

# SAM BARLOW HIGH SCHOOL

## PARENT HANDBOOK

### 2019 – 2020

PHONE: 503-258-4850

WEBSITE: [www.gresham.k12.or.us/sbhs](http://www.gresham.k12.or.us/sbhs)

FAX: 503-258-4840

5105 SE 302<sup>ND</sup> AVENUE – GRESHAM, OR 97080-8927



GRESHAM-BARLOW SCHOOL DISTRICT No. 10JT

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**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW EASTMAN PARKWAY**  
**GRESHAM, OR 97030-3825**  
**503-261-4550**

**BOARD OF EDUCATION**

Jeff Gibbs  
Mayra Gomez  
Kris Howatt  
Matt O'Connell  
Amanda Orozco-Beach  
Blake Petersen  
Carla Piluso

**SCHOOLS WITHIN THE DISTRICT**

**ELEMENTARY SCHOOLS**

DEEP CREEK  
EAST GRESHAM  
EAST ORIENT  
HALL  
HIGHLAND  
HOGAN CEDARS  
HOLLYDALE  
KELLY CREEK  
NORTH GRESHAM  
POWELL VALLEY  
WEST GRESHAM

**DISTRICT ADMINISTRATORS**

Dr. A. Katrise Perera .....	Superintendent
Lisa Riggs .....	Assistant Superintendent
James Hiu .....	Human Resources
Mike Schofield .....	Chief Financial Officer
Carla Gay .....	Executive Director of Innovation and Partnerships
Michele Cook .....	Executive Director of Special Services
John Koch .....	Executive Director of K-12 Operations
Tim Collins .....	Executive Director of Data and Assessment
Angela Kautz .....	Director of Elementary Curriculum & Assessment
Kevin Sutherland .....	Coordinator of District Safety and Security

**MIDDLE SCHOOLS**

CLEAR CREEK  
DAMASCUS  
DEXTER MCCARTY  
GORDON RUSSELL  
WEST ORIENT

**HIGH SCHOOLS**

GRESHAM  
SAM BARLOW  
SPRINGWATER  
TRAIL

**OTHER SCHOOLS**

CAL – CENTER FOR ADVANCED  
LEARNING  
WEB ACADEMY

**DISTRICT TRANSPORTATION SERVICES**

THE GRESHAM-BARLOW SCHOOL DISTRICT USES CONTRACTED SERVICES PROVIDED BY FIRST STUDENT. QUESTIONS ABOUT BUS TRANSPORTATION CAN BE DIRECTED TO 503-665-8193.

**DISTRICT FOOD SERVICES**

SODEXO PROVIDES FOOD SERVICES IN THE GRESHAM-BARLOW DISTRICT UNDER CONTRACT. QUESTIONS ABOUT THE FOOD SERVICE PROGRAM CAN BE DIRECTED TO 503-261-4590.

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**FIRST SEMESTER**

Period	Class	Teacher
1		
2		
3		
4		
5		
6		
7		

**SECOND SEMESTER**

Period	Class	Teacher
1		
2		
3		
4		
5		
6		
7		

WRITE IN YOUR STUDENT'S SCHEDULE AND ID NUMBER FOR EASY REFERENCE: ID NUMBER \_\_\_\_\_

**ALMA MATER**

HAIL TO THEE, SAM BARLOW HIGH  
HAIL THE BLUE AND GOLD  
WE WILL LIFT YOUR BANNER SKYWARD,  
HONOR TO UPHOLD.

WE WILL FAITHFUL BE TO YOU;  
TO YOUR COLORS ALWAYS TRUE.  
HAIL MIGHTY BLUE AND GOLD.  
ALL HAIL! BRUINS! HAIL!



**Blue & Gold**

**FIGHT SONG**

FIGHT BRUINS RAISE A ROAR  
WAVE THAT BARLOW B  
FIGHT BRUINS WE WANT MORE  
WE'RE WITH YOU TO VICTORY RAH, RAH, RAH

ONWARD WITH BANNERS BOLD  
OUR SPIRIT WILL NOT DIE  
SO FIGHT FOR THE BLUE AND GOLD  
WE WILL WIN WITH BARLOW HIGH



### SAM BARLOW HIGH SCHOOL ADMINISTRATIVE TEAM

#### Principal

**Bruce C. Schmidt, Jr.**

Office Manager ~ Stephanie Edens

*Areas of Responsibility*

Athletics/Activities, Fine and Performing Arts

#### Assistant Principal

**Celeste Pellicci**

Secretary ~ Kim Koppenhafer

*Areas of Responsibility*

Alpha: A - G

PE/Health, Science,

Special Education

#### Assistant Principal

**Melanie Marrone**

Secretary ~ Kim Koppenhafer

*Areas of Responsibility*

Alpha: H - O

CTE, Language Arts/ELL,

World Languages

#### Assistant Principal

**Kelly Hart**

Secretary ~ Kim Koppenhafer

*Areas of Responsibility*

Alpha: P - Z

Counseling, Math,

Social Studies

#### Sam Barlow High School Department Chairs

CTE, Family & Consumer Studies..... Steve Molony  
Fine/Performing Arts/World Languages ..... Paul Nickolas  
Guidance/Counseling ..... Erin Boelow  
Health/PE ..... Sherry Gustafson  
Language Arts/ELL..... Eric Pohl  
Math ..... Amanda Holliday  
Science..... Neal Bridgnell  
Social Studies..... Andrew Pate  
Special Services ..... Brent Cunningham



#### Sam Barlow Guidance Counselors

Michelle Kahan..... A - E ..... 503-258-4869  
Erin Boelow..... F - J ..... 503-258-4872  
Oscar Rethwill ..... K - Ra ..... 503-258-4874  
Molly Ninneman ..... Re - Z ..... 503-258-4873  
Kim Louvin ..... LCSW ..... 503-258-4869  
Paul Quirke ..... Success Coach..... 503-258-4871

