

Sam Barlow School



2019 — 2020

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Student Conduct Code

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Sam Barlow High School PRIDE

OUR MISSION

To prepare students to live and work in a complex, diverse, and interdependent world. To acknowledge the dignity of all members of our community by practicing hospitality, civility, and respect. In order to do this, Sam Barlow students and staff subscribe to Bruin PRIDE as a behavior expectation at school and all school events:

WHY WE NEED A POLICY

Sam Barlow is a community, which dedicates itself to the safety and well-being of its citizens and recognizes that human dignity is the basis for all our relationships and growth.

SBHS Student/Behavior Expectations



Be prompt and prepared.	Honor others' right to learn.	Practice academic honesty.	Take initiative.	Think critically and ask questions.
Be actively engaged.	Use electronics appropriately.	Meet established deadlines.	View mistakes as learning opportunities.	Encourage positive behavior in others.
Be positive and productive.	Treat others and property with courtesy.	Attend class every day, on time.	Welcome academic challenges.	Be a self-advocate
Be goal oriented.	Use appropriate language.	Lead by example.	Aim high.	Strive for success.

DEFINITION OF MISCONDUCT

Any physical, spoken or written act that is abusive, violent, harassing, intimidating, extorting, vulgar, inappropriate, and/or destructive in nature toward any other person. This definition applies whether the act is intentional or unintentional or is directed toward an individual or a group. Federal law and Oregon State rules and regulations will apply at all times on school and district property and at any district sponsored events.

HOW TO BE AN UPSTANDER:

Student	Staff Member
<p>Step One:</p> <ul style="list-style-type: none"> When you witness behavior that is in violation of PRIDE, ask the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents. <p><i>For more serious violations, go directly to Step Two.</i></p>	<p>Step One:</p> <ul style="list-style-type: none"> When you witness behavior that is in violation of PRIDE, tell the person to stop and remind them of our PRIDE Policy. Apathy, silence, or laughter encourages the abuse and further disrespects the victims.
<p>Step Two:</p> <ul style="list-style-type: none"> If the behavior does not stop, go to the Student Management office as soon as possible and file a complaint (see “How to File a Complaint”). 	<p>Step Two:</p> <ul style="list-style-type: none"> If the behavior continues, escort the student to Student Management and file a discipline referral.

HOW TO FILE A COMPLAINT:

- Go to the Student Management office where the secretary will help you file a complaint.
- An administrator or representative of Student Management will interview you and conduct an investigation within the next five school days.

POSSIBLE CORRECTIVE ACTION IN RESPONSE TO A DISCIPLINE REFERREL OR COMPLAINT*:

Level One: Verbal or written warning may be placed in the student’s behavioral file, parent notification, detention, parent conference.

Level Two: Parent conference, counseling, additional detention, in-school suspension, out of school suspension, behavior plan.

Level Three: Recommend expulsion.

*Sam Barlow High School reserves the right to contact the Gresham Police Department regarding the complaint.

Sam Barlow High School

STUDENT CONDUCT CODE

2019-2020

INTRODUCTION, PHILOSOPHY, LEGAL BASIS

This document is designed to be a reference for students and parents in order to help everyone learn and contribute to a positive, respectful environment here at Sam Barlow. The staff, students and parents at Sam Barlow work together to provide a safe and respectful environment for each and every member of our community. Any questions about the rules and regulations should be directed to the student's assistant principal.

In compliance with Oregon Statutes, the Board of Directors of the Gresham-Barlow School District accepts its responsibility for adopting rules for the general governance of the schools and for the maintenance of discipline. The Board continually strives to maintain a school climate that is free from discrimination, morally and spiritually wholesome, safe and healthy. One method of accomplishing these goals is to spell out, in clear and concise language, students' rights and responsibilities, develop understandable rules on student conduct, and maintain an orderly and consistent procedure for dealing with violations.

Oregon law addresses student discipline, suspension, expulsion, and codes of conduct, as well as property damage and threats and injuries to students and school employees, in Chapter 339 of the Oregon Revised Statutes. Section 21 of the Oregon Revised Criminal Code provides for the use of reasonable physical force in the schools. The Board of Education believes that every individual must share the rights, the duties, and the responsibilities in the operation of an efficient public school institution. To accomplish this, the Board encourages the schools to teach these responsibilities in the classroom and in all school activities.

Careful attention has been given to procedures and methods that have the goal of being fair and consistent to all students. The objective of disciplining any student is to help the student realize the connection between his/her actions and the appropriate consequences in an attempt to teach personal responsibility, work ethic and responsibility towards others. Students and parents do need to be aware that students may be denied participation in extracurricular activities as a result of disciplinary action. In addition, titles and/or privileges granted to students may also be revoked (e.g. valedictorian, student body class or club office positions, participation in senior activities, prom, etc.) A referral to the appropriate law enforcement agency for legal action may also be a result of actions of individual students.

We thank all students, staff and parents in advance for each individual's cooperation in working to make Sam Barlow a safe, welcoming place for all who enter here to learn.

Bruce C. Schmidt Jr., Principal
, Assistant Principal (H-O)
Kelly Hart, Assistant Principal (P-Z)
Celeste Pellicci, Assistant Principal (A-G)

Our Vision: All Sam Barlow High School students will graduate with the knowledge, desire and courage to be adaptive and productive citizens possessing skills for life-long learning in a complex society.

ASSEMBLY OF STUDENTS

1. An administrator must clear all meetings not regularly scheduled, and the meeting/event must be entered on the master calendar.
2. A form for requesting use of school facilities may be picked up in the main office and is to be returned to Karyn Dougharity, Athletic/Activities office.
3. A staff member must be present at all meetings where school facilities are used.

ATTENDANCE / TARDY POLICY

At Sam Barlow High School, regular attendance in all classes is expected. Irregular attendance practices will cause students to miss valuable class discussions, lectures, and demonstrations ultimately causing the learning process to be impaired.

The goals of Barlow's attendance policy are:

1. To contribute to the academic success of students and to the development of personal responsibility.
2. To inform parents/guardians about student attendance.
3. To focus responsibility for attendance on students and parents.
4. To aid students in making decisions and accepting consequences.
5. To stress that punctual and regular attendance is a learned function for life.
6. To clarify that attendance may impact grades and credit.

Compulsory Attendance:

High school attendance, according to the laws of the State of Oregon, is ultimately the responsibility of the student and his/her family. Unless exempted by Oregon law, all students ages 7-18 years who have not completed the 12th grade are required to attend school full time on a regular basis at the designated school within the attendance area. (Oregon Revised Statutes - ORS 339.010) Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. (ORS 339.020) Violation is a Class C infraction and is punishable by a citation up to \$150. (ORS 339.925) A parent/guardian who is not supervising his/her student by requiring school attendance may also be in violation of ORS 163.577(1)(c). Failing to supervise a child is a Class A violation and is punishable by a fine up to \$500. **All absences from school must be cleared by parents or guardians within two (2) school days.***

Process for excusing absences:

1. The student must turn in an excused note from a parent/guardian to the attendance office (within two days) following the absence. The note should include:
 - Student name
 - Student ID number
 - Date(s) of absence
 - Time period of absence
 - Reason for absence
 - Parent/Guardian signature
2. A parent/guardian may also call 503-258-4860 to access the 24-hour attendance hotline to excuse an absence. The caller should supply the same information as listed above.
3. We encourage appointments to be made after school hours but understand this may not always be possible. Take the following steps to insure you are on time and properly excused. Updated attendance reports will be provided upon request.
 - If a parent/guardian knows in advance that he/she will be picking up a student for an appointment during the school day, the parent/guardian should send an excuse note with the student. Please include the time the student is leaving and a brief description of the appointment. The student should turn this note in at the attendance window in the morning or between classes prior to the appointment and receive an off-campus pass. If returning to school the same day, the student should check back in at the attendance window upon his/her return with the off campus pass.

* Please note: School related activities will not be counted as absences, but may impact student performance.

Under Oregon Law (Oregon Revised Statutes - ORS 339.065(2)) and district policy (JED), **the only acceptable reasons to be absent from school are as follows:**

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary.
3. Family Emergency situations that require the student's absence.
4. Matters relating to a student's disability - **provide a copy of doctor's note.**
5. Medical or dental appointments - **verification of appointments will be required.**
6. Pre-arranged Absence:
 - a) Religious holidays or events
 - b) Family activities – **5 days per semester** if the student has no more than 8 absences and a C grade or better in their classes.

*Please note: Homework assignments may be requested only for those students who are absent from school for 3 or more days by calling 503-258-4860.

Pre-arranged Absence Process:

1. The student picks up a “Pre-Arranged Form” from the attendance office.
2. The student takes the form to his/her teachers for homework assignments, comments, and teacher signatures.
3. The form must be taken home to be reviewed and signed by the parent/guardian.
4. The form is then returned to the attendance office, and the pre-arranged absence is approved or disapproved by an administrator or designee*.

*Students with **more than 8 absences** and **a grade below a C** must meet with an administrator to explain any mitigating circumstances that would allow the student to be absent from school.

Leaving During the School Day or Arriving Late

1. Students must check out through the attendance window prior to leaving during the school day for any reason.
2. Students must also check-in at the attendance window if they arrive after the beginning of the school day.

Eighteen Year-Old Student

When a student reaches his/her 18th birthday, he/she may assume the responsibility of the verification of absences by following the appropriate procedures established by Sam Barlow High School. Upon reaching their eighteenth birthday, the student must report to the Attendance Office and file an eighteen-year-old agreement form signed by a custodial parent/guardian and their administrator. Abusing this responsibility and privilege can lead to being dropped from Sam Barlow High School.

Excessive Absences

Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. (ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990) Sam Barlow High School defines excessive absences as a total of six (6) or more unexcused absences, and ten (10) or more excused absences for any reason, in a class period during a semester.

A student shall be considered to have withdrawn from school after more than 10 consecutive school days of absences during a single semester (ORS 339.257, OAR 581-023-0006).

School administration reserves the right to modify any student’s schedule (grades 9-12) as needed. Students who accumulate more than a total of 21 absences in any class may lose credit in that class due to being unable to catch up on course work.

Discipline Consequences for Unexcused Absences:

Students will be held accountable for skipping classes. Possible consequences include detentions, school service, loss of off campus privileges, loss of parking privileges*, in-school suspension and/or out of school suspension. Students with irregular attendance will be placed on an attendance contract. If the contract is broken, consequences will vary according to individual circumstances surrounding a student’s irregular attendance.

* In particular, those students who have parking permits and who accumulate 10 or more periods of unexcused absences at any time during the 18-19 school year may have their parking privileges revoked. Also, students who accumulate 10 or more periods of unexcused absences in the 2nd semester of the 17-18 school year will not be eligible to purchase parking permits for the 18-19 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 Motor Vehicles.

Unexcused Absences

1. A recorded message will call the student’s home for any unexcused absence. A parent may also use ParentVUE or contact the Attendance Office for an attendance report.
2. The parent/ guardian may be contacted by school via letter or telephone following the tenth unexcused absence in any class. The purpose is:
 - a. To assess the reasons for the student’s absences,
 - b. To encourage better attendance,
 - c. To inform the parent/guardian of possible drop in grades due to excessive absences.
 - d. A parent/teacher conference may be requested.

Any absence that does not fall in the previously listed “excused absence definition” is considered unexcused. Consequences for unexcused absences will take place over the course of each semester as follows:

3rd Through 6th Unexcused Absence Per Class:

1. Recorded call home
2. Students will not receive work, tests etc. until the absence has been excused (Students have 2 school days to excuse an absence).
3. Letter and/or phone call from attendance office informing parent/guardian that unexcused absences are having a negative impact on the student's overall education.
4. Conference between the student and the Assistant Principal or designee to discuss a plan to improve attendance, disciplinary action and/or attendance contract.

Continued Truancy

1. Recorded call home
2. Letter from the Assistant Principal or designee stating the attendance law and a copy of the student's attendance.
3. Letters from the school district and Multnomah County requiring a formal parent meeting.
4. A combination of unexcused absences and a failing grade may result in:
 - a. Ineligibility to participate in athletics or other extra-curricular activities
 - b. Alternative placement.

Tardy Policy:

A student is considered tardy to class if he/she is not in the room when the tardy bell rings and does not have a pass excusing the tardy.

1. If a student arrives to class more than 10 minutes after the beginning of the class period, he/she will be considered **ABSENT**, not tardy.
2. Multiple tardies within the same class period will result in the following disciplinary actions:
 - a. First and second tardy: Teacher warning
 - b. Third tardy- Detention and referral to administration with parent/guardian notification
 - c. Four or more tardies- Additional detentions with referrals to administration. In-school suspension may be assigned for excessive tardies.

CLOSED CAMPUS POLICY

The Sam Barlow High School campus is closed to students leaving during the school day, with the following provisos:

1. Students who have late arrival or early release may arrive late or early as their schedules indicate. They should be prepared to show their valid student ID card to the campus monitors on duty. Students who drive off campus for early release may not return to school until the buses have cleared the student parking lot.
2. Students whose schedule require them to travel (i.e. off campus work experience, CAL, 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 to leave from the Attendance Office.
 - a. In order to receive a pass to leave campus for a pre-arranged appointment, the student should bring his/her excuse note signed by a parent/guardian to the Attendance Office.
 - b. If a student needs to leave during the school day due to illness or other type of emergence, the school nurse (or designee) will issue him/her a pass to leave campus only after obtaining the permission to do so from the parent/guardian or emergency contact if the parent/guardian is unavailable.
4. Students who have off campus privileges may **not** take other students off campus who are not cleared to leave.
5. Seniors and juniors may be permitted to leave campus during lunch only if they meet a specific set of criteria listed below and have a closed campus permission form signed by a parent/guardian:

• Parent permission	• No drug/alcohol violations
• 2.0 GPA minimum (previous term/semester)	• No serious driving violations
• No excessive tardies and absences	• No other serious disciplinary infractions

To apply for permission to leave campus during lunch, seniors and juniors need to:

1. Obtain the "Off Campus Application form" from Student Management or on the Sam Barlow web site.
2. Fill out the form and have a parent/guardian sign it,
3. Return the form to Student Management to be processed.

Seniors and juniors who meet the criteria listed above and are given permission to leave campus during lunch should be aware that ***a sudden drop in GPA, poor attendance, serious driving violations or other disciplinary infractions may result in the loss of this privilege.***

Seniors and juniors who fail to meet the criteria listed above will be prohibited from leaving campus during lunch. However, they may earn the right to do so during 2nd semester if, at the end of 1st semester, they have shown enough improvement in their grades, attendance and/or behavior to meet the criteria. An administrator will review a senior's or junior's request to be reconsidered for permission to leave campus for lunch during 2nd semester. (The senior's or junior's parent must approve this request.)

COMPUTER AND NETWORK GUIDELINES

Student Computer/Internet Acceptable Use Guidelines

Instructional technology within the GBSD is provided to enhance the educational opportunities for our students. As such, use of district systems is limited to educational purposes only. Internet access is a privilege, which may be taken away if misused; therefore, all students are expected to abide by GBSD acceptable use policies, procedures, and code of conduct while using computers and the Internet.

Conduct For Students While Using Instructional Technology and the Internet

1. Students are allowed to use the district's system only for educational purposes, such as doing schoolwork, conducting research, creating classroom products, and communicating to others.
2. For students in grades 6-12, access to the Internet will be granted unless the parent/guardian returns the "denial of permission" form to the school office. This form is part of the "Acceptable Use Guidelines" brochure available in school offices. Students will be denied access once a signed form is on file at the school. Parental denial of permission is valid as long as the student attends the school where the permission form is kept.
3. Parents can modify their Internet Use permission at any time by submitting a revised permission form to the office of their student's school. Students who are denied parental permission for the use of the Internet are responsible for not using the Internet while using school computers. Such students should not allow others to access the Internet in their place.
4. Students are responsible at all times for the legal, ethical, and appropriate use of the computer.
 - a. Examples of illegal use include, but are not limited to: violating copyright or other contracts, gaining illegal access or entry into other computers, viewing material that is restricted to adult viewing only, gambling, transmitting untrue statements that would damage a person or his/her reputation, distribution of licensed software, invasion or violation of personal privacy, vandalism of computer resources, or any malicious attempt to harm or destroy hardware, software, or data of another person.
 - b. Examples of unethical use include, but are not limited to: plagiarism, cheating, lying to others, misrepresenting one's self or adopting false identities, harassing or threatening others, using the system for personal monetary gain, and using another individual's system account without their knowledge and consent.
 - c. Examples of inappropriate use include, but are not limited to: use that interferes with the availability of facilities for academic use, such as playing games or using the system for personal recreation or entertainment, the knowing transmission or creation of computer viruses, any activity which promotes the use of tobacco, alcohol or controlled substances, gambling, illegal use of weapons, execution of hate crimes, illicit sexual activity, and transmitting, publishing, or displaying on the district's system any knowingly inaccurate, inflammatory, and/or objectionable material, accessing Facebook or other unapproved social media websites.
5. Students identifying an illegal, unethical, or inappropriate activity on the district's system must notify the supervising adult.
6. Student users may use email at school only if used for educational purposes and with prior approval by the supervising teacher. Students must follow these rules while using email on district computers:
 - a. Students must always honor appropriate email behavior and "netiquette" standards. When using the district network to access email, a student may not:
 - i. Share personal information about one's self or others with strangers.
 - ii. Access email during class time unless so directed by the instructor.
 - iii. Leave account access information stored on any school computer.
 - iv. Store personal email on school computers.
 - v. Forward messages without the knowledge and permission of the original author.
 - vi. Broadcast uninvited messages ("spamming") or send chain letters.
 - vii. Falsify, conceal, or misrepresent one's email identity ("spoofing").
 - viii. Harass others.
 - b. Students must notify school officials immediately if they receive messages/materials that may:
 - i. Contain threatening, harassing, obscene, profane or otherwise inappropriate language.
 - ii. Make the student feel uncomfortable or unsafe.
 - iii. Ask the student to participate in illegal or sexual activities.

- iv. Come from a source that the student does not know or was received without invitation.
7. Student users may use real-time conference features, such as Internet relay chat, if approved by the supervising teacher or the school principal and, if approved, only for educational purposes.

Telephone Use

Student users may use the school's telephone system only if approved by the supervising teacher or school administration and, if approved, only for educational purposes or to ensure their personal safety.

Information Content

1. Student users are advised that use of the district's system may provide access to objectionable material. Such materials are prohibited in the school environment.
2. Examples of objectionable materials include pornography, hate literature, violent or distasteful depictions, etc.
3. Student users are advised that use of the district's system may provide access to inaccurate material. Such materials need to be recognized and assessed to determine educational value; educationally worthless materials will not be allowed.
4. Examples of inaccurate materials include: biased or non-factual statements, lies, exaggerations, statements of personal opinion, etc.
5. Students knowingly bringing prohibited materials into the school environment may be subject to disciplinary action in accordance with school and district policy.
6. Students may not buy or sell things using the district's system.

Web Publishing

The principal, or his/her designee in the role of web editor, is responsible for ensuring that all content placed on the school website by students is of high quality, accurate, and complies with the guidelines found in the web publishing handbook.

1. Web content or features produced by students must receive prior approval by the web editor prior to being published on the school website. Students are responsible for obtaining this approval.
2. All web authors must be familiar with the appropriate procedures for web content and publishing, which are found in the web-publishing handbook. This code of conduct applies to students who perform web authoring or maintenance.

Web Author's Role

A web author is anyone who creates content for the web site. Anyone connected to a school can potentially be a web author. All content produced by web authors must be reviewed and approved by the web editor prior to its placement on the school website.

Content

All web pages must:

1. Contain current and accurate information.
2. Use the school template, if required by the principal.
3. Include a copyright statement, if appropriate.
4. Comply with board policies, administrative regulations, established guidelines and copyright laws.
5. Respect the privacy and rights of others.
6. Be used for academic, educational or research purposes only.
7. Use conventions of Standard English or other languages. Student work should reflect a literacy standard appropriate to the age of the student.
8. Not use any inappropriate language, that is, abusive, harassing, libelous, obscene or offensive, sexually explicit, threatening or illegal language or content.
9. Not be used for commercial, purchasing or illegal purposes. Any specific use of the site or link for placing orders or conducting financial transactions must receive prior approval of the principal. Use of web pages for financial gain by any employee or individual is prohibited.

The first page of a series of related web pages must:

1. Link back to the school's or district's home page and contain the name of the district or school, and email contact of a school staff or school web editor.
2. Contain a created or modified date.

Links to websites other than district websites are subject to the approval of the web editor. Staff responsible for creating links should ensure that the links do not contain material that would be considered inappropriate for student viewing. They should regularly check and revise the links as necessary.

Disclaimer

The following disclaimer will be published on all district and school home pages:

“The district has made every reasonable attempt to ensure that the district’s web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district’s electronic communications policy.”

Additional Student Safeguards

1. Web pages may include district-approved student information and work samples unless consent is withdrawn by the parents. Parents may deny this consent by returning the “Directory Information Exclusion Form” that is available within the student rights and responsibilities handbook to the student’s school.
2. Parents can modify their consent at any time by submitting a revised exclusion form to the office of their student’s school.
3. The types of student information or work samples that are publishable on the web will be determined by the Principal and district policies. District-approved information is as follows:
 - a. Secondary student information approved for publication includes the student’s full name, age, dates of attendance, photograph or likeness, awards received, officially recognized activities and sports the student participated in, height and weight (if on athletic team) and student work samples. Publication of additional information requires specific parental approval.
4. Only original text, graphics and art may be published unless otherwise approved by the school principal or designee.

Maintenance

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Webpages that are not kept current may be removed from the school website by the web editor. The district reserves the right to remove web pages, and if necessary, access to user accounts without prior notice if the content is inappropriate or in violation of these guidelines.

Privacy

There should be no expectation of privacy for information stored on, received or transmitted with district equipment. The district technology coordinator or other administrative staff may review web pages to maintain system integrity and to monitor appropriate use of district equipment and facilities. Illegal activities must be reported to the appropriate school or district administrator.

Requests for Publication to District Web Site

Requests for publication of information on the district web site by administrators or others should be directed to the district web editor. Personal information unrelated to the districts educational purpose will not be permitted.

Creation of Individual Student Web Pages

Students may, with staff sponsorship and oversight, create web pages for publication on the school’s website that are primarily academic, educational or research oriented. Pages on the school website that provide links to student pages shall contain a disclaimer that reads:

“Student created web pages reflect the individual and do not necessarily represent the district. Concerns about the content of any web page created by a student should be directed to the school principal.”

Student web pages may be removed during the school year by school personnel at any time.

Clubs and Organizations

Web pages published as a service by student activity groups, clubs and other organizations (PTOs, booster groups, etc.) may provide information about co-curricular and other school authorized activities. All web pages associated with the school website must be approved by the Activities or Athletic Director before being added to the district or school site.

General Computer Guidelines

The computers and computer network in place at Sam Barlow are educational resources designed to support research, learning, and teaching. It is expected that students treat these valuable electronic tools with care and respect. Barlow’s computers are connected to a local network that is connected to the Internet. A part of Internet contains material of adult content and material that many people find objectionable. Because of this, students who wish to use Internet must agree to comply with the District’s policies. Unacceptable uses of the computers and network include the following:

1. Copying or distributing commercial software in violation of copyright laws.
2. Deleting or modifying software on the hard disks of District computers.
3. Turning off the protection system of the hard disks of District computers.
4. Violating the rights to privacy of students or employees of the District.
5. Use of another person’s account or password to gain access to the network or Electronic Mail system.
6. Using the network or computers for financial gain, for commercial activity, or for any illegal activity.

7. Downloading, uploading, storing or printing files or messages that are profane, obscene, sexist, racist, or that use language that offends or tends to degrade others.
8. Displaying, downloading, uploading, or printing materials that encourage the use of illegal drugs, instructions for bomb making or other terrorist activities.
9. Deliberate attempts to degrade or disrupt system performance.

Students who are found in possession of software* that controls other computers, makes or installs computer viruses, worms, key logging, Trojan horses, port scanning, or networking access programs that degrade the performance or security of the computer or the computer's network will receive the following consequences:

1. The disk will be confiscated for evidence and *it will not be returned*.
2. The student will not be allowed to use any of Barlow's networked computers for any reason for a designated period of time. He/she may be dropped from computer class(es) if presently enrolled.
3. A disciplinary referral will be turned in to an administrator for possible additional disciplinary action.
4. The student may be prosecuted under state or federal law.

*Examples of prohibited software include, but are not limited to: Netbus, Backorifice, Invisible Oasis, Virus Construction Kit, VNC, and any port scanning software.

Personal Computer

Students may bring laptop and palmtop computers to Sam Barlow and are welcome to connect to Barlow's computer network. Students who bring their own computers to school must follow all of the above policies. For example, they must not have files on their computers that are profane, obscene, sexist, racist, or that use language that offends or tends to degrade others. **By bringing their own computers to school, students are consenting to the search of their computers to ensure that school rules are followed.** When a student wishes to connect his/her computer to the wired network, he/she should ask the Network Administrator for help in selecting the connection instead of unplugging a District computer from its Ethernet connection.

Misuse Of Computers/Internet

Students who violate appropriate use of the computer or Internet at school are subject to consequences. Consequences can include restrictions or loss of computer use at school for a designated period of time. Depending on the offense, additional school consequences may be added and law enforcement may be notified.

CONDUCT EXPECTATIONS

The purpose of Sam Barlow High School is to educate students. Regulations are set to make sure this purpose is achieved with the least amount of disruption and confusion. One of our Values and Beliefs supports this intent: "...students will value integrity and ethical behavior in themselves and others." Along with helping students achieve this goal, it is also the responsibility of the staff to keep the school safe and to protect its equipment and property. ***Please note: Sam Barlow High School's conduct expectations apply to all school related activities taking place at any time on or off campus.***

BUS REGULATIONS

Students who ride the bus are under the direct supervision and authority of the bus driver. Students who misbehave will be reported to an administrator. Parents will be notified, and the student may be assigned to a specific seat, may lose his/her busing privilege and/or be subject to other disciplinary actions, which may include suspension or expulsion. Questions about bus transportation should be directed to First Student Transportation (503-665-8193). A school bus schedule that includes routes, bus numbers, stops, etc., is located in the Student Management Office. Students will abide by the following rules:

1. Students being transported are under authority of the bus driver.
2. Students will be on time for the bus both morning and afternoon.
3. When it is necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
4. Students will remain seated while the bus is in motion.
5. Students will not open or close windows without permission of the driver.
6. Students will not extend their hands, arms, heads, or any other parts of the body through bus windows; they will refrain from throwing anything through the windows.
7. Students will use the emergency door only in case of an emergency.
8. Fighting, wrestling, or boisterous activity is prohibited on the bus.
9. Students will converse in normal tones; loud, vulgar, or profane language is prohibited. Vulgar or profane gestures are also prohibited.
10. Students will not bring animals on the bus (except for animals trained to aid with certain disabilities).
11. Students will not bring firearms, other types of weapons, or other potentially hazardous materials on the bus.
12. Students will have written permission to leave the bus other than at their regular stops or school.
13. Students will keep the bus clean and must refrain from damaging it.

14. Students will be courteous to the driver, to fellow students, and to passersby.
15. Students will respect all private property rights while waiting for the bus.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

CHEATING / PLAGIARISM

If a student is guilty of cheating or plagiarizing, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent. The teacher will also refer the student to an administrator for further disciplinary action if warranted. The parent shall be notified that a second offense will result in an automatic suspension from school and possible removal from class with a failing grade. Please note that examples of cheating or plagiarizing include copying from other students; copying material from the Internet, books, films, etc., without attribution to the sources; stealing other students' work, papers from the teacher, etc. Consequences for cheating are:

1. **First offense**- no credit for the assignment, Detention or In School Suspension, parent notified.
2. **Second offense**- no credit for assignment, out of school suspension.
3. **Third offense**- no credit for assignment, out of school suspension and potential loss of credit.

COUNTERFEITING

Any student in, creating, using and/or in possession of counterfeit money at school will be subject to disciplinary consequences. This will include a suspension and restitution as well as a referral to law enforcement and federal authorities.

DANGEROUS, DEADLY, OR ANNOYING INSTRUMENTS

Possession or use of any dangerous, deadly, or annoying instrument is prohibited. These include, but are not limited to: fireworks or other explosive devices, firearms, knives, pocket knives, metal knuckles, straight razors, nunchaku-type weapons, blackjacks, pellet guns, stun guns, slingshots, noxious gas devices, laser pointers, or any other instrument capable of inflicting injury to person or property. "Fake" weapons of any kind are also prohibited. Items shall be confiscated and offenders may be subject to suspension and/or expulsion from school. Any exception to this regulation, i.e., bringing one of these prohibited items to school for a class demonstration, remodeling or repair, must be authorized by an administrator *before* the item is brought to school.

DISHONESTY / LYING

Students who are caught being deliberately deceitful to staff members (i.e., telling lies, making misleading statements, withholding important information during disciplinary investigations, etc.) will receive disciplinary consequences.

DISRUPTIVE CONDUCT

This is defined as inappropriate behavior that, because of its content, volume, or rudeness, is disruptive to the educational process, activity, or social atmosphere in any part of our campus life (including off campus activities). Disruptive behavior will result in disciplinary action, which may include suspension or expulsion.

DISPLAYS OF AFFECTION

A public display of affection beyond common social gestures in the school building or anywhere on campus is not acceptable behavior. Students may receive warnings about excessive displays of affection. If the unacceptable behavior continues, they may be referred to an administrator for further disciplinary action.

FIGHTING / ASSAULT

All students should feel safe at Sam Barlow. Any student who threatens another student will be disciplined (i.e., suspension). Any student who maliciously attacks another student will be suspended for three to ten days, and may be recommended for expulsion. Students involved in fights on campus or in the nearby vicinity (i.e., triangle area, etc.), on school buses, or at any school-sponsored activity will be suspended from school for a period of one to five days, depending on the severity of the incident. Students who get into fights during non-school time (i.e., evenings, weekends, etc.) may also come under school auspices if the fight is school related or at a school sponsored event. A fight off campus during lunchtime is also considered to be "school related." Students who provoke or promote a fight will be suspended for at least one day. **Fighting will not be tolerated.**

FORGERY

We must be able to trust the accuracy of important documents (i.e., school records, excuse notes written by parents, hall passes and other communications from school staff, etc.). Any student involved in acts of forgery, alteration, or theft of such documents will be subject to disciplinary action. Student aides found guilty of forgery, alteration, or theft of school documents will be dismissed from their jobs, receive a failing grade, and face further disciplinary action.

GANG INDICATORS

All direct gang indicators or actions that may further the interest of any gang or gang activity are prohibited at Barlow. Such actions include, but are not limited to:

1. Committing acts or using speech, either verbal or nonverbal (i.e., gestures, handshakes, etc.) showing gang membership or affiliation.
2. Soliciting and/or initiating others for membership in any gang.
3. Requesting any person to pay for protection, or otherwise intimidating or threatening any person.
4. Committing any illegal act or violation of school district policies.
5. Inciting other students to act with physical violence upon any other person.
6. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
7. Students exhibiting physical identifiers that are perceived as gang related such as tattoos, shaved eyebrows or jewelry are prohibited.

HARASSMENT

Barlow's policy on harassment is based on the principle that respect and tolerance are essential for a positive and productive learning environment. Furthermore, the school policy is supported by a district policy specifically prohibiting harassment, as well as state and federal regulations holding schools liable for not processing complaints vigorously and fairly. Barlow's staff believes very strongly in being vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment.

Harassment Complaint Procedure

Any student who believes he/she has been subjected to harassment or bullying as defined below should immediately report the incident to the nearest school staff person (who may have witnessed the incident) and fill out an incident report form. If a staff person is not immediately available, promptly report the incident to a school administrator or counselor. If the report has been made to a counselor, the counselor should report it to an administrator. The administrator will investigate the complaint and respond to the student making the complaint at a conference held within five (5) days of being notified.

At the request of the student or the student's parent, confidentiality will be maintained. However, it is often more difficult to investigate a complaint thoroughly without disclosing the name of the complaining student. If the name of the victim of the harassment is disclosed, the administration will take steps to ensure that no retaliation or reprisals occur against that person. Appropriate disciplinary action will be taken against the harasser. (Changes to the above procedure may be made if an administrator is named in the complaint.)

It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning a long suspension and/or expulsion is possible. False reporting will be subject to disciplinary consequences.

One of Barlow's Values and Beliefs is that, "All Sam Barlow High School students will live and work cooperatively, appreciating and respecting individual uniqueness and cultural diversity." We take this issue very seriously, and **will not condone racial, ethnic, sexual or any other kind of harassment.** Specifically, harassment is defined as follows:

1. **Degrading / Threatening Remarks or Actions-** Any kind of remark or action that threatens, humiliates, and/or degrades a student will be considered to be harassment. Such behaviors might include, but are not limited to: making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, calling names or encouraging others to do so. Other forms of harassment may include the distribution of emails, flyers, photos, text messages, cyber bullying, "sexting" etc. For example, making fun of someone's physical stature, or threatening or physically "bullying" another person is harassment. Appropriate disciplinary action, which may include suspension or expulsion, will be taken against the harasser.
2. **Racial / Ethnic-** Any written or verbal comment that disparages a person's race, religion and/or ethnic origin will be considered to be harassment. Some examples of this are crude remarks written on

- a student's locker or spoken in the hall, passing a note that contains racial/ethnic slurs, etc. Appropriate disciplinary action will be taken against the harasser; this may include suspension or expulsion.
3. **Sexual Harassment-** The Gresham-Barlow School District is committed to maintaining a learning environment free of sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment:
- Unwelcome sexual flirtations, advances, or propositions.
 - Graphic verbal or written commentaries about an individual's body or attire (i.e., graffiti with sexual personal messages, or a drawing of suggestive objects on a notebook).
 - Sexually explicit or offensive jokes.
 - The snapping of bra straps or pulling on any other kind of underwear.
 - Pulling down gym clothes or other types of clothing.
 - Touching or grabbing inappropriate parts of the anatomy.
 - Making unwelcome and suggestive sexual remarks.
 - Subtle pressure or requests for sexual favors.
 - Other verbal, visual, electronic, sexting, or physical conduct of a sexual nature.

IDENTIFICATION CARD

Students must carry their Barlow High School Identification card with them at all times while at school AND when attending school functions and activities, home or away (i.e. games, dances, etc.). Students without ID cards may be denied entrance into school events or removed from school events.

INAPPROPRIATE DANCING

In order to provide a comfortable, safe, and appropriate atmosphere at our dances, “freaking, grinding, twerking, slamming” or other forms of inappropriate dancing are not allowed. Students who violate this rule will be asked to leave the dance and their money will not be refunded. Subsequent violations may result in a student not being allowed to attend other dances in that school year.

INSUBORDINATION

Insubordination is the "...willful disobedience, open defiance of the teacher's authority." (**ORS 339.250**) "Public school students shall comply with lawful regulations for the government of such schools and submit to the teacher's authority." (**ORS 339.250**) Sam Barlow High School students should not question or defy any staff member's authority (unless the staff member's request is illegal, immoral, or dangerous). Insubordination is also defined as disrespect, rudeness, profanity, and/or vulgarity directed at a staff member. In addition to teachers and administrators, "staff" includes campus supervisors, substitute teachers, secretaries, educational assistants, custodians, cooks, bus drivers, and all other adults employed by the school district.

INTERFERENCE

Any behavior interfering with an ongoing investigation will lead to a consequence. This includes text messaging, phone calls, false reporting, withholding information, etc.

OBSCENITY / VULGARITY

Any obscene and/or vulgar expression (i.e. verbal expressions, pornographic pictures, written notes containing obscene language, gestures such as the middle finger, etc.) will result in disciplinary action, which may include suspension or expulsion.

OFF CAMPUS CONDUCT

Behavior off campus that substantially disrupts school operations or interferes with the rights of others (i.e. social network posting that impact the school environment) may result in a full range of consequences.

OTHER CRIMINAL ACTS

The following activities are among those defined as criminal under the laws of the State of Oregon. Commission of a crime on school grounds shall subject the student to suspension or expulsion and referral to the appropriate law enforcement agency. “Additionally, students will be required to reimburse the district for any expenses incurred during the investigation, i.e. additional security hired during a bomb threat.”

1. **Arson** - The intentional setting of fire.

2. **Bomb Threats** - Electronic or written threats of bombing, placing bomb devices (including fake bomb devices) on campus, etc.
3. **Extortion, Blackmail, or Unlawful Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force, or by threatening to accuse another of a crime.
4. **False Fire Alarms** - Intentionally activating the fire alarm system maliciously and without cause.

RECKLESS ENDANGERMENT

A student who commits an act of reckless endangerment, whether the act is intentional or the result of extreme carelessness, shall be subject to disciplinary action; such action may include suspension or expulsion. Some examples of reckless endangerment are: reckless driving in the parking lot, throwing objects in school, running or roughhousing in the school, "slam" dancing, etc. In other words, any unauthorized act that puts other people at risk for bodily injury is considered to be reckless endangerment.

SEXUAL MISCONDUCT

Sexual Misconduct (sexting, intercourse, nudity, fondling, forwarding pornographic pictures, etc.) on school property or at school events will result in disciplinary consequences that will include suspension from school and possible additional consequences. A referral will be made to the appropriate law enforcement agency.

SOLICITING

Students are not allowed to sell or profit in any way from the sale of goods or services unless the items or services are for a school related activity approved by the activities director.

THEFT

Any student who commits or attempts to commit an act of theft against a fellow student, the school district, or any other party, shall be subject to suspension or expulsion, and may be referred to the appropriate law enforcement agency. Any student who knowingly receives stolen property shall be subject to disciplinary action, which may include suspension or expulsion and possible referral to the appropriate law enforcement agency.

Please note: *Students are urged not to bring valuables or large amounts of money to school. School lockers cannot be considered secure. The school is not responsible for items stolen from student storage areas, classrooms, parking areas, etc. The school assumes no responsibility for a student's personal belongings beyond the teaching of personal responsibility and honesty.*

TRUANCY / EXCESSIVE TARDINESS

Please refer to Attendance Policy.

UNAUTHORIZED AREAS

Students are not permitted to be in unauthorized areas in or surrounding the school without staff supervision. This includes the athletic fields, gym and locker rooms during non-class times, the wooded areas, grassy areas north of the school, *and parking lots* (unless arriving to or leaving school). Students found in unauthorized areas will be subject to disciplinary action.

VANDALISM / MALICIOUS MISCHIEF

Vandalism, or malicious mischief, includes willfully causing damage to buildings, fences, trees, or other parts of school property, including cutting, breaking, marking, or defacing in any manner. Any damage to school property will be grounds for suspension and/or expulsion. **(ORS 339.260)** "Any damage to school property willfully caused by a student shall be assessed against the student and the parent(s) having legal custody of the student. The student and parent(s) shall be liable for these damages **(ORS 339.270)**." Also, a student who willfully causes damage to another student's or staff member's personal property at school will be liable for the damage and will be subject to further disciplinary consequences.

Note: *Students writing, spitting, or otherwise marking anything on walls, floors, furniture, etc., is vandalism. Also, littering is considered to be a form of vandalism.*

Students who commit these acts or any other acts of vandalism will be assigned to perform school service and/or may be subject the replacement cost of the vandalized item to more serious disciplinary consequences. Please note: Students may be referred to the appropriate law enforcement authorities for prosecution.

COURTYARD POLICY

When no assigned teacher supervision has been provided, the following general rules apply:

1. The courtyard is open for students on a daily basis, subject to rules set forth by the administration.
2. Students are not to disturb classes in rooms adjoining the courtyard. Specifically, this area is not to be considered as a PE or playground area.
3. The courtyard may be used during lunchtime for informal study and relaxation.
4. Students will refrain from littering in the courtyard or in any way damaging property (i.e., benches, tables, shrubs, etc.) in the courtyard.
5. Those students who are unable to assume these responsibilities will forfeit the privilege of using the courtyard and may be referred for further disciplinary action.

DISCIPLINARY ACTIONS

Contracts for attendance and behavior

A student who exhibits poor attendance and/or behavior choices may be required to sign an attendance and/or behavior contract. This contract is to insure that the parent and student realize that future occurrences of the initial problem(s) may result in the student's expulsion from school.

Detention

1. **1 Detention-** This detention is for students who are subject to disciplinary action for tardiness, truancy, or other conduct code violations. It is held each Tuesday, Wednesday and Thursday from 2:40 to 4:00 p.m.
2. **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 iPods, Cell Phones or other 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.

School Service

An administrator, parent, and student may agree the student should receive school or community service instead of an alternative disciplinary action. Generally, the student is assigned a certain amount of hours of school service to complete within a certain amount of days. The student most often works in the school or on the school grounds under the guidance of our custodial staff.

It is important for the student to keep track of time served by signing in and out on the "School Service Sign In/Out Sheet" kept in the custodial office. (A student may not receive credit for time served if he/she fails to sign in and out.) The student must agree to serve in a prompt, positive and responsible manner. Failure to serve or an unsatisfactory job performance and/or attitude will result in further disciplinary action.

Suspension

In-School Suspension

At the discretion of the administrator or designated staff member, in-school suspension may be assigned as an alternative to home suspension.

In-School Suspension Procedures:

1. Students will arrive on time with their books, writing utensils and paper
2. Students will sit where assigned
3. Students will bring a sack lunch or be escorted to cafeteria to pick up their lunch to be eaten in the ISS room
4. Students will receive a bathroom break in the morning and one in the afternoon
5. Students will not be allowed to talk to other students
6. Students will be surrendering cell phone, iPods at the beginning of the day and returned at the end of time served.
7. Students will have a computer available for school work only
8. Students are expected to do their homework.

Out of School Suspension

Out of school suspension removes from a student the privilege of attending school and school activities for a maximum of ten school days. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a court hearing, a medical evaluation, or a review by a probation officer. Suspensions are made by an administrator or staff designee and are not to be used in lieu of expulsion.

Out of School Suspension Procedures

1. An informal conference is held between the student and the administrator. The student receives an explanation of the charge(s) against him/her and an opportunity to present his/her version of the facts. The administrator may question other people with knowledge of the incident. If the administrator believes that suspension is warranted, the student is suspended for a specified period of time. Where there is serious risk that substantial harm will occur by the student's continued presence, the student will be removed from school immediately.
2. The student's parent is notified by telephone (if possible) about the suspension, the reasons for this action, and the procedures for review of the suspension and for reinstatement. A conference with the parent(s) at a mutually convenient time may be requested.
3. A letter or copy of the referral is mailed or carried to the parent(s) stating the time, date, and specific reasons for the suspension, the maximum length of the suspension, and the procedures to be followed for review of the decision and for reinstatement.
4. If a conference occurs, the student's achievements as well as the difficulties will be reviewed in an effort to determine additional steps that need to be taken by the school, by the student, and by the parent(s) to insure the student's future success. If the student is disabled, one of the steps may be to convene the multidisciplinary team to determine if there needs to be a change in the Individual Education Plan or if evaluation should take place.
5. Any student who is suspended at a school function for any reason will lose the privilege to attend any Sam Barlow activity for the duration of the suspension. Also, the student may lose the privilege to attend any school activity for a specified period of time. (The student's student body card may be revoked during this time period.)
6. If the parents and student still believe that the suspension was not warranted, they may seek a review of the decision by the building principal.

Expulsion

Expulsion denies the student attendance at school or school activities in accordance with Oregon's statutes. A more detailed description of expulsion regulations and procedures can be found in the Gresham-Barlow School District's "Parent/Student Rights and Responsibilