, guiding them through important steps toward postsecondary education. The ASPIRE mentor position attracts a broad spectrum of adult volunteers. Many are parents/guardians of students at the ASPIRE school, professionals, some of whom are the first in their family to attend college, or retired community members.

Dual Language Program

North's Spanish Dual Language/Heritage Spanish Program works in partnership with our feeder schools and the local community to ensure that students become bilingual, biliterate and bicultural; developing the essential knowledge, skills and attitudes needed to become lifelong learners, contributing citizens and productive workers in an ever-changing and increasingly diverse world.

The Dual Language Immersion Program closes the academic achievement gap for all categories of students participating in this program. This is the only program for English Language Learners (ELL) that fully closes the gap.

- Language learning improves cognitive abilities in areas such as: attention control, intelligence, memory, metalinguistic skills, problem solving ability, and verbal and spatial ability.
- Language learning is beneficial in the development of students' reading abilities, and literacy is a transferable skill between languages.
- Language learning correlates with higher academic achievement on standardized test measures.
- There is a correlation between high school foreign language study and higher academic performance at the college level.
- Language learners develop more positive attitudes toward speakers of other languages, and/or a greater sense of pride in their home language and culture, as well as a greater awareness and acceptance for global diversity. (ACTFL-American Council on the Teaching of Foreign Languages).
The Benefits of a Dual Language Program:
- Students develop Basic Interpersonal Communication Skills (BICS) and Cognitive Academic Language Program (CALP) in two languages allowing students to be academically successful both at North and in post-secondary study.
- Spanish dominant students are provided with credit opportunities in their primary language allowing them to earn credit in content courses as they develop their English skills.
- An environment is created in which other languages and cultures are embraced and appreciated and linguistic diversity is appreciated as a positive foundation upon which to build.
- Bilingual, biliterate students have an advantage both academically and professionally.

Special Education
North Salem High School identifies and serves students with special needs. Students are identified in the following areas: Learning Disabled (LD), Emotionally Disturbed (ED), Hearing Impaired, Speech/Language Impaired, Vision Impaired, Other Health Impaired, Orthopedically Impaired, Autistic, Traumatic Brain Injury (TBI), and those with Intellectual Disability (ID).

All identified students have an Individualized Education Plan (IEP) and are “case managed” by a special education teacher in the Learning Resource Center (LRC). Parents who believe their child is in need of special education services should contact a counselor. North Salem also hosts a Life Skills Program, Emotional Growth Center, and an Educational Resource Center on campus.

These programs are geared for students who need support with behaviors or have need for functional academics. It should be noted that students for the ERC, Life Skills, DLC or EGC programs need approval with Student Services.

Parents are required to notify their home district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district’s offer of FAPE, that they will be making a unilateral placement, and seeking public funding for their placement.

Please contact Senior Clerical Specialist, Steve Henshaw in the LRC office (Room 201) for further information or to contact a case manager.

LRC Case Managers & Student Assignments

<table>
<thead>
<tr>
<th>Grade</th>
<th>LRC Case Manager</th>
<th>Room</th>
<th>Student Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10</td>
<td>Amy Caulder -</td>
<td>242</td>
<td>A – G</td>
</tr>
<tr>
<td>9-10</td>
<td>Vanessa Santillanes -</td>
<td>223</td>
<td>H - Peo</td>
</tr>
<tr>
<td>9-10</td>
<td>Mary Barnett -</td>
<td>245</td>
<td>Pep - Z</td>
</tr>
<tr>
<td>11-12</td>
<td>Steve Ingerson-</td>
<td>242</td>
<td>A - K</td>
</tr>
<tr>
<td>11-12</td>
<td>Becky Lund -</td>
<td>415</td>
<td>L - Sm</td>
</tr>
<tr>
<td>11-12</td>
<td>Dan Ittner -</td>
<td>129</td>
<td>Sn - Z</td>
</tr>
</tbody>
</table>

Saturday School and Tutoring

Saturday School
Saturday School provides an optional sixth day of academic instruction with certified staff and community mentors and volunteers in a nurturing and supportive environment.

The focus of Saturday School is on core content areas such as English, Math, Social Studies and Science. Saturday School is offered for students who may need extra support, to utilize school resources or to work on assigned coursework. Saturday School is from 9:00 a.m. until 1:00 p.m. and takes place in the
North Salem High School Library. Breakfast and lunch are provided to students through our supper program. Transportation is not provided.

There are three ways to sign up for Saturday School:
1. Parents are encouraged to sign up their students on the Saturday School page of the North Salem High School Website, or by contacting teacher.
2. Students may sign-up for Saturday School with any of their teachers.
3. Parents and staff may recommend a student for extra tutoring if needed.

**Supper Program - 2:55 - 3:10**
North students who stay after school for the North Enrichment Academy, supervised tutoring or homework help are eligible to receive a free meal. The free meal will be served in the cafeteria from 2:55 – 3:10 p.m., Monday through Friday. Breakfast and lunch will be served on Saturdays for students attending Saturday School.

**Tutoring Options - 6:30 a.m. - 7:15 a.m. and 2:20 p.m. – 4:15 p.m.**
- Homework Help, North Enrichment Academy, LRC, Lab tutoring, Mentor support - Room 134
- One-on-one with teachers - Individual Classrooms
- After School Content Tutoring - Library
- Athletics, Choir, Drama and Orchestra - Tutoring before practice/study tables
- Students studying in detention

**Adrian Rodriguez - Room 134**
Tutor Mentor & North Enrichment Academy Coor. rodriguez_adrian@salkeiz.k12.or.us ext. 503607

**Tutor Mentor Program** - Adrian Rodriguez is the coordinator of the Tutor Mentor Program which provides academic support for students through mentoring and tutoring opportunities with local college and university students.

**North Enrichment Academy** - Monday through Thursday; 6:30 to 7:30 a.m. and 2:30 to 4:30 p.m. The goal of the Enrichment Academy is to improve student achievement, increase student and family engagement on a full spectrum of remedial education, and intervention and enrichment for Talented and Gifted (TAG) students.

The curriculum for our Enrichment Academy is based on science, technology, math and homework support. Students must check in by 2:45 p.m. to participate. A variety of topics are offered throughout the school year; some of the topics are: Weight Training, Crossfit, College Workshop, Drama, Urban Art, and Garden 101. A variety of other topics are offered throughout the school year. Students are charged a small fee to enroll in activities - scholarships are available. Students must have regular attendance, promising grades, and solid behavior. Adrian Rodriguez, is the program director for the Viking Enrichment Academy.

**Dayra Quintero - Room 110**
College and Career Coach

The purpose of the College and Career Coach is to coordinate the schools’ efforts in supporting students, along with staff and families, in being knowledgeable about post-secondary options and meeting requirements to achieve their goals.

The College and Career Coach provides support to students, staff and families through college and career resources, events, and best practices. This person will oversee the day-to-day operations and events within our college and career center, serve as the ASPIRE coordinator and partner with career staff, the AVID Coordinator, Counselors and Career Technical Education staff to coordinate services to students.
**Additional Support and Resources**

**Diane Machado**  
Room 134 - Student Help Room  
machado_diane@salkeiz.k12.or.us  
Room 134 - ext. 503613

**Student Help Room** North students are provided with assistance in completing assignments, presentations, and PowerPoints. It is a quiet place where Vikings may study, take tests/quizzes, or work on missing/late work. Room 134 is open during the school day and after school until 3:45 p.m. During classtime students coming to Room 134 will present a pass from their teacher with instructions/expectations as to how to best use their time. We welcome all students!

**“Little Help Closet”** We, at North Salem, believe that sometimes you need a “hand up” to help you out. We want to do what we can to help our Vikings be successful in school. Sometimes that means a gift of pencils, a granola bar, or a warm jacket. Donations come from our caring staff and community...without them, this resource would not be possible. The resources of the “Little Help Closet” can be accessed by students during class time with a pass from a teacher. During lunch or after school students can come to Room 134 and receive assistance.

**Graduation Coach - Lenin Espitia**  
espitia_lenin@salkeiz.k12.or.us  
Guidance Office ext. 503680

As a Graduation Coach, Lenin acts as a case manager for at-risk students. His focus is to prevent students from dropping out of high school. He provides support and directs students to appropriate community or school resources for the purpose of keeping the student in the learning program in which they are enrolled. Lenin makes contact with students that have six or more consecutive absences in high school and those that have been dropped for non-attendance.

**CSOC - Jacqueline Benavides**  
benavides_jacqueline@salkeiz.k12.or.us  
Room 110 ext. 503250

Jacqueline provides numerous services for both students and parents. She advocates for parents and promotes school enrollment, community and commitment. Jacqueline coordinates parent and community involvement in activities and services with other agencies and organizations and acts as a liaison between them. These agencies and programs include, but are not limited to: dental, medical, clothing, counseling, and ParentVUE. A large part of our ELL program benefits from her position.

**Migrant Education Specialist - Cipriano Mañon**  
manon_cipriano@salkeiz.k12.or.us  
Room 131 ext. 503683 or 503-399-3482

Cipriano Mañon provides academic and social service support to the school's migrant families, students and parents, and facilitates communication between the migrant families and school staff. Cipriano tracks migrant students' attendance, grades and credit accrual in addition to graduation requirements. He mentors juniors and seniors towards graduation and post-high school educational opportunities. He assists students with college and university applications, grants, scholarships, and financial aid opportunities.

**Student Mentor - Devin Brown**  
brown_devin@salkeiz.k12.or.us  
Administration Office ext. 503630

The primary role of the Student Mentor is to work with at risk students to increase their perception of personal capability, develop skills of personal success and decrease the frequency and severity of student behaviors that are disruptive to academic progress.
TAG - Talented and Gifted Program

The Salem-Keizer School District identifies and serves intellectually gifted and academically talented students in grades K-12. These students must score in the top 3% on a nationally standardized test of mental ability or achievement. Parents who believe their child falls into one of these categories may receive more information from their counselor or the North Salem TAG Coordinator.

There are many opportunities available at North for the enrichment of talented and gifted students, including honors and Advanced Placement classes, opportunities for independent study, credit for coursework at Chemeketa Community College or Willamette University, Math League, and other programs (e.g. business, engineering, health services), as well as extra-curricular clubs. In addition, the district TAG office regularly notifies families of TAG students of opportunities available throughout the school year and summer.
Mid-Willamette Conference Member
North High is a member of the Mid-Willamette Conference and operates under the auspices of the Oregon School Activities Association (OSAA). Member schools in the Mid-Willamette Conference are: Central, Corvallis, Crescent Valley, Dallas, Lebanon, Silverton, South Albany and West Albany.

ASB Card
Students may purchase an ASB card for $40. This will provide students with: free admission to all Mid-Willamette Conference high school athletic events in which North is in competition (except play-offs and play-ins), free admission to drama productions, and some school dances. There is a $2 replacement fee for student ASB cards. An ASB card is recommended for all students who participate in athletics.

Athletic Eligibility

Athlete Agreement Statement
North Salem High School, in agreement with all schools in the Salem-Keizer School District, has established the following guidelines for students involved in athletics: Students shall not knowingly possess, use, transmit, or be under the influence of alcohol, tobacco, performance enhancing drugs, inhalants, or controlled substances (actual or look-alikes) of any kind during the school year or be in attendance where any of these substances are present.

The penalties are as follows:
- The first offense during the student athlete's high school career will result in a 21 calendar day suspension from participation in athletics. However, if the student athlete was honest throughout the investigatory process and took ownership for their behavior, they may be eligible for a 14 calendar day suspension from participation in athletics, provided they also successfully complete the 3rd Millennium coursework related to their offense.
- The second offense during the student athlete's high school career will result in a 42 calendar day suspension from participation in athletics.
- The third offense during the student athlete's high school career shall result in permanent termination of the student athlete's ability to participate in the District's athletic program.

These penalties carry over each year from one sports season to the next, and to all schools in the Salem-Keizer School District. Please see the entire High School Student Athlete Statement for details. Copies are available in the Business Office at North Salem High School.

All athletes must sign this statement of compliance which is obtained from the athletic department of the school. The Salem-Keizer Public School District has an additional policy that states any athlete admitting to or being convicted of a criminal offense may be suspended from participation for up to four weeks or removed from athletic participation entirely.

Eligibility
To be eligible to participate in athletics, a student must:
- Pass a minimum of 5 classes (2.5 credits) the previous semester
- Be on track to graduate: sophomores 4.5 credits, juniors 10 credits, seniors 17 credits.
- Be enrolled in and passing at least 5 classes during the current semester
- Be in every class, all day for all periods
- Have no excessive discipline referrals
**Attendance Requirements for Athletes**

Athletes shall be in school all day on the day of an interscholastic activity or practice session if they intend to participate. Exceptions shall be handled by the principal or athletic director.

It is the responsibility of the student who missed one or more classes to clear their absence with the Attendance Office when they arrive to school. Absences that are excused for athletic purposes are limited to: medical appointments, emergencies, funerals, and situations beyond the control of the student. Any absence in question will be reviewed by the athletic director or another administrator for final approval. If student athletes know they are going to miss class, it is required to get approval ahead of time so that participation is not an issue when they return.

**Athletic Participation Fees for 2018-19**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee per sport, per athlete</td>
<td>$175</td>
</tr>
<tr>
<td>Cap per student</td>
<td>$350</td>
</tr>
<tr>
<td>Cap per family</td>
<td>$700</td>
</tr>
<tr>
<td>Students eligible for Reduced Lunch</td>
<td>$70</td>
</tr>
<tr>
<td>Students eligible for Free Lunch</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Payments and Refunds**

Athletic payments are deposited immediately after the payment is made. Students who are trying out for volleyball, basketball, softball, and baseball will only be required to pay the participation fee if they make the team.

Athletic refunds are given if there has been an injury. Refunds are not given if a participant voluntarily decides not to participate. If you feel there are special circumstances regarding a refund, special arrangements must be made with the athletic director. Coaches are not involved in the refund process, except to write a note stating that all uniforms have been returned. Refunds will be issued via a school check and will take at least one week for processing. If you have any questions, please call Joy Thayer, the bookkeeper, at 503-399-3241.

**School Sportsmanship Code**

As students and staff at North Salem High School:

- We will know and understand the rules of the contests we observe.
- We will be courteous to opponents, fans, school administrators, and cheerleaders.
- We will respect and abide by officials’ decisions.
- We will help our teams win with grace and lose with dignity.
- We will display appreciation for a good performance or play regardless of who makes it.
- We will cheer for our team and refrain from making negative or derogatory comments about the opponent or officials.
- We will remember that high school athletics are about participation, and learning is taking place during the contest.
- We will support the rules and policies of the schools and coach.
- We will remember that good citizenship is not reserved for athletic events only, and will practice good citizenship at every opportunity.
- We will make our best effort to represent the community in a positive way, and encourage others to do the same.
School Sportsmanship Code - continued from page 14

- We will not let the actions of a few bad sports represent our high school.
- We will be leaders in the school and league, and represent the best of high school athletics.
- We will remember that our actions reflect upon our families, classmates, and peers.

Season Passes

<table>
<thead>
<tr>
<th>Season Passes (home games only)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Fall Family Pass</td>
<td>$25</td>
</tr>
<tr>
<td>*Winter Family Pass</td>
<td>$30</td>
</tr>
<tr>
<td>*Both Seasons Family Pass</td>
<td>$50</td>
</tr>
</tbody>
</table>

*The Family Pass admits one parent and family members 8th grade and below.

Sports Physicals

The form used to record the physical must be the one adopted by the Department of Education and the OSAA. These forms are available in the main office at North High and on the North Salem High School and OSAA websites.

Oregon State Law requires that every student participating in any Oregon School Activities Association (OSAA) sponsored athletic activity must have a physical every two years. We strongly encourage athletes at North High to have a physical prior to the start of their freshman year and prior to the start of their junior year. All athletes must have a current physical (good for two years) on file in order to obtain a red card to participate.

Fall and Winter Teams and Coaches

North Salem High School Assistant Principal and Athletic Director - Brodie Cavaille

<table>
<thead>
<tr>
<th>Season</th>
<th>Team</th>
<th>Head Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Winter</td>
<td>Cheer</td>
<td>Kara Van Zandt</td>
</tr>
<tr>
<td>Fall</td>
<td>Cross Country</td>
<td>Michael Herrmann</td>
</tr>
<tr>
<td>Fall</td>
<td>Football</td>
<td>Jeff Flood</td>
</tr>
<tr>
<td>Fall</td>
<td>Boys’ Soccer</td>
<td>Salvador Maciel</td>
</tr>
<tr>
<td>Fall</td>
<td>Girls’ Soccer</td>
<td>Erik Boyd</td>
</tr>
<tr>
<td>Fall</td>
<td>Volleyball</td>
<td>Brandi Holmes</td>
</tr>
<tr>
<td>Winter</td>
<td>Boys’ Basketball</td>
<td>Vacant</td>
</tr>
<tr>
<td>Winter</td>
<td>Girls’ Basketball</td>
<td>Anna Marchbanks</td>
</tr>
<tr>
<td>Winter</td>
<td>Swimming</td>
<td>Taylor Rash</td>
</tr>
<tr>
<td>Winter</td>
<td>Wrestling</td>
<td>Andy Pickett</td>
</tr>
</tbody>
</table>
Spring Teams and Coaches
North Salem High School Assistant Principal and Athletic Director - Brodie Cavaille

<table>
<thead>
<tr>
<th>Season</th>
<th>Team</th>
<th>Head Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Baseball</td>
<td>Chris Lee</td>
</tr>
<tr>
<td>Spring</td>
<td>Softball</td>
<td>Jay Elders</td>
</tr>
<tr>
<td>Spring</td>
<td>Boys' Tennis</td>
<td>Keith Kuhn</td>
</tr>
<tr>
<td>Spring</td>
<td>Girls’ Tennis</td>
<td>Lisa Reid</td>
</tr>
<tr>
<td>Spring</td>
<td>Track</td>
<td>Don Berger</td>
</tr>
<tr>
<td>Spring</td>
<td>Boys’ Golf</td>
<td>Jeff Flood</td>
</tr>
<tr>
<td>Spring</td>
<td>Girls’ Golf</td>
<td>Antonio Mercado</td>
</tr>
</tbody>
</table>

Athletic Ticket Prices

<table>
<thead>
<tr>
<th>Mid-Willamette Conference Event Admission</th>
<th>Varsity Contest</th>
<th>JV/FR Football</th>
<th>Conference Tournaments/Meets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>$6.00</td>
<td>$3.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>MWC students with ASB card and team is playing</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>High School Students without ASB card or from a school NOT playing</td>
<td>$4.00</td>
<td>$2.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>K-8 Students</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Seniors (60+ with ID or GVC Pass)</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>

* * Passes accepted OSAA, Coaches Gold Card, and MWC * *

Transportation to Athletic Events
Bus transportation will not be provided to in-town events. **Parents will need to arrange for their athletes’ transportation.**
**Buses**
Students who ride the school bus have certain responsibilities for the comfort and safety of all students. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has complete authority over any circumstances arising on a bus. Students who misbehave may be excluded from riding the bus and a disciplinary action may result from any discipline issues.

Students who use district transportation do so in accordance with District Procedure TRN-P036. Continued use of district transportation is contingent upon student observance of District Discipline Policy and Procedures. If you have questions you can call Salem-Keizer Transportation Services at 503-399-3100.

**Complaint Procedure**
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.

**Elevator Use**
If a student is unable to negotiate the stairs, an elevator key will be issued. A $5 cash deposit for the key is required and will be refunded when the key is returned. Elevator keys can be checked out from the Business Office.

**Emergency Information for Students**
Students must have emergency information on file in the Attendance Office in case of an accident. Parents will be notified of an accident and are responsible for transporting students except in cases of extreme emergency. Please update contact information with the Attendance Office, should it change at any time and help us maintain accurate and up to date information about your student.

**Food Services**
North Salem High School is a Community Eligibility Provisional School (CEP). This means that all students enrolled at North Salem High School are eligible to receive a healthy breakfast and lunch each day at school at no charge for the 2018-19 school year. Students will be charged for an extra meal or milk, and ala carte items: cookies, gatorade, etc. - anything pre-packaged.

All North families are asked to complete an income survey and return it to North Salem High School. The survey will provide the needed information to determine eligibility for additional state and federal programs that may benefit our school and students. These programs include reductions in student based fees, reduced athletic fees, federal funding allocations and potential state and federal grants. Beyond the survey, no further action is needed. Copies of the income survey are available at North Salem High School and on the Salem-Keizer Public Schools website.

**Student Passes for Breakfast**
If students arrive late and would like to get breakfast, they need to report to the class they are missing and it will be at the teachers’ discretion on whether or not to provide them a pass. Students should be encouraged to get here early enough to get breakfast. The cafeteria does not serve breakfast after 9:30 a.m.
**Internet Use Policy**
Parents must submit a form to the school if you do not want your student to use the Internet while at school. It is the parents responsibility to make sure this exclusion from Internet use is followed. Forms for the exclusion of school Internet use are available at the school office. If no form is submitted, staff will assume it is permissible for your student to use the Internet while at school. School computers do have safety filters against inappropriate websites for children, and our staff members monitor all Internet use at school.

If you have any questions about the Internet Use Policy, more information is available in the 2018-19 Student Rights and Responsibilities booklet posted on our website.

**Lost and Found**
Lost and found items are held in the Discipline Office Office. Unclaimed items are donated to charity at the end of each semester.

**Medication Policy**
Parents are encouraged to administer medication to their children before and/or after school hours. Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing any medication to the school office and completing the Daily Medication Administration Record form.

- **Prescription Medications:**
  - The medicine must be in the original pharmacy container.

- **Non-prescription Medications:**
  - Requires written parent/guardian permission
  - Must be commercially prepared
  - Non-alcohol based

Salem-Keizer School District’s recommended procedure for medication administration in English and Spanish: https://salkeiz.k12.or.us/?s=procedure+for+medication+administration

**Messages to Students**
We request that parents call their students only in an emergency. Please do not contact your student via cell phone during school hours. If it is necessary to contact your student, please call the Discipline Office at 503-399-3241. Phone messages for students from anyone but parents or guardians will not be accepted. We do not deliver detailed messages to the students, but we will let the student know to call home.

**Military Recruiters**
Salem-Keizer Public Schools, in compliance with Oregon revised Statute 326.565, has a policy that allows the district to provide, upon request, the names, addresses and phone numbers of high school juniors and seniors to military recruiters, colleges and universities.

**Police Interviews**
Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.
**Safety Drills**
Schools are required to conduct 12 total drills; eight monthly fire drills, two earthquake drills, and two safety (lockdown) drills per year.

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

**Tobacco-free Environment**
The Salem-Keizer School Board adopted a policy that prohibits smoking or any other use of tobacco products on District property. District property includes:
- schools and other district buildings
- district vehicles
- personal vehicles while on district property
- outdoor areas such as playgrounds and athletic fields

This policy applies at all times to anyone using District facilities or attending any District function or athletic event. Thank you for helping make Salem-Keizer Public Schools and North Salem High School a tobacco-free environment.

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

**Visitors and Guests**
We cannot accommodate student guests who want to visit a North student. Visits to teachers by students must be pre-arranged and during non-instructional times. We continue to welcome our parents and guest speakers.

All visitors are asked to check in at the Business Office upon entering the building so that we may issue them a visitor’s pass and provide any necessary assistance. Parents, please notify the school 24 hours in advance if you would like to visit a class session.

In order to facilitate school safety, all visitors must enter through the front doors on 14th Street. Therefore, visitors should park along 14th Street in the marked two-hour parking spaces. All other doors are locked during class time.
Guidance Center and Counselors
The guidance counselors help students with personal, interpersonal, and educational concerns. They help students with college and career planning and special needs. It is the goal of the North Salem Guidance Center to provide students with educational information and help improve their academic performance by working to develop better communication between parents and the school. For additional information about the North Salem Counseling Department visit their website: http://nshscounselors.weebly.com/

Find your student’s counselor assignment below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Student Last Name</th>
<th>Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 9 - 12</td>
<td>Last name A - E</td>
<td>Maria Mendoza</td>
</tr>
<tr>
<td>Grades 9 - 12</td>
<td>Last name F - L</td>
<td>Rosa Rivera</td>
</tr>
<tr>
<td>Grades 9 - 12</td>
<td>Last name M - Rh</td>
<td>Leticia Jaramillo</td>
</tr>
<tr>
<td>Grades 9 - 12</td>
<td>Last name Ri - Z</td>
<td>Jordan Augustadt</td>
</tr>
</tbody>
</table>

Alternative Methods for Credit
Students may pursue alternate opportunities for earning credit through such programs as SK Online and work experience. Counselors can provide a full list of available resources. If your student is considering credit options, make an appointment to see their counselor to find out if they are eligible and meet the criteria to participate in one of these programs.

Who Needs Alternative Forms of Education?
- Students who want to earn more credits.
- Students who have difficulty finding time to earn enough credits during the regular school day and still take the electives they want.
- Students who may be short credits in certain areas or who need more credits to graduate.
- Students who are uncomfortable in the traditional classroom setting.
- Students who like to take classes via the computer. (SK Online)
- Students who want to earn college credits.

Diploma, Essential Skills and Credit Requirements
To earn a diploma, graduate and participate in the commencement ceremony, students must earn the requirements for a standard diploma. Beginning with the Class of 2021, students will have the opportunity to earn a Salem-Keizer Honors Diploma. The requirements for the honors diploma are more rigorous than a standard diploma. The standards for both are outlined in the table on page 21.
### Diploma, Essential Skills and Credit Requirements Table

<table>
<thead>
<tr>
<th>Subject</th>
<th>Standard Diploma Requirements</th>
<th>Honors Diploma Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Skills (SBAC exams, work samples)</td>
<td>Reading, Writing, and Math</td>
<td>Reading, Writing, and Math</td>
</tr>
<tr>
<td>Career Related Learning Standard</td>
<td>Complete the Personal Education Plan -PEP</td>
<td>Complete the Personal Education Plan -PEP</td>
</tr>
<tr>
<td>English/Language Arts</td>
<td>4 credits (1 as composition)</td>
<td>4 credits (1 as composition)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits at Algebra 1 or above</td>
<td>4 credits at Algebra 1 or above</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health</td>
<td>1 credit</td>
<td>1 credit</td>
</tr>
<tr>
<td>Career &amp; Technical Education, the Arts, and/or</td>
<td>3 credits (any one area or combination)</td>
<td>2 credits World Language and 2 credits Fine/Applied Art</td>
</tr>
<tr>
<td>Second Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>6 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td></td>
<td>• At least 4 AP or College Credit Classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cumulative GPA 3.5 or above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No incidents of academic dishonesty</td>
<td></td>
</tr>
</tbody>
</table>

### Grading Policy

A letter grade of A, B, C, or D is passing and indicates the level of achievement. A grade of F indicates that performance in a class was not at a level deserving credit toward graduation. An F grade is averaged into the student’s cumulative grade point average. A grade of F (Failure) is calculated in the GPA of the student, and no credit is issued. In a few selected courses, or under special circumstances, students may take a course on a Pass/Fail or Pass/No Pass basis.

### Dropping a Class

Proper placement of students according to state and district requirements, ability level and expressed interest in curriculum is our goal. Once these are met, course selection is permanent. It will not be possible to drop a class from a student’s schedule after 15 school days. The cut off date to drop a class is 3 weeks after the beginning of a semester. After the 15 days (3 weeks), the student’s name will remain on the class roll sheet permanently. The student’s failure to meet course requirements after that time will result in the transcription of an “F” grade with no credit on the student’s permanent record at the end of the semester.

### Grade Corrections

A student’s mastery of a subject is reflected in a letter grade. These grades are assessed solely by the instructor and are supported by objective data. If a grade correction is needed due to an error or finalization of grade requirements after official posting, a grade change form will be completed by the instructor and submitted to the curriculum assistant principal for approval. Parents or students who have concerns about the accuracy of a grade must confer with the teacher within 30 school days of the end of the grading period.
Grading Policy - continued from page 22

Incompletes
An INC (incomplete) is a temporary grade that indicates the student has not completed, through no fault of their own, the required coursework by the end of the grading period. All required work must be made up within 30 school days. Otherwise, the missed class work grade becomes an F and is averaged into the other semester class work for final grade determination.

Repeating a Course to Improve a Grade
In order to maximize real academic learning, students who wish to retake a course to improve a grade must do so within one academic year. If a student requests to repeat a course for this reason, it should be repeated in sequence. Repeated courses must be exactly the same (course number), with a few exceptions. The student must report the new grade to the registrar upon completion of the course.

Pass/No Pass Grades
A grade of P (Pass) indicates that the student accomplished enough of the course content to be given credit. A grade of P is not calculated in the GPA of the student and may not count toward university admission requirements. A grade of NP (No Pass) indicates that the student did not complete enough work or spend enough time in the class to master the content and earn credit. No credit is earned and the grade does not affect the GPA.

College Entrance Requirements
The Oregon State Board of Higher Education course requirements for admission to four-year colleges and universities within the state system include:

- four years of college-prep English
- three years of math (beginning with algebra through algebra II)
- three years of science
- three years of social studies
- two years of the same foreign language
- two years of college-prep electives for a total of 16 units.

These requirements are in addition to a minimum GPA and college admission test scores. For information regarding course offerings that meet the State Board of Higher Education requirements, please see the North High Course Catalog or talk to a counselor.

Early Grad Procedure
Students who will complete all graduation requirements before the end of their 8th semester may apply for early graduation. To do so, the student must obtain an Early Grad Form from their counselor who will verify that all graduation requirements will be met, and assign a 9th period “Early Grad” class to both semesters of the student’s schedule.

The student will remain assigned to their classes for the entire year until all graduation requirements are met. If requirements are not met, the counselor will communicate with the student to complete their Second Semester classes.

When the student officially graduates (meets all diploma requirements), the Registrar will graduate them as of the first day of the Second Semester. Any school communications to seniors will go to Early Grad Students.
**Immunizations**
All public school students must meet the requirements of the Oregon Immunization Law. Under the direction of the county health office, non-compliant students will be excluded from school. Excluded students are not permitted to return to school until they meet the requirements of the law.

To meet immunization requirements, a student must have on file with the school: medical or immunization records, with dates, showing that he or she has the minimum immunizations, or a medical exemption form signed by a physician, or a religious exemption form signed by the parent.

Students must be “in compliance” by Exclusion Day, February 20, 2019.

**Leaving Early - End of Semester**
Students wishing to leave before the end of a semester must obtain permission from the curriculum assistant principal. They must finish the course work and take final exams to successfully conclude the class. The administrator will determine if conditions merit leaving early, and will propose a time frame for making up academic work.

**Letters of Recommendation and College and Scholarship Applications**
Students must turn in requests for a letter of recommendation and or college/scholarship application at least one week in advance of the date they need it returned to them. This time line is critical for your counselor to be able to have time to write a quality letter and/or complete an application properly. Students can pick up a Request for Recommendation form in the Guidance Office. This form should be completed by the student and given to their counselor.

**ParentVUE**
Synergy ParentVUE is a tool to help parents or guardians stay informed about their student’s progress. This tool can be used to access your student’s grades, attendance information, and also to communicate with teachers via the internet. Students will have access to the same information using Synergy StudentVUE.

Parents of students enrolled in a Salem-Keizer Middle or High School have already been issued a Synergy ParentVue login. If you are new to Salem-Keizer School District, please request an activation key upon registering your student.

For instructions on downloading the ParentVUE (for parents) or StudentVUE mobile app go to the Parents page on the Salem-Keizer School District Website.

**Pregnant and Parenting Students**
Services provided to pregnant and parenting students include: counseling, life skills, parenting education, child care, transportation, career development, and health and nutrition services. These services are offered at the District Teen Parenting Program. In addition, pregnant and parenting students can request programs or schedules that address their individual needs or situation. No pregnant or parenting student shall be excluded from the public schools or programs solely on the basis of pregnancy or parenthood.
Progress Reports and Semester Grades
The school year is divided into two 18-week semesters. During each semester, students receive progress reports 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. Only semester grades will be mailed home. Progress reports can be viewed on ParentVue and StudentVue in the gradebook tab.

Privilege to Participate in Commencement
In order to participate in the graduation ceremony members of the class of 2019 must meet all 24 credit requirements for graduation as outlined in district policy and pass the following to participate in the graduation ceremony.

• Essential Skills Reading, Writing, and Math
• Complete the Personal Education Plan (PEP)
• Pay all high school fines and fees

Graduation requirements must be verified by 2:30 p.m. on the Wednesday prior to graduation. Any credit deficiency or disciplinary action may exclude students from the ceremony.

Student Schedules
Reduced Day Schedule
Under special circumstances students may request, with parent and administrative approval, a shortened school day. Students in grades 9 and 10 need to pursue their graduation requirements and with few exceptions, will not qualify for placement on a late arrival/early release schedule. The number of students that can have late arrival/early release is limited. Please see your counselor for details.

Students taking late arrival/early release must be off campus, in the commons or in the library during their non-class time and must be able to provide their own transportation to and from school. Students on release are expected to maintain satisfactory grades (C’s), be enrolled in at least five of eight classes, and be on schedule for graduation to be considered for continuation in this program.

Student Records
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.
Student Records - continued from page 25

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.
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 OAR 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 (FERPA).
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.

A parent or other person in a parental relationship or an eligible student who wishes to inspect education records shall submit his/her request to the building principal or his/her designee. Requests must be made in writing and submitted to the Registrar’s office. It may take up to two weeks to process and identification is required.

Student records are purged after seven years, except for the transcript and permanent record.

Transcripts
A transcript request form must be completed for each request. These forms are located in the Guidance Office. Please allow a 24 hour turn around time for all transcript requests. Remember there is a delay of approximately 10 days at the end of each semester before final grades are posted, so please plan accordingly. Students needing transcripts mailed to either colleges or the NCAA Clearinghouse need to provide a stamped envelope with the address(es) of the institutions on their transcript request. Students will receive unofficial transcripts at no charge. Each official transcript will cost $1.00.

Valedictorian and Salutatorian Requirements
In order to be eligible to receive the honor of Valedictorian, a student must maintain a 4.0 unweighted grade point average over the course of 8 semesters. The Salutatorian awards are given to those students with the next highest GPA. Beginning with the Class of 2021, a student must earn an Honors Diploma to be awarded the honor of Valedictorian or Salutatorian.
Attendance, Discipline and Academic Flowchart

All discipline referrals go to the Behavior Specialist’s Office 503681.

9-12th grade
Last name A-L
Jack Martino

9-12th grade
Last name M-Z
Stacie Creighton
Dan Ittner

Student Mentor ~ Admin Office

9-12th grade
Last name A-Z
Devin Brown
503618

To reach a counselor call the Guidance Office 503300.

12th grade
Graduation Coach: Lenin Espitia - Guidance Office, 503680
10 day drops

9-12th grade
Last name A-E
Maria Mendoza
503304

9-12th grade
Last name F-L
Rosa Rivera
503302

9-12th grade
Last name M-Rh
Leticia Jaramillo
503303

9-12th grade
Last name Ri-Z
Jordan Augustadt
503301

SpEd/LRC Teachers and Student Caseloads call the LRC Office extension 503350.

Amy Caulder
Grades 9-10
Last name A - G
503353

V. Santillanes
Grades 9-10
Last name H - Peo
503357

Mary Barnett
Grades 9-10
Last name Pep - Z
503354

Steve Ingerson
Grades 11-12
Last name A - K
503355

Becky Lund
Grades 11-12
Last name L - Sm
503356

Dan Ittner
Grades 11-12
Last name Sn - Z
503351

DLC
Amy Green
503703

EGC
Jon Stukel
503619

ERC
Nichetta Matter
503697

Life Skills
Virgil Paylor
503704

10.3.18
**North Salem High School is a Title IA School**

Every Title IA school (school-wide and targeted assist) in the Salem-Keizer School District is required to provide the following opportunities for families to authentically engage and be involved in their student’s school.

**Annual Meeting**

Annually every Title IA (school-wide and targeted assist) school hosts an Annual Meeting for families to learn about the school’s Title IA programs and requirements. Families will have opportunities to review and provide feedback in the following areas:

- Title IA School Status and Requirements
- Rights of Title I Parents
- School Data

**Every Student Succeeds Act (ESSA) and “Right to Know Notification”**

**Important Information for Parents**

In December 2015, the United States Congress passed the Every Student Succeeds Act (ESSA), a legislation package that updated a number of important notification opportunities and requirements for parents or guardians of students enrolled in a school that receives federal funds under Title I, Part A of the act.

If you are a parent or guardian of a student enrolled in a school receiving Title I funds, you have the right to request information regarding the professional qualifications of your student’s teacher(s) and/or paraprofessional(s). If you wish to do so, please submit a written request for this information to your school’s principal. Submitted requests will receive a written response within ten (10) school days from the date of receipt.

Information provided under this process is intended to strengthen the open and transparent communication established between our schools and the students, parents, and communities they serve.

**School-Parent Compact**

Annually every school reviews the School-Parent Compact with parents. The compact is distributed annually. Compacts are available on school’s website and in the school office all year for parents.

**Parent Involvement Opportunities**

Throughout the school year, Title IA schools provide multiple and varied opportunities and trainings for parents to continue to build their capacity to support their child in their school journey. Many schools have monthly parent meetings to discuss and solicit input on important decision at the school.

Salem-Keizer School District also provides a Title IA Parent Advisory Committee that meets periodically to provide families an opportunity to provide input, ask questions and receive updates on district and school policies. This includes the District Parent Involvement Plan.

**Parent Involvement Plan**

Annually, each school reviews and updates the Parent Involvement Plan to reflect the needs of families and students attending the school. Parent Involvement Plans are distributed to families annually. Plans are available in the school office and on the school’s web page all year.
Parent Involvement

Band Boosters
This devoted parent group is actively involved in fundraising activities which make competitive trips, purchase of uniforms and equipment, and other special projects possible. Band Boosters meet in the North Salem Library the fourth Monday of each month at 6:30 p.m.

College and Career Center and ASPIRE Mentors
Do you have a passion to see North students achieve their dreams of a college education? If so, our College and Career Center needs you! Our volunteers donate their time, talents, and experience in our College and Career Center for the benefit of North students. Whether reviewing application transcripts, stuffing envelopes, staffing a selection committee or mentoring a high school student in the ASPIRE program; volunteers make a difference in the lives of the students and families they serve. Contact the North Salem Business Office for information on how to volunteer.

Parent Meetings

Viking Family Night
The purpose of our Viking Family Nights is to educate parents to help their students successfully complete high school, graduate and transition to college, trade schools and other post-secondary opportunities.

All North parents are invited to attend and take advantage of these opportunities. Meetings are held the first Monday of the month in the North Salem Library from 6:00 p.m. - 7:30 p.m.

Site Team
This committee of teachers, staff, parents, students, administrators and others from the North Salem High School community meets the third Thursday of every month at 2:30 p.m. They work together to help North Salem High School students be successful. Site Team duties include but are not limited to:

• help shape and support the school’s mission
• provide an open forum for staff and community discussions regarding school improvement
• oversee the development, approval, and implementation of the Comprehensive School Improvement Plans (CSIP) for North Salem High School
• advise the building administration on school budget, capital improvement, and other areas related to school improvement
• develop conditions for success

Viking Athletic Booster Club
This group of dedicated parents is actively involved in supporting all school athletics. They meet on the second Tuesday of each month at 7:00 p.m. in the Library. If you would like to participate with the Viking Boosters, or would like more information, please call the Athletic Secretary at 503-399-3274.
**Parent Volunteer Opportunities**

**Volunteer Information**
Volunteers and community partners play an important role in Salem-Keizer Public Schools. Each day in every school, volunteers support and encourage staff and students, take an active role in helping every student achieve. Through their contributions of time, energy, inspiration and expertise, volunteers often report they receive more than they give.

You can use Salem-Keizer Public Schools online webform to submit a criminal history check. The link to the form can be accessed under the Parent Links included in the Parents tab on the District website. The online process is secure, and only authorized district staff will see the results. Anyone may apply to become a volunteer. Before taking part in a volunteer activity, applicants must complete a criminal history check.

To be eligible to volunteer in the Salem-Keizer School District, all individuals (including students) must complete and pass a criminal history check. Contact Debbie Joa in Human Resources @ joa_debbie@salkeiz.k12.or.us with questions about the criminal history check process.
**Absences**

What is Considered an Excused Absence

By law (ORS 399-065) schools can only accept an excuse for the following reasons: illness (including medical appointments), family emergencies, bereavement, pre-arranged leave, participation in a school sponsored activity, and administrative action. Salem-Keizer School District also excuses absences that are pre-arranged. North High will only accept excuses for these reasons, and they must be excused within three school days of the student's return to school.

Except as provided in ORS 339-030, every child between the ages of seven and eighteen who has not completed the twelfth grade, is required to attend school full-time in the district in which the child resides. According to ORS 339-020, every person having control of any child between the ages of seven and eighteen who has not completed the twelfth grade, is required to send such a child to school and maintain regular attendance. Student absenteeism that exceeds 8 half-days or 4 full-days in any four-week period may result in the issuance of a police citation per ORS 163-577.

Students have the right and the responsibility to make up missed work in the case of an excused absence. It is the responsibility of the student to make arrangements with individual teacher(s) to complete make-up work in a reasonable amount of time. It is at the discretion of the teacher to allow make up work for absences that are not excused but may have extenuating circumstances.

Unexcused absences may result in a reduced grade or no grade, and will result in disciplinary action. A parent or guardian is notified when a student has missed school. North High has a computerized calling system that calls home whenever a student misses one or more classes during the day. These calls are made by 2:50 p.m. Monday - Friday.

**Attendance**

**Attendance and Academic Success**

There is a direct correlation between student success in classes and consistent attendance. Conversely, the strongest predictor of student failure is poor attendance. It is not simply the loss of instructional time, but more importantly, the break in continuity of learning that impedes students’ ability to progress when they return.

**Excusing Absences**

- Parent or guardian calls the 24 hour absence reporting line 503-399-3298.
- Student brings a note to the Attendance Office upon return to school.
- All absences must be excused by the parent or guardian within 72 hours (3 school days).

**Make-up Work**

- Excused absences - students will be allowed to make up their work in a reasonable time for full credit.
- Unexcused absences - Teachers may reduce the grade or award no grade for assigned work.
- Please review the syllabus provided by each teacher for grading details.

**Activity/School-Related Absences**

Activity absences or school-related absences are treated as an extension of the school curriculum and are excused. However, it is the responsibility of the student to make up any work that is missed.
Attendance

Check-In and Check-Out Procedure

Check-Out
- Parent or guardian must come to the school, provide advance written permission, or call to check out a student.
- Please call 503-399-3069 to check out a student.
- Call the Attendance Office with a minimum of 1 hour notice of when you will be checking out your student.
- It is required that the student check out with the Attendance Office whenever leaving school early.

Check-In
- Students arriving late to school with an excused tardy or returning from a medical or dental appointment must check in with the Attendance Office.
- Students returning from an appointment must have the original checkout form or a note from a parent or doctor. All others, report directly to your class (unexcused tardies or absences).

Extended Leaves
When planning your vacation, please plan ahead with your student’s best interest in mind. If you still must leave the area for an extended period of time, and you must take your student out of school, please come to school to withdraw them.

Arrangements for an extended leave must be made with the Attendance Office. Parent(s) and students must meet together with the Attendance Secretary. Students, please speak with teachers about the amount of time you will be away. Teachers may use discretion on assigning work during the student’s absence. Upon return from extended leave, the student must re-enroll in school by bringing in parent(s) and proof of address.

An absence of more than 10 days may result in a loss of 0.17 credits per class. Students who are absent 10 or more days without going through the withdrawal process are in danger of being dropped from school, losing entire credits, not being able to enroll in the same classes upon return and failing all classes. The implication would be that your child would not be on target to graduate.

Pre-Arranged Absences
If a parent knows that a student will be missing school for three or more days, the parent should send a note to the Attendance Office a week prior to the absence. The student will receive a pre-arranged absence form that will allow him/her to make up missed work.

Cutting Class
- An unexcused absence should be cleared with the Attendance Office within 72 hours.
- Students who miss class without the proper excuse from a parent or guardian will be considered cutting class which will result in a “cut” on the student’s attendance record.
- **Sleeping in will not be considered an excused absence.**
- Students will be assigned the following consequences for cutting class:

  1st Offense: meet with student mentor (see Mentor/Parent/Student Meeting on page 32).
  2nd - 3rd Offenses: After school detention and or Saturday School will be assigned with parent contact.
  4th and Subsequent Offenses: ISS (In School Suspension) will be assigned and a parent meeting will be required with the behavior specialist. Saturday School, tracking sheets or lunch detentions may also be assigned as needed. Truancy Fines may also be used as consequences earned for Cutting Class: In-School Suspension (ISS).
Mentor/Parent/Student Meeting
Mentors will help monitor students with excessive unexcused absences. Students who “cut” class will meet with a mentor and parent to help ensure student attendance. Students will be placed on contract/tracking sheets and/or required Saturday School or After School Tutoring to get missed classroom work completed.

Detention
After School Detention
Teachers or administrators issue an After-School Detention (ASD) for inappropriate behavior and/or excessive tardies. After School Detention is held Monday through Friday from 2:30 p.m. to 3:15 p.m. in the ISS Room. Teachers or administrators issue a detention for inappropriate behavior. Students will be given at least a 24-hour notice when they have to serve a detention to make arrangements for transportation. Students must have work to do and follow school rules. Failure to serve After-School Detention may result in an In-School Suspension.

Lunch Detention
Students assigned to Lunch Detention will report to the ISS room within five minutes of being released from class for lunch. They will be seated quietly and eat lunch. Students have the option of having a sack lunch from the cafeteria or bringing their own food from home. Students may bring school work or something to read. Failure to attend an assigned Lunch Detention may result in an In-School Suspension.

Students may not reschedule After-School Detention, or Lunch Detention without first providing written consent by the parent. Consequences are cumulative for each 6 week grading period. Failure to attend a Lunch Detention or After School Detention may result in an In-School Suspension the following day.

Suspension
In-School Suspension
In-School Suspension or ISS is given as an alternative to Out-of-School Suspension when a student's behavior does not change through the use of detention, or for a more serious infraction of the school's code of conduct. The expectation for ISS is that it is a study environment. Students must prepare in advance to have homework.

Out of School Suspension
Out-of-School Suspension (OSS) is one of the most serious consequences assigned by the school administrators, and is considered if there is a threat to the safety of the individual or others, or when the behavior is disruptive to school operations. Whenever possible, we provide disciplinary alternatives to Out-of-School Suspension. If a student refuses to comply with the alternatives (After-School Detention, In-School Suspension, etc.), or if these alternatives do not seem to change the student's behavior, then Out-of-School Suspension may be used. A parent/student conference with an administrator may be required for readmittance to facilitate student success at school.

Additional discipline options are listed in the 2018-19 Student' Rights and Responsibilities Handbook; these discipline options are not a complete list. A link for this handbook can be found on our website.
**Discipline and Behavior Philosophy**

We believe that teachers have the right to teach and students have the right to learn in an environment free from disruptive and inappropriate behavior. All students at North High are expected to demonstrate respect for themselves, others, and property; and to comply with any reasonable request.

In partnership with students, parents, staff and community members, the North Salem Discipline policy focuses on teaching appropriate behavior, recognizing positive behavior and holding students accountable for unacceptable behavior so they may have a positive and successful high school experience (PBIS). In addition, it is our vision to help students prepare themselves, so that they may become responsible and contributing members of society.

As part of the Positive Behavior Intervention and Support (PBIS framework) we have three levels of intervention to support and redirect students: Tier 1, Tier 2 and Tier 3. Classroom discipline can be addressed in two different categories – Tier 1 and Tier 2. It is our expectation that the teacher remain part of all processes to include, Tier 1, Tier 2 and potentially Tier 3 (targeted/individual behavior plan).

**Tier 1** are nuisance behaviors that are ordinarily dealt with in the classroom ie.;

- Food/Drinks/Electronics
- Minor classroom disruptions
- Throwing objects
- Language (non-directed profanity)
- Rough housing or horseplay
- Chronic Tardy/Absences
- Physical contact (Public displays of affection)
- Refusal to work/ Unprepared for class
- Disrespectful to others

With Tier 1 behavior it is expected that educators teach behavior expectations in their classroom as well as reinforce school wide expectations.

**Tier 2** are behaviors that create an unsafe environment or are grossly insubordinate ie.:

- Fighting
- Aggressive behavior
- Harassment/Bullying
- Discriminatory Harassment
- Sexual Harassment
- Threats
- Alcohol/drugs/tobacco/vaping
- Theft
- Major Vandalism/Arson
- Truancy/Skipping/ Leaving Campus
- Gross insubordination/ Directed profanity

The behaviors listed above will require a discipline referral form.

**NOTE:** All disciplinary action will be based on following due process. It is important to remember that a “due process” is necessary to protect the rights of those concerned. The “due process” procedure establishes a series of sequential steps to gather information, fact find, review student status and next steps.
Next steps could include in-school suspension, out of school suspension or expulsion. Confidentiality of victims and perpetrators is an integral part of the discipline policy.

**Alcohol/Drugs**
For updated policy information please refer to the 2018-19 Students' Rights and Responsibilities Handbook.

**Cheating, Plagiarism or Forgery**
A student who forges the signature of a staff member or his/her parent/guardian or falsifies any information (written or by telephone) will be subject to disciplinary action.

Falsification of attendance records will result in each involved absence being declared as a truancy. The parent/guardian will be required to file an official signature with the Attendance Office and all future absences will be required to be cleared in writing. Students who adjust or alter attendance records will be subject to disciplinary action. Absences will be required to be cleared in writing. A student who forges the signature of a staff member or his/her parent/guardian or falsifies any information (written or by telephone) will be subject to disciplinary action.

Plagiarism or cheating can be defined as using someone else's work without their permission or without giving proper acknowledgement of their efforts. Academic honesty, “doing your own work” is vital in education and is expected at all times. If a student is caught cheating, he/she may receive a zero on the assignment, quiz, test, or paper. Whether or not a student will be allowed to make up any work for a grade will be at the discretion of the teacher. Disciplinary action may also be taken by an administrator.

**North Salem High School Confiscation Policy**
Students may be asked to surrender to the teacher, staff, administrator, or campus security any item that violates school/district policy. The surrendered item will be held at the Discipline Office for the remainder of the school day, and then returned to the student if deemed appropriate. The third time and thereafter a student has an item confiscated, parents are required to come to school and pick it up. Items may include but are not limited to: hats, cell phones, iPods, earphones, headsets, gang or drug related paraphernalia, do-rags and hoodies. Failure to hand over any item is considered insubordinate behavior and will result in an disciplinary action.

**Consuming Food and Beverages**
All food items should be consumed in the Commons (lunchroom) as space allows. Food is not allowed in the stairwells. Certain hallway areas are accessible at different times as eating areas. Beverages that are purchased from the vending machines are allowed in the hallways and classrooms. Beverages may be excluded from certain classrooms at the discretion of the teacher. For safety and health reasons, glass containers and paper cups are not allowed in classrooms at any time.

**Destination Passes**
Destination passes are given by the classroom teacher for a student who will not be returning to class. For example, destination passes may be given to students to go to the library, attendance office, or to work in another classroom. All students in the hallway must have the appropriate classroom lanyard or destination pass or they will be sent back to class.
**Dress and Grooming**

We are committed to maintaining a climate that is safe and appropriate for education. This dress code is based on the premise that clothing worn by students should not detract from the academic atmosphere.

It is important to clearly establish the school's main purpose as an educational institution where students present themselves in a manner that promotes a positive, productive school environment, personal pride, and academic success. Students’ dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

The following items are **not acceptable**:

- Hats also are not to be worn (exceptions: hats or head coverings worn for religious or medical reasons) at any time or in any place in the building during the academic school day. Hats worn on the student will be confiscated.*
- Any clothing, jewelry including buckles or items with gang symbols, nicknames, weapons, drug/alcohol references, profanity or obscene language.
- Any clothing or items with racial put-downs, sexually demeaning pictures, words, numbers or sexual innuendo.
- Pants designed to sag below the hips will not be allowed. Pant legs must not drag on the ground.
- Belts are to be worn in the belt loops. No part of the belt should be hanging.
- Buckles with any gang, drug/alcohol, tobacco signs or symbols, cut out letters, or numbers.
- That which compromises modesty. Immodest clothing such as halter tops, tube tops, muscle shirts, backless tops/dresses, see-through attire. Clothing that exposes inappropriate areas, including undergarments and midriffs, shall not be worn at school. Bra straps should not be visible.
- Graffiti or gang-related symbols including gang nicknames, drawings or lettering on clothing, notebooks, backpacks or assignments.
- Chains such as security and dog chains.
- Jewelry items that attract attention and are disruptive to the learning process including spiked jewelry.
- Overalls with one or both straps unfastened.
- Sunglasses and gloves.
- Full-length coats, blankets, and rainwear inside the school.
- Stocking caps, hoods, scarves, hairnets, and bandanas.

*(INS-A025 – 4 Policy 4.2 establishes that schools may individually expand dress code guidelines.)*

**Electronics Policy**

Electronic devices include: headphones, cell phones, wireless speakers, iPods, iPads, electronic games, and other devices.

**Headphones will be allowed:**
1. Before school (prior to the 1st bell)
2. During passing periods
3. In classes with teacher approval
4. During assigned lunch
5. After school
Electronics Policy - continued from page 34

Cell phones will be allowed during non-instructional times:
1. Before school (prior to the 1st bell).
2. During passing time
3. During assigned lunch
4. After school

Cell phones will be allowed during instructional times:
In class at the teacher’s discretion.
Students’ failure to follow staff directives concerning electronic device use may result in disciplinary action.

* Note: Please honor our instructional time and do not contact students via cell phone during instructional time.

Electronics Disciplinary Action
1st Offense: Warning, remind students of classroom and school policy.
2nd and 3rd Offense: Confiscation of device (device to be picked up by parent in the Discipline Office.)
4th Offense: Confiscation of device, written referral, and detention (device to be picked up by parent in the Discipline Office.)

North Salem High School, or its personnel, is not responsible for loss or damage to student electronic devices.

Gang Organizations
A gang is defined as a group of three or more people whose members have a common name, symbol, or colors; and who engage in criminal behavior as one of their activities. Such organizations will not be tolerated in district schools.

Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, violating the District’s Code of Policy and Rules, or engaging in any criminal gang activity, will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion. This is not intended to discourage the formation of, or membership in, organizations and activities which are not criminal, antisocial, discriminatory or related to gang organization.

Hall Passes
Students needing to leave class for any reason must wear the appropriate class lanyard or have a destination pass. All students in the hallway must have the appropriate classroom lanyard or destination pass or they will be sent back to class. Students who abuse the use of hall passes may be placed on a no-pass list and lose this privilege.
Harrassment
Harassment/sexual harassment/racism/menacing on school property, at school-sponsored activities or via the internet will not be tolerated and shall be cause for appropriate disciplinary action. Definitions of these actions are listed as follows:

- Harassment is the use or tolerance of written, verbal, or physical behavior which distresses, threatens, demeans, annoys, or torments another person based on race, color, national origin, sex, or disability or other physical attribute by a student to a student, student to staff, or staff to student.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with a student’s education or participation in school activities, or that creates an intimidating, hostile, or offensive school-related environment.
- Racism is the belief that members of one race are superior to members of another race or ethnic group and the use of words, power, or actions to carry out racist beliefs.
- Menacing is any act which is intended to place a student in reasonable fear of serious physical injury.

Student Identification Cards
Students will be issued a photo identification card on Taking Care of Business Day before the start of the school year. If the student does not attend Taking Care of Business Day they can have their photo taken for an ID on Picture Re-Take Day soon after the start of the school year. If lost, it can be replaced for $2 at the bookkeeper’s window during student lunch times and before and after school.

Student ID cards are required to check out library books, obtain a yearbook, attend athletic events and school activities, and to purchase lunch. Students must carry their student ID at all times and must be able to present their ID card for identification purposes to any North High staff member upon request.

Lunchroom Behavior
We provide a lunch program for the benefit of the students. Students are expected to eat their food in areas designated for lunches and clean up after themselves. We ask that all students clean up the table or area where they are sitting at, even if they didn’t make the mess. The best way to keep a lunch area clean is for the students to “police” the area themselves and make sure everyone does his/her share.

Public Display of Affection (P.D.A.)
Definition: Inappropriate physical contact including, but not limited to: intimate touching, kissing, etc. at school or a school sponsored activity; also referred to as P.D.A.

Being overly affectionate in school is not in good taste and will not be allowed. North Salem High School recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times.

Lewd and/or inappropriate Public Displays of Affection including but not limited to: full body embraces, kissing, etc... will not be tolerated and will result in disciplinary action if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not for others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.
Respecting Property
Students are expected to use trash containers on and off campus to maintain community pride in North High. 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.

Respecting the Rights of Others
Students are expected to communicate in a manner that states their meaning without being disrespectful or using inappropriate language. Inappropriate behaviors include, but are not limited to, the following: profanity directed at a staff member or student, refusal to comply with a reasonable request from a staff member, harassment, intimidation, and derogatory statements made verbally or in writing. Failure to respect the rights of others will result in disciplinary action and/or referral to the appropriate law enforcement agency.

Responsibility of Students to and from School
The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

Skateboards, Roller-blades, or Bikes
Skateboards, roller-blades, and similar devices that are used as transportation to and from school are to be stored in lockers during school time. Bicycles are to be locked in the provided bicycle racks. For safety reasons; bicycles, roller-blades, or skateboards are not to be used on school property at any time.

Supervision of Students
Students on campus are supervised from 7:00 a.m. to 3:40 p.m. daily. Students are asked to leave the building by 3:40 p.m. unless they are under the direct supervision of a staff member, coach or participating in the after school enrichment program.

Tobacco
Smoking, chewing, possessing, selling, transmitting, or distributing a tobacco product is not allowed on District property. This applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products (such as e-cigarettes and their contents).

Water Guns, Air Horns, Stink Bombs, Pepper Mace or Laser Pens
Students using these items on school grounds or at school functions will be subject to disciplinary action up to and including expulsion.

Weapons
Possession of any item that could be considered or used as a weapon, and which is of no educational use to the student, is a violation of District policy. This includes, but is not limited to, knives, guns, pellet guns, paint guns, and sharp objects. Violation of this rule will result in confiscation of the item, parent contact, suspension or expulsion, and referral to the appropriate law enforcement agency for criminal charges.
**Tardy Policy**

**Tardy Consequences**

Students will be disciplined for multiple tardies in a day. The Behavior Specialist, will handle the consequences for students who violate the rule. The offense is: **Students who are tardy two or more periods on an A or B day bell schedule, or students who are tardy three times on an A/B Combined day.**

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Lunch detention</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Lunch detention</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>After school detention</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Behavior Specialist office and after school detention</td>
</tr>
<tr>
<td>5th Offense and beyond</td>
<td>Additional consequences may include but are not limited to:</td>
</tr>
<tr>
<td></td>
<td>• Increased lunch or after school detentions</td>
</tr>
<tr>
<td></td>
<td>• Behavior/attendance contract</td>
</tr>
<tr>
<td></td>
<td>• Parent meeting</td>
</tr>
<tr>
<td></td>
<td>• In-School Suspension</td>
</tr>
<tr>
<td></td>
<td>• Out-of-School Suspension</td>
</tr>
</tbody>
</table>

A student is tardy when they are not in the classroom when the bell rings to begin the class (tardy bell has completely sounded). A tardy can either be excused or unexcused. All students who are tardy within the first 10 minutes of each period will need to fill out a tardy slip at the tardy station nearest to their class.

If the tardy continues past the first 10 minutes of class, the student must check in at the attendance window to receive the proper pass to class.

**Excused Tardy:**

Students arriving late **to school** must check in with the Attendance Office before reporting to class. Students who have a note signed by a parent or guardian with an appropriate excuse must go through the Attendance Office and will be admitted without a penalty.

**Un-excused Tardy:**

Students who are late to class and do not have permission from appropriate staff need to report to their class to be marked “TUN: or “VLT” in the system. Discipline staff will track tardies and will assign appropriate action once the student meets and or exceeds allowed number of tardies.
Activities, Clubs & Advisors
A variety of activities, clubs and sports are available to North students. Please encourage your students to become involved in one of them according to their interests. These experiences are invaluable. Our Activities Director is Antonio Mercado. He can be contacted at 503-399-3241 or mercado_antonio@salkeiz.k12.or.us.

North Salem High School Club Advisors

<table>
<thead>
<tr>
<th>Activity</th>
<th>Advisor</th>
<th>Activity</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>Barb Narkaus</td>
<td>Band</td>
<td>Brian Bell</td>
</tr>
<tr>
<td>Choir</td>
<td>Jennifer Kercher</td>
<td>Color Guard</td>
<td>Jennifer Freeman</td>
</tr>
<tr>
<td>Theater/International Thespian Society</td>
<td>Alyssa Mahr</td>
<td>FBLA</td>
<td>Jon Abel</td>
</tr>
<tr>
<td>GSA</td>
<td>Nichole Green</td>
<td>Pathways/Health Services</td>
<td>TBD</td>
</tr>
<tr>
<td>JROTC Color Guard JROTC Drill Team</td>
<td>Dwight Morse</td>
<td>MESA</td>
<td>Donovan Kim</td>
</tr>
<tr>
<td>Math Club</td>
<td>Susanne Boehlke</td>
<td>MEChA</td>
<td>Cipriano Mañon</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Karri Gordon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orchestra</td>
<td>Larry Garrett</td>
<td>ProStart</td>
<td>Maryann Davis</td>
</tr>
<tr>
<td>Physics Club</td>
<td>Donovan Kim</td>
<td>Robotics</td>
<td>Donovan Kim &amp; Susanne Boehlke</td>
</tr>
<tr>
<td>Student Government</td>
<td>Antonio Mercado</td>
<td>Yearbook</td>
<td>Sarah Cowan</td>
</tr>
</tbody>
</table>

North Salem High School Class Advisors

<table>
<thead>
<tr>
<th>Freshman Class</th>
<th>Sophomore Class</th>
<th>Junior Class</th>
<th>Senior Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Such</td>
<td>Megan McDermeit</td>
<td>Sarah Cowan</td>
<td></td>
</tr>
</tbody>
</table>

North Salem High School 2018-19 Associated Student Body Officers (ASB)

<table>
<thead>
<tr>
<th>President</th>
<th>Vice-President</th>
<th>Public Relations</th>
<th>Multicultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiara Ballard</td>
<td>Benjamin Garcia</td>
<td>Juan Casillas</td>
<td>Shania Nunez</td>
</tr>
<tr>
<td>Spirit Officer</td>
<td>Noemi Martinez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman Activities</td>
<td>Ashley Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dances
After-game dances held on some Fridays during the fall and winter sports seasons are solely for the enjoyment of North High students. No guest passes will be issued. These dances start after athletic events end and generally finish by 11:00 p.m.

At special dances such as Homecoming, Winter Court, Prom and a few fund-raising events, guests can be invited. Guests must be 20 years of age or younger, a high school graduate or in a high school completion program, and of good character. No middle school students are allowed. A guest pass form available in Business Office, must be completed and turned in to a North Administrator at least one week before the dance. If approved, the North student will receive the completed form, which the guest must bring to the dance to be admitted. Guests must show photo identification.
Dances
Dress code is enforced at all after game dances. For special (formal) dances, strapless dresses and dresses with spaghetti straps are allowed. No plunging necklines! If you aren't sure if your dress is appropriate, see Mrs. LeRoy before the formal dance.

Prom
North Salem High School students owing fines or fees, must first pay or make arrangements to pay those fees and fines before they can purchase a prom ticket for themselves or their guest.

Driving to School and Parking
The Salem-Keizer School District’s policies require all high school students who drive cars to school to register them with the school, display an issued parking permit, and abide by the rules and regulations governing the use of such cars during the time the student is under the direction of the school. Students can obtain a parking permit application in the North Salem Business Office.

Requirements to obtain a parking permit:
• Student must pay a $10 parking permit fee
• Student must show a valid Oregon driver’s license
• Student must show proof of automobile insurance
• Student must be in good standing in academics, behavior and attendance

Parking at North High is a privilege, therefore students must be in good standing in order to maintain their parking permit. Students in good standing must have good attendance, grades and appropriate behavior.

The number of student parking spaces is limited. Parking permits will be issued on a first come, first served basis. Administrators have the authority to revoke a permit if the student abuses the privilege. Failure of any student to comply with the parking regulations may result in one or more of the following:
• $15.00 ticket
• School disciplinary action
• Revoked parking privileges
• Towing of vehicle at the owner’s expense
• Legal consequences

In order to accommodate our staff members and visitors who arrive on campus at various times, it is absolutely essential that students do not park in a numbered, visitor, or handicapped parking spaces. Parking restrictions and enforcement of violations on campus are consistent with public parking throughout the City of Salem.

Fees and Obligations
School fees may be paid to the bookkeeper before school, after school and during both lunches. Students are responsible for payment of all fees, and will be charged for lost textbooks, athletic equipment, or library books. Failure to pay student fines and fees will keep students from participating in prom, senior banquet, and the commencement ceremony.

Library and Media Center
The library is open from 7:00 am until 3:30 pm daily. Computers and printing are available for all students. We aim to provide a quiet environment for reading and studying.
**Lockers**
The school lockers belong to Salem-Keizer School District and students are permitted to use them as a convenience. Ninth, tenth, and eleventh graders will share a locker. School District employees and members of the School Board assume no responsibility for items left in lockers. Students will be issued a locker and are responsible for keeping it clean (free of stickers and writing). Every effort is made to keep lockers in proper repair. Any lock or locker not operating properly should be reported to the Guidance Office. It is the student’s responsibility to maintain proper care of the locker.

Based on the standard of reasonable suspicion, personal property may be inspected, and lockers may be opened at the discretion of the building administrators.

**Locker Clean Out**
During locker clean out abandoned clothing and personal items are bagged and marked by locker number. These belongings are collected and kept in a safe place for 2 business days. Useable items collected i.e. binders, notebooks and pencils will be kept for students in the Little Help Room to use the following school year.

**Open Campus Privileges**
All 11th and 12th grade students have open campus privileges during lunch as long as these students are in good standing with academics, attendance, discipline, and tardies.

**Release Passes**
Students who have late arrival, early release, or work experience need to pick up their Release Card in the Guidance Office. Since we have a daytime curfew in the Salem-Keizer School District, all students are required to attend school during school hours. A student with a late arrival or early release may be questioned by a law enforcement officer. If the student is unable to present a Release Card to the officer, he/she will be transported back to school with a daytime curfew violation.

**Senior Photos**
Senior pictures are due by October 31, 2018. Pictures received after October 31, 2018 are not guaranteed to be included in the yearbook. Please submit your photos to Sarah Cowan, Yearbook Advisor. There are 4 ways to submit:

1. Email a JPEG to cowan_sarah@salkeiz.k12.or.us (most preferable). Please include your full name in the email subject.
2. Bring a JPEG on a flashdrive or CD to room 135
3. Have your photographer email a copy to cowan_sarah@salkeiz.k12.or.us
4. Bring a printed photo to Mrs. Cowan in room 135 to be scanned. (this is the least preferable due to image quality)

**Criteria for photo submission**
- Must be a headshot (from the waist up)
- Photo must be VERTICAL
- Please submit a photo of the highest resolution… no selfies or screen shots.
• Note that most photos will end up being cropped as to focus in on the seniors' face. The best pictures for the yearbook are close-ups focusing on the seniors’ head and shoulders. Any pictures deemed inappropriate or offensive will not be used.

• If you are not submitting photos digitally, please bring in a print that is at least wallet-sized (3 x 2 inch) and reproduced professionally. Many home printers do not print photos that reproduce well in the yearbook. Please note, we may not be able to return actual prints. If you have any questions, don't hesitate to contact us. We want your senior yearbook to have the best possible picture of you in its pages.

2019 Yearbook

Purchasing a Yearbook

Don't miss your opportunity to purchase the 2019 Yearbook - supplies are limited and the cost is $45. The 2019 Yearbook will be an amazing, all color publication! All orders are due by February 1st, 2019. No extra yearbooks will be printed, so order early! A $5 discount will be applied to your purchase if you have a 2018-19 ASB card.

Yearbook Ads for Seniors

Parents of seniors, it’s time to use that photo you’ve been saving for years for a Senior Ad. These are a great way to congratulate your senior for years of academic effort, and the baby picture pages are one of the first sections people turn to when they get their yearbooks. The deadline to submit Senior or Personal Ads for the 2019 yearbook is December 21, 2018. Senior ads range in price from $30-$200. Please contact Sarah Cowan for more information. cowan_sarah@salkeiz.k12.or.us

Business Advertising

Do you have a business? Would like to advertise in the yearbook? Contact Sarah Cowan for more information! Prices and ad sizes vary and can fit in to every person's budget. The deadline for business ads is December 21, 2018.

(We reserve the right to reject advertising that may be offensive or in poor taste, that states or implies discrimination, that is fraudulent, deceptive, obscene, or an enticement to violence. Advertisements must obey local, state, and national laws.)
Yearbook Senior Ad Form
Questions? Contact Sarah Cowan
(503) 399-3241

Celebrating Seniors!
2018 - 19 Yearbook Ad Form

Would you like to tell your Senior “Congratulations” in the North Salem High School yearbook?! We would like to give you that opportunity! A personal message is a way to tell them how proud you are of them in a lasting way. Please fill out the information below, provide a design of your message and enclose any photos. Please do not staple photos! Mail or hand deliver this form, including any photos and a payment. This form must be completed and turned in with your pictures and payment by December 21, 2018. Please complete this form by mailing or emailing it to:

Mail payments/photos to:
North Salem High School
Attn: Sarah Cowan
765 14th Street NE
Salem OR 97301

or

Email photos and information to: cowan_sarah@salkeiz.k12.or.us (deliver payment to the bookkeeper)

Senior name ___________________________ ___________________________ 

Parent Name: __________________________________________________________

Phone number _________________________________________________________

Email address (we will send you a proof of your ad): ________________________

Is this a surprise? Yes _____ No _____

<table>
<thead>
<tr>
<th>Ad Space – check one</th>
<th>Price</th>
<th>Suggested Number of Pictures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Page</td>
<td>$200</td>
<td>No more than 10</td>
</tr>
<tr>
<td>1/2 Page</td>
<td>$110</td>
<td>No more than 7</td>
</tr>
<tr>
<td>1/4 Page</td>
<td>$60</td>
<td>No more than 2</td>
</tr>
<tr>
<td>1/8 Page</td>
<td>$30</td>
<td>1 photo</td>
</tr>
</tbody>
</table>

Payment Type – check one and then fill in the amount

Cash: $_________

Check: $_________

Please make checks payable to NSHS Yearbook.

Message to Include on Ad Page:
________________________________________________________________________
________________________________________________________________________

Suggested Layout: This is where you draw what you want your ad to look like. You can also make notes in the blank space below for the yearbook staff to read. Please note that photos will not be returned.

You can also email me photos at:
cowan_sarah@salkeiz.k12.or.us

________________________________________________________________________