#### Sam Barlow Directors

Dan Dalzell .....Activities Director  
Gregory Kelley.....Athletic Director  
Neil Wong.....Media Center

#### Other Key Staff

Activities/Athletics Secretary..... Karyn Dougharity  
Advanced Placement/TAG ..... Neal Bridgnell  
Attendance Liaison ..... Ryan Alexander  
Attendance Secretary ..... Brandie Seibel  
Bookkeeper ..... Kim Simmons  
Campus Supervisors ..... Damon Burns,  
Lynette Fay, Rocky Grandjean  
College & Career Center ..... Patty Neuenschwander

Counseling Secretary ..... Kerry Smith  
Head Custodian ..... Carrie Smith  
Main Office Receptionist ..... Kena Nelms  
Media Center ..... Gina Ferron-Media EA  
Registrar ..... Richelle McKee  
School Nurse ..... Miriam Ward  
Technology Specialist ..... Scott Willson  
Textbooks ..... Lori Engdall  
Volunteer Coordinator ..... Kena Nelms

#### Help Telephone Directory

Should you not find a contact phone number here, please call Sam Barlow's main office at 503-258-4850.

Absence Reporting ..... 503-258-4860  
Activities and Clubs ..... 503-258-4905  
Advanced Placement ..... 503-258-4850  
Activities/Athletics ..... 503-258-4895  
Attendance Secretary ..... 503-258-4860  
Bookkeeper ..... 503-258-4848  
Bus Information ..... 503-665-8193  
College & Career Center ..... 503-258-4890  
Counseling Secretary ..... 503-258-4870  
FAX - Main ..... 503-258-4840  
FAX - Counseling ..... 503-258-4820  
FAX - Athletics ..... 503-258-4830

Fees (Bookkeeper) ..... 503-258-4848  
Kitchen ..... 503-258-4965  
Library/Media Center ..... 503-258-4889  
Main Office/Switchboard ..... 503-258-4850  
Nurse ..... 503-258-4866  
Office Manager ..... 503-258-4851  
Registrar ..... 503-258-4857  
Student Management ..... 503-258-4865  
Student Records ..... 503-258-4857  
Swimming Pool ..... 503-258-4962  
Textbooks ..... 503-258-4887  
Transcripts ..... 503-258-4857

## How Can Parents Be Involved at Sam Barlow High School?

High school years are an exciting time for both students and their parents. While there is often some hesitation on the part of the student for parents to be at school as part of the natural and necessary steps towards adulthood, parents and community members play a vital role in the success of Sam Barlow. The SBHS volunteer coordinator has a list of needs that can be filled by parent volunteers in a number of areas that involve both long and short-term time commitments. Contact Kena Nelms, Volunteer Coordinator, at 503-258-4845 any time throughout the year to pursue an interest in volunteering. *Volunteer Applications and Criminal History forms are required prior to volunteering and are online at the GBSB Website (gresham.k12.or.us) under "About Our District."*

In addition to the opportunities presented through the volunteer coordinator, several other groups meet periodically throughout the school year to provide an opportunity for parents to get together and form a vital link between Sam Barlow and the community:

- **Know Your School:** Generally meets the 4th Monday of each month from 7:00pm-8:30pm in the Media Center. The meeting is open to any interested parent or community member.
- **Site Council:** The Site Council consists of representatives from all parts of the Barlow community: students, parents, teachers, classified staff and administrators. The Site Council facilitates the development and implementation of school improvement activities.
- **Activity/Athletic Parent Groups:** Many of the athletic and activity groups also have a parent support group who work with the coach, advisor or teacher to help facilitate group activities. Parents who would like to get involved should contact the adult leader of the activity for further information.

## Frequently Asked Questions

### How do I contact my student's teacher and how soon can I expect a response?

Barlow has an e-mail and voice mail for all teachers. Generally teachers will respond within 24 hours, but please remember that a full-time teacher is seeing approximately 180 students each day and so will not necessarily be able to return all calls the same day as received. If you have not heard back from a teacher within two days, please call either the counselor or assistant principal to facilitate contact.

### How will I be informed of my student's progress and grades?

Progress grades are available on ParentVue six weeks and then again 12 weeks into the semester. Semester grades, which are the permanent grade, are also made available. The student information system, Synergy, allows parents/guardians to have improved access to student information. The ParentVUE portal provides views of the student's daily schedule, assignments, grades, attendance, and more. To activate your ParentVue account, please contact Teresa Juden in the student management office.

### Where does my student get information about SAT test taking, college scholarships, applications, etc.?

The College and Career Center is the best source of information. In addition, check with the SBHS counselors or consult the comprehensive web page on the SBHS web site.

### How can I contact my student during the day?

Messages are not delivered to students during class time unless there is an emergency. A parent may leave a message, lunch, etc., at the receptionist's desk in the main office. The student will be paged during one of three paging times (10:15, 12:40 and 2:30). Please be forewarned, however, that it is not unusual for students to ignore the page or forget to respond to a call slip from the main office. In the case of a true emergency, we will physically walk down and contact the student.

### When I visit during the day where do I park if all the visitor parking spaces by the front entrance are full?

If the visitor's parking is full, you may park on the gravel area by the road on 302<sup>nd</sup> Avenue. Parking is limited during construction, so please refrain from parking in the student or staff lots.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups based on race, color, gender, marital status, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, Veteran's status, or genetic information in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Persons having questions about equal opportunity and nondiscrimination should contact the school administrator at your local school

The following is a list in alphabetical order of other topics of interest to parents. The Appendix contains the Dress Code Policy, 2018-2019 Calendar, and Bell Schedule. Staff contact information can be found on our website under the Staff Directory tab. If you have any questions that are not answered here, please feel free to contact the main office at 503-258-4850.

## GENERAL INFORMATION

**ADMINISTERING MEDICATION TO STUDENTS:** Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the nurse's office unless a student must carry medication on his/her person during the school day. Students in grades 9-12 are generally permitted to self-administer medications in accordance with the following procedures:

1. Any prescription and/or over-the-counter medications required for use longer than two weeks may be permitted only upon written request from the parent.
2. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.
3. All medication must be in its original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instruction "p.r.n." (as needed) must include information as to the maximum dosage;
4. The student should only have the amount of medication needed for that school day.
5. All prescription medication is to be kept with the nurse.
6. Sharing or borrowing of medication is strictly prohibited.

The right to self-administer medication may be revoked by the nurse if there are any abuses of these procedures.

**ASPIRE:** (Access to Student Assistance Programs In Reach of Everyone) is a program that trains volunteers to help students and their families to plan for life after high school. For more information or to volunteer to be an ASPIRE Advisor, please contact the College and Career Center (503-258-4890).

**ASSEMBLIES:** All assemblies are mandatory unless otherwise noted. All teachers are assigned to specific supervision duties during assemblies.

**ATHLETICS:** As a member of one of the premiere conferences in the State of Oregon, the Mount Hood Conference, Sam Barlow fields both male and female teams in all major sports.

### **ATTENDANCE / TARDIES:**

#### **Unexcused Absences**

1. A recorded message will call the student's home for any unexcused absence.
2. Students may be assigned detentions for unexcused absences in classes and may be unable to make up the work that was missed during the absence.

#### **Continued Truancy**

1. A phone call home
2. Letter from the Assistant Principal or designee. Parent meetings will be required if a student continues to be truant.
3. A combination of unexcused absences and failing grade may result in:
  - a. Ineligibility to participate in athletics or other extra-curricular activities
  - b. Alternative placement
4. The district may contact the DMV to restrict driving privileges on truant students.

All absences from school must be cleared by a parent or guardian within 48 hours of the absence. \* Under Oregon Law (Oregon Revised Statutes - ORS 339.065(2)) and district policy, the only acceptable reasons to be absent from school are as follows:

- Illness of the student
- Illness of an immediate family member
- Family Emergency
- Family activities – (pre arranged) 5 days per semester
- Matters relating to a student's disability (provide doctor's note)
- Medical or dental appointments
- Religious holidays or events (pre-arranged)

*\*Please note:* School related activities will be counted as absences, but may impact student performance.

**Process for excusing absences:** Absences can be excused by phone, email or sending a note to the Attendance Office. All absences must be excused within **48 hours** following the absence. The attendance line is accessible 24 hours a day. A note should contain the following information; *Student name, Student ID number, Date(s) of Absence, Time period of absence, Reason for absence, Parent/Guardian signature*

If a parent/guardian knows in advance that he/she will be picking up a student for an appointment during the school day, he/she should send an excused note with the student to be turned in to the Attendance Office. If returning to school the same day, the student should check back in at the attendance window upon his/her return.

**Pre-arranged absence process:**

The student picks up a “Pre-Arranged Form” from the attendance office, has teachers sign, parent/guardian signs, form is returned to the Attendance Office for review by an Assistant Principal or designee.

*(Please note: Homework assignments may be requested only if absence from school is for 3 or more days.)*

*Students who have parking permits and who accumulate 10 or more periods of unexcused absences at any time during the 2018-2019 school year may have their parking privileges revoked. Also, students who accumulated 15 or more periods of unexcused absences in the 2<sup>nd</sup> semester of the 2017-2018 school year will not be eligible to purchase parking permits for the 2018-2019 school year.*

*In addition, under policy JHFDA – Suspension of Driving Privileges, the district can report students with 10 consecutive days unexcused absence or 15 cumulative days unexcused absence in a single semester to the Oregon Department of Transportation.*

**BREAKFAST/LUNCH PROGRAMS:** The district contracts breakfast and lunch programs through services by Sodexo. High school meal prices are: Breakfast - \$1.25 and Lunch - \$2.80. Reduced prices are breakfast free and lunch free. You can load your student’s lunch account on the SBHS website under Parent Resources to Lunch Pricing and click on the link to Meal Time. When school begins checks (to SBHS) or cash may also be brought to the CAFETERIA for deposit (include student ID on check).

**BUS INFORMATION:** Questions about bus transportation should be directed to First Student at 503-665-8193.

**CELLULAR PHONES/ELECTRONIC DEVICES:** See **Student Conduct Code** – complete version will be available online.

**CLOSED CAMPUS:** The Sam Barlow High School campus is closed to students leaving in vehicles or on foot during the school day, with the following provisions:

1. Students who have late arrival or early release may arrive late or leave early as their schedules indicate.
2. Students whose schedules require them to travel (i.e. off campus work experience programs, etc.) may leave as required.
3. Students who have other legitimate needs to leave campus during the school day (i.e. illness, medical or dental appointments, etc.) may obtain passes from the Attendance Office to leave as appropriate.
4. Students may not leave campus during IS (Independent Study). Period Release/Off Campus is restricted to juniors and seniors that meet specific criteria (application included in registration mailing). Students who have Period Release privileges may not take other students off campus who are not cleared to leave.
5. Juniors and Seniors may be permitted to leave campus during lunch only if they meet a specific set of criteria and have a closed campus permission slip signed by a parent/guardian. (Please refer to the Student Conduct Code for specific criteria.)

To apply for permission to leave campus during lunch, seniors and juniors need to obtain the Closed Campus Application form from Student Management or on the SBHS website, have a parent/guardian sign it and return the form to Student Management to be processed. Additionally, the campus is not open for other student visitors in the Portland metropolitan area. Safety and security are the primary concerns.

**CLUBS/CO-CURRICULAR ACTIVITIES:** One of the best ways to help your student to be successful in high school is to get them involved in something that interests them. Contact the Athletic/Activities office for eligibility requirements. A complete list is on Sam Barlow’s website.

**CODE OF CONDUCT:** A quick reference to the Sam Barlow **Student Conduct Code** is provided to all students in the planner they receive in the fall during pictures. A complete version is available online on the Sam Barlow website.

**COMPUTER LAB HOURS:** The Barlow computer lab is open and supervised 7:30am to 4:00 pm, Monday through Friday. Guidelines for use may be found in the **Student Handbook and Planner** and the **Student Code of Conduct**.

**DANCES:** Dances are provided for the students of SBHS so they can meet one another and participate in social activities. Students are expected to follow all regulations concerning their behavior and dress. Inappropriate dancing is not allowed. These regulations may be found in the **Student Handbook and Planner** and will be enforced at all dances. Tickets are sold during lunches each day of the week preceding the dance. Guests are only allowed at Snowball and Prom. In order for a non-Barlow student to be considered as a guest, a dance guest form must be completed and turned into the Assistant Principal no later than 3:00pm the Wednesday before the dance. Guests must be no younger than 9<sup>th</sup> grade and under 21 years of age.

**DISTRICT POLICIES and PRACTICES:** There are three different documents to assist students and parents with the policies and procedures, which are designed to create a positive school climate at Sam Barlow.

## GRESHAM-BARLOW SCHOOL DISTRICT PARENT/STUDENT INFORMATION, RIGHTS and RESPONSIBILITIES

**HANDBOOK:** The Gresham-Barlow School District **Parent/Student Information, Rights and Responsibilities Handbook** is available to parents electronically through ParentVue each fall. Parents should review this document with their student. Acknowledgement of receipt is done by downloading the document.

**SAM BARLOW STUDENT CONDUCT CODE:** The SBHS Conduct Code complete version is available online with a quick reference in the student planner.

**SAM BARLOW PARENT HANDBOOK:** The SBHS Parent Handbook is designed to try and answer some of the more frequent questions that parents have brought up in the past. It is mailed home with the registration information and is available online.

**DRESS CODE – SEE APPENDIX:** The guidelines are designed to protect individual expression while preventing disruption to the educational environment.

**DRUG and ALCOHOL PREVENTION:** The district will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs. These include, illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances. Use on or in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off school property is forbidden. Details about specific policies are in the **Student/Parent Information, Rights and Responsibilities** handbook distributed each fall.

**EMERGENCY CLOSURES:** In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. Local television and radio stations regularly report delayed openings and school closures. You may also check the district website (<https://or02216641.schoolwires.net/>) or sign up at the district website to be notified electronically.

**EMERGENCY/EARTHQUAKE DRILLS:** At least one fire/earthquake drill will be conducted each month.

**EMERGENCY LOCKDOWN/LOCK-OUT DRILL:** Drills will be performed twice a year.

**ENGLISH LANGUAGE LEARNERS:** Students whose primary languages are languages other than English are provided appropriate assistance through the district's English Language Learners Program (ELL). Questions should be directed to an Assistant Principal. Contact the Main Office to be directed to the correct administrator.

**FIELD TRIPS and SPECIAL EVENTS:** Field trips and other student activities involving travel may be authorized when such trips or activities contribute to the achievement of desirable educational goals.

**FUNDRAISING:** Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved prior to the activity being initiated. Fund-raising requests begin with Dan Dalzell, Activity Director. *Students may not raise money at school for personal gain.*

**GRADES:** The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential. Teachers should use a variety of communication devices including telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades. Letter grades will be used as follows:

A	Superior	F	Failing
B	Above Average	P	Pass-credit granted, non-graded course
C	Average	NP	No Pass-credit denied, non-graded course
D	Below Average	I	Incomplete / W Withdrawal

There will be no minus (-) or plus (+) signs used in grading on report cards. Grading will be on a semester basis with the semester grades being the permanent grades recorded on the transcript. Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as sole criteria for the grade reduction or credit denial. Questions about transcripts and grade records should be directed to Richelle McKee, SBHS registrar.

**GRADING PERIODS:** First semester progress reports are available online at the six and twelve week mark of each semester. Final grades are available online at the end of the first semester (January) and the end of the second semester (June).

**HAT/HEAD COVERING POLICY:** Students and staff must remove hats and/or other head coverings, including hoods (hooded sweatshirts worn up), handkerchiefs, do-rags, sunglasses, masks, face paint, or other disguises that inhibit the identification of the individual during the school day (7:00 AM to 3:30 PM), detention, on school grounds. This policy does not apply to after school activities that occur outside the regular school day, such as athletic events, activities, meetings, etc.

**EXCEPTIONS:**

- 1) Head coverings that are of religious significance (must be approved by an administrator)
- 2) Head coverings worn for medical reasons (must be approved by an administrator)
- 3) Special events and/or circumstances that receive administrative approval in advance

**HEALTH SERVICES:** The district has an established health services program, which provides:

- Pertinent health information on students, as required by Oregon statutes and regulations.
- Health appraisal services, including screening for possible vision or hearing problems [and also scoliosis].
- Emergency care and first aid assistance for sick and injured students and staff.
- Control and prevention of communicable diseases as required by the State Health Division and the county health department.
- Assistance for students in taking medication according to established district procedures.
- Adaptation for students with special health needs.

A registered nurse is on duty in the Health Room Monday, Wednesday, and Friday. Students who are ill or injured **MUST GO HOME**. Please complete the Verification Form included in the Registration mailing. It is extremely important that the school has correct information about parents' home and work telephone numbers. Please keep in mind that state law prohibits the school from dispensing even the most common types of medication, such as aspirin, cough drops, etc.

**HOME TUTORING:** Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 20 consecutive school days. In addition, sometimes these services are provided for students who have been expelled. Parents who feel that their student meets the criteria for home tutoring should contact the student's counselor.

**ID CARDS:** All students are expected to carry a school ID card and may be asked to show it to administration or security at any time. This card will be used for identification, as a textbook and library card and are scanned when purchasing lunches (see Breakfast/Lunch Programs). Pictures will be taken and ID cards issued in the fall at no cost to the student. (All students must sit for the student ID photo even if they are not ordering portrait packages.) Replacement cards are available from the Bookkeeper at the cost of \$5.00. ID cards are also used for textbook checkout in all classes.

**INDEPENDENT STUDY GUIDELINES:** Independent Study is a daily period during which the student may choose, within limits, where to study. The student may not leave campus unless student has applied for Period Release, may not be in the halls and must report to their assigned IS room prior to the tardy bell. All IS students report to their assigned room and are given a pass to specific areas allowing us to have an account of where all students are located.

**KNOW YOUR SCHOOL:** A parent group which meets monthly in order to advise the principal regarding problems, needs and issues involving the Sam Barlow community. The meetings are open to all parents, guardians and community member.

**LIBRARY/MEDIA CENTER:** The Library/Media Center is open daily from 7:05am-4:00pm for research, reading, quiet study and access to computers for research and word processing. All fines are logged on to the student's account in the Business Office. Any questions may be directed to our Media Center Director, Neil Wong, at 503-258-4882.

**LOCKERS:** Lockers are issued to Freshmen students so they may have an area to store those items they need to participate in school instruction and activities. Students are responsible for keeping their assigned lockers clean. The school is not responsible for items stolen from student storage areas. Lockers are NOT the personal property of the student and so are subject to search at any time. Forgotten combinations can be retrieved from Student Management. Damage to lockers may result in a fine. Sophomores, Juniors, and Seniors who are interested in using a locker can sign-up in the student management office during the first week of school during lunches.

**LOST and FOUND:** The book depository in the TMC should be checked for lost textbooks. The Media Center is the place to check for lost library books. To inquire about lost valuables, such as purses, wallets, jewelry, etc., students should check with the receptionist in the main office. For all other lost items, students should check at the TMC. (A Theft Report form should be filed in the Student Management Office if they suspect that missing items have been stolen.)

**MAKE-UP WORK:** A student who has an excused absence from class is permitted to make up those assignments that he/she has missed within the specified number of days set by the teacher. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to excused absence. A student suspended from school is to be permitted to make up their



schoolwork upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

**MEDIA ACCESS TO STUDENTS:** Media may interview and photograph students involved in instructional programs and/or school activities including athletic events as long as they are not unduly disruptive and comply with Board policies and district goals. Information obtained by media directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Media are NOT allowed on the Barlow campus except for public events without prior approval from an administrator.

**MESSAGES OR DELIVERIES DURING THE SCHOOL DAY:** We need the cooperation of both students and parents in minimizing the number of calls for 1,700+ students during the school day. Delivering messages to students interrupts class and the work of office personnel. We will accept emergency telephone messages for students from parents ONLY. Such messages would be last-minute changes in rides home, last minute dental and doctor appointments, or family emergencies. Except in the case of an emergency, students will be informed of their messages during paging times (10:15, 12:40 and 2:30). *Parents and friends of students celebrating birthdays, anniversaries, etc., are asked **NOT** to send or bring flowers, balloons, etc., to the school. We are unable to deliver them to students.*

**PARKING (Student):** Student parking is by permit only and only in the specified areas. Parking Permits will be sold in late August in Student Management to eligible Juniors and Seniors. Seniors who meet set qualifications will have first priority. Any student who fails to purchase and display a parking tag for his/her vehicle for the current school year, or who fails to obtain a temporary parking permit for the day, or who parks in an unauthorized area may be fined by the school. Additional guidelines are on permit applications mailed to Juniors and Seniors in the registration packet.

Consequences will include:

- 1<sup>st</sup> Offense – Warning and a \$10 fine paid to the school
  - 2<sup>nd</sup> Offense – \$20 Fine paid to the school and parent contacted by Student Management
  - 3<sup>rd</sup> Offense – Parking Boot will be applied with a \$50.00 fine to remove boot
- Subsequent Offenses will result in vehicle being towed at owner's expense.

**POSTERS/FLIERS:** ONLY posters or fliers that have been approved by Mr. Dalzell, Activities Director may be displayed in or around the building. Posters or fliers from groups not associated with Sam Barlow are not allowed.

**POWER FAILURE:** The major consideration in the event of a power failure is to keep student movement in the darkened building to a minimum while also keeping the size of the groups to be supervised as small as possible.

- All staff will keep students in their rooms until power service is restored or until further instructions are received. In no case are students to be released simply because the usual class dismissal time is reached.
- When the power resumes an adjusted class schedule will be announced.

**PRIDE:** PRIDE was developed by the collaborative efforts of students, staff and parents in order to prepare students to live and work in a complex, diverse, and interdependent world and to acknowledge the dignity of all members of our community by practicing Purpose, Respect, Integrity, Determination, and Excellence. PRIDE is the cornerstone of our community, and all involved, students, staff and parents are asked to adhere to the same standards of civility and respect at co-curricular events as well as during the school day. Athletes are also bound to follow the guidelines for behavior and sportsmanship set by the Oregon School Activities Association (OSAA).

**PROGRAM EXCEPTIONS:** Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent. An alternative program of credit may be provided.

**PROGRESS REPORTS/REPORT CARDS:** The school year consists of 2 semesters. *Progress Reports* are issued online for all students at the end of the sixth week and again at the end of the 12<sup>th</sup> week in each semester. *Report Cards* are issued online at the end of each semester. All progress reports and report cards can be accessed through ParentVue. The semester grades do appear on a student's transcripts, are figured into the cumulative grade point average, and become part of the student's official school records.

**RELEASE OF INFORMATION:** The parent/guardian must indicate on the **verification** sheet what permissions the school has to release information regarding students. **If permission is denied or left blank, we will be unable to list student names in publications such as, but not limited to, the Outlook for honor rolls and graduation info, the graduation program, etc.**

**ROOTER BUSES:** Occasionally a rooter bus will be offered to students as transportation to an away game (usually a play-off game). Students are charged a fee to cover the cost of the bus, must ride the bus both ways, and can only do so with parental approval. Rooter buses are chaperoned by school personnel. School rules and expectations for behavior continue to apply to students who choose to ride the rooter bus. These opportunities will be announced in the morning bulletin and will be contingent on a minimum number of student riders who pay the cost of the bus.

**SAFETY COMMITTEE:** A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

**SITE COUNCIL:** In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, Site Council was established. Membership on the Site Council includes representatives from each of the Barlow constituencies: students, parents, teachers and classified staff. The Site Council responsibilities include the development of plans to improve the professional growth of staff and the improvement of the school's instructional program as well as the coordination of plans for the implementation of programs at the school site and for the professional development of teachers and classified employees as is provided for in Oregon Revised Statutes and Oregon Administrative Rules. All council decisions are subject to principal, superintendent and Board review. Site Council decisions may not abrogate any provision of district labor agreements or law.

**SPECIAL SERVICES:** Barlow provides many different services to address unique educational needs. If you desire information on any of these programs, please speak to a member of the special services team, counselor or Assistant Principal, Celeste Pellicci.

**STAFF CONFLICTS:** In the event that there is a conflict between a student and a staff member, the best place to start is by trying to get as many facts from your student as possible and then calling the staff member to inquire about the situation. Please do NOT assume that the student will have all of the facts. Frequently (especially in a stressful situation) students do not hear or remember all of the circumstances involved and it is best to withhold judgment until all parties involved have been heard. Please remember that we all have the same goal, what's best for kids, and we will always work to provide the best experience for our students and families.

**STAFF E-MAIL:** All staff members are assigned an email address that is located on our website [sbhs.gresham.k12.or.us](http://sbhs.gresham.k12.or.us). Staff typically responds to email within a 24-hour period.

**STUDENT ASSISTANTS:** Students wishing to enroll as aides within the school must do so in accordance with the following:

- Each teacher is limited to one student aide per semester.
- The student must be enrolled in five classes with the aide period being the sixth or seventh class.
- The student may be enrolled in only one teacher aide or occupations teaching position at a time.
- Aides are required to have daily responsibilities that allow the student to learn new things throughout the assignment.

**STUDENT DETENTION:** Questions about detentions should be directed to the assigning staff or Student Management.

- **DETENTION, 1-HOUR:** This detention is for students who are subject to disciplinary action for tardiness, truancy, or other conduct code violations. Detention is held each Tuesday and Wednesday from 2:40 to 4:00 p.m.
- **MISSED DETENTIONS:** Students who are assigned detention and are a "no show" will have that detention doubled. Students who miss the doubled detention will be assigned a half or full day ISS (In School Suspension) based on the length of the original detention and the student's discipline history.

#### **Detention Room Guidelines**

1. Students must be present by 2:40 p.m. or they will not be admitted.
2. Students should bring study materials or books to read. There will be no talking or sleeping!
3. No personal electronic devices (except calculators) will be allowed.
4. Food and/or beverages are prohibited in the detention room.
5. Students will not be excused from the detention room for any reason except an emergency.

**STUDENT DISMISSAL PRECAUTIONS:** Parents checking out their student during the school day are asked to do so at the Attendance Window and will be required to show picture ID.

**TEACHING ABOUT RELIGION:** Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

**TELEPHONES:** Students, at the discretion of the office staff, may use the phone in the office. Phone calls are to be limited to home or work, should be brief, and during passing times.

**TEXTBOOKS:** Textbooks are checked out to students (using student ID Card) during individual classes after school starts. Textbooks are to be kept clean and handled carefully. Students should write their names inside the book cover in case the book is misplaced. Students will be required to pay for lost or damaged books.

**TOBACCO-FREE ENVIRONMENT:** In order to provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles. Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, vape pens or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

**VISITORS:** Visitors, including volunteers, are required to check in at the main office and may be required to show ID. A visitor's pass will be issued and must be worn in the building. Young adults/students from other schools in the Portland metropolitan areas are NOT PERMITTED to be on campus. Safety and security are our primary concerns.

**VOICE MAIL:** All staff has access to voice mail. All phone messages will be sent to voice mail except in the case of emergencies. Class will not be interrupted to accept personal messages for either students or staff except in the case of an emergency. Staff will regularly check voice mail and should return calls within 24 hours.

**VOLUNTEERS:** The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Parents interested in volunteering should contact our volunteer coordinator, Kena Nelms, at 503-258-4845. *Volunteer Applications and Criminal History forms are required prior to volunteering and are online at the GBSD Website ([gresham.k12.or.us](http://gresham.k12.or.us)) under "About Our District."* Volunteers please sign in and log your hours in the Volunteer Book located at the front desk.

**WEBSITE:** **[sbhs.gresham.k12.or.us](http://sbhs.gresham.k12.or.us)**: Sam Barlow High School's website contains a wealth of information about the school and the district.

## APPENDIX 1.1

### DESS CODE

The purpose of a dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill, which is required for success in getting and keeping employment linked to attire. As adults we know that there is a difference between dressing for our jobs and dressing for recreation, and therefore having students practice this distinction while at Barlow is a way to promote long-term success. Our guiding principles for the dress code are based on clothing that does not distract from the learning environment, disrupt school activities, or create a safety hazard.

#### Dress Code Details

1. Shirts and shoes must be worn.
2. To ensure coverage of the body the following articles of clothing should not be worn to school:
  - See through garments.
  - Any article of clothing that fails to conceal undergarments when student is standing or sitting (this includes sports and bandeau bras for women and underwear from men).
3. Clothing displaying profane, obscene or otherwise inappropriate language and/or symbols (i.e., drug or alcohol references, sexual references, etc.) may not be worn.
4. Clothing displaying gang-type symbols, or patently offensive symbols or statements associated with race, religion, clubs, sects or groups, is prohibited.
5. **Hat/Head Covering:** Students and Staff must remove hats and/or other head coverings, including hoods (hooded sweatshirts worn up), handkerchiefs, do-rags, sunglasses, masks, face paint, or other disguises that inhibit the identification of the individual during the school day, detention, or on school grounds. This policy does not apply to after school activities that occur outside the regular school day, such as athletic events, activities, meetings, etc.

#### Exceptions:

- Head coverings that have religious significance (must be approved by an administrator).
- Head coverings worn for medical reasons (must be approved by an administrator).
- Special events and/or circumstances that receive administrative approval in advance.

#### Dress Code Violations and Consequences

Students who are violating the dress code at Sam Barlow High School will have two options available to them in order to correct the situation. These options are as follows:

1. The student can change their clothes.
  - a. If they have a different outfit, they can change at that time.
  - b. If they don't have additional clothes they can call home to have a new outfit brought to school.
  - c. If they don't have additional clothes or can't contact a parent or guardian, they can borrow a PE uniform for the day.
2. The student can go home.

#### Dress Code Safety Concerns

In the event that a staff member prescribes modification in dress or appearance in the interest of health, sanitation, and/or safety practices, the student will not be allowed to attend school until these requirements are met.

1. In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student and/or to other students, that student will be required to make modification if he/she wishes to remain in that class.
2. In the school activities program or work experience program in which students represent the school, the advisor may require dress and grooming standards. If the student does not meet the dress or grooming requirements of the activity, he/she may be removed from that program.
3. Spiked jewelry (i.e., rings, bracelets, necklaces) or spiked studs on clothing are prohibited. Students in violation may have items confiscated and may be subject to further disciplinary action.

## APPENDIX 1.2



# Sam Barlow High School 2019 – 2020 Bell Schedule

### TYPICAL WEEKLY SCHEDULE . . .

Period 1(50)	Period 2(50)	Period 3(50)	Period 4(50)	First Lunch(30)	Period 5(50)	Period 6(50)	Period 7(50)
7:35 – 8:25	8:30 – 9:20	9:25 – 10:15	10:20 – 11:10	11:15 – 11:45	11:50 – 12:40	12:45 – 1:35	1:40 – 2:30

Period 5(50)	Last Lunch(30)
11:15 – 12:05	12:10 – 12:40

### ALTERNATE SCHEDULES . . .

#### One-Hour Late Start

Period 1(41)	Period 2(44)	Period 3(41)	Period 4(41)	First Lunch(30)	Period 5(41)	Period 6(41)	Period 7(41)
8:35 – 9:16	9:21 – 10:05	10:10 – 10:51	10:56 – 11:37	11:42 – 12:12	12:17 – 12:58	1:03 – 1:44	1:49 – 2:30

Period 5(41)	Last Lunch(30)
11:42 – 12:23	12:28 – 12:58

#### Two-Hour Late Start

Period 1(33)	Period 2(33)	First Lunch(30)	Period 3(33)	Period 4(33)	Period 5(33)	Period 6(33)	Period 7(32)
9:35 – 10:08	10:13 – 10:46	10:51 – 11:21	11:26 – 11:59	12:04 – 12:37	12:42 – 1:15	1:20 – 1:53	1:58 – 2:30

Period 3(33)	Last Lunch(30)
10:51 – 11:24	11:29 – 11:59

#### Assembly Schedule

Period 1(44)	Period 2(44)	Assembly(36)	Period 3(44)	Period 4(44)	First Lunch(30)	Period 5(44)	Period 6(44)	Period 7(43)
7:35 – 8:19	8:24 – 9:08	9:14 – 9:50	9:55 – 10:39	10:44 – 11:28	11:33 – 12:03	12:08 – 12:52	12:57 – 1:41	1:47 – 2:30

Period 5(44)	Last Lunch(30)
11:33 – 12:17	12:22 – 12:52

#### PRIDE Schedule

#### PRESENTATION CLASS

Period 1(46)	Period 2(46)	Period 3(20)	Period 3(46)	Period 4(47)	First Lunch(30)	Period 5(47)	Period 6(47)	Period 7(47)
7:35 – 8:21	8:27 – 9:13	9:19 – 9:39	9:39 – 10:25	10:31 – 11:18	11:23 – 11:53	11:58 – 12:45	12:50 – 1:37	1:43 – 2:30

Period 5(47)	Last Lunch(30)
11:23 – 12:10	12:15 – 12:45

# APPENDIX 1.3



## Sam Barlow High School 2019 - 2020 Calendar



### OFFICE HOURS

7:00 AM - 3:30 PM

### STUDENT HOURS

7:35 AM - 2:30 PM

Every Wednesday 8:35 - 2:30

### SEMESTERS

#### SEMESTER 1 - Sep 3-Jan 30

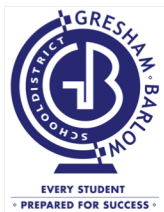
- Oct 9 - End of 6 weeks
- Nov 22 - End of 12 weeks
- Jan 24 - End of 19 weeks

#### SEMESTER 2 - Feb 4-Jun 13

- Mar 6 - End of 5 weeks
- April 23 - End of 11 weeks
- Jun 5 - End of 17 weeks

### SYMBOL EXPLANATION

- EC = Emergency Closure
- Makeup Days
- ES = Exam Schedule
- G = Grading End of Semester
- H = Holiday
- I = In-service
- L = Late Start (1 hour)
- NS = No School
- NTI = New Teacher In-Service
- PC = Parent Conferences
- SA = 1/2 Standards (reform)
- 1/2 Assmnt (grading)
- No School



sce 07.11.2019

M	T	W	TH	F
JULY				
1	2	3	H/4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
H/2	3	L	5	6
9	10	L	12	13
16	17	L	19	20
23	24	L	26	I/27
30				

OCTOBER				
	1	L	3	4
7	8	L	SA/10	SI/11
14	15	PSAT	17	18
21	22	L	24	25
28	29	L	31	

NOVEMBER				
				1
4	5	L	7	8
H/11	12	L	14	15
18	19	L	21	22
25	&PC/26	PC/27	H/28	NS/29

DECEMBER				
2	3	L	5	6
9	10	L	12	13
16	17	L	19	20
NS/23	H/24	NS/25	NS/26	NS/27
NS/30	NS/31			

M	T	W	TH	F
JANUARY				
		NS/1	NS/2	NS/3
6	7	L	9	10
13	14	L	16	17
H/20	21	L	23	24
ES/27	ES/28	L/ES	ES/30	G/31

FEBRUARY				
3	4	L	6	7
9	10	L	13	14
H/17	18	L	20	21
24	25	L	27	28

MARCH				
2	3	L	5	6
9	10	L	12	SA/13
16	17	L	19	20
NS/23	NS/24	NS/25	NS/26	NS/27
30	31			

APRIL				
		L	2	3
6	7	L	9	10
13	14	L	16	17
20	21	L	23	SA/24
27	28	L	30	

MAY				
				1
4	5	L	7	8
11	12	L	14	15
18	19	L	21	22
H/25	26	L	28	29

JUNE				
1	2	L	4	5
ES/8	ES/9	L/ES	ES/11	G/12
15	16	17	18	19
22	23	24	25	26
29	30			

### Special Days

- Sep 2 Labor Day Holiday - NO SCHOOL
- Sep 3 **Freshmen Only**
- Sep 4 School Day for All Grades - LATE START
- Sep 27 In-Service - NO SCHOOL
- Oct 9 PSA/SAT Test - No Late Start
- Oct 10 Standards & Assessment - NO SCHOOL
- Oct 11 Statewide Inservice Day - NO SCHOOL
- Nov 11 Veterans Day Observed - NO SCHOOL
- Nov 26 Grading AM/Conferences PM - NO SCHOOL
- Nov 27 Parent Conferences AM - NO SCHOOL
- Nov 28-29 Thanksgiving - NO SCHOOL
- Dec 23-Jan 3 Winter Break - NO SCHOOL
- Jan 6 School Resumes
- Jan 20 MLK Day - NO SCHOOL
- Jan 27-30 Semester Exam Schedule
- Jan 31 Grading Day - NO SCHOOL
- Feb 2 Start of Semester 2
- Feb 17 President's Day - NO SCHOOL
- Mar 13 Standards & Assessment - NO SCHOOL
- Mar 23-27 Spring Break - NO SCHOOL
- Apr 24 Standards & Assessment - NO SCHOOL
- May 25 Memorial Day - NO SCHOOL
- June 1 Last Day for Seniors
- Jun 4 Graduation GHS 5pm; SBHS 8:30pm
- Jun 8-11 Semester Exam Schedule
- Jun 11 Last Day for Students
- Jun 12 Grading Day - NO STUDENTS
- Jun 15-19 Emergency Closure Make-up Days (If Needed)

### BELL SCHEDULE - Typical Weekly Pattern:

- Period 1 (50) 7:35 - 8:25
- Period 2 (50) 8:30 - 9:20
- Period 3 (50) 9:25 - 10:15
- Period 4 (50) 10:20 - 11:10
- Period 5
- 1st Lunch 11:15 - 11:45 • Class (50) 11:50 - 12:40
- Class (50) 11:15 - 12:05 • 2nd Lunch 12:10 - 12:40
- Period 6 (50) 12:45 - 1:35
- Period 7 (50) 1:40 - 2:30

### BELL SCHEDULE - One-Hour Late Start:

- Period 1 (41) 8:35 - 9:16
- Period 2 (44) 9:21 - 10:05
- Period 3 (41) 10:10 - 10:51
- Period 4 (41) 10:56 - 11:37
- Period 5
- 1st Lunch 11:42 - 12:12 • Class (41) 12:17 - 12:58
- Class (41) 11:42 - 12:23 • 2nd Lunch 12:28 - 12:58
- Period 6 (41) 1:03 - 1:44
- Period 7 (41) 1:49 - 2:30

\*Emergency Closure Make-up Days Jun 15-19

# Sam Barlow High School

HOME OF THE BRUINS



5105 SE 302<sup>nd</sup> Avenue  
PHONE (503) 258-4850

• Gresham, OR 97080  
• FAX (503) 258-4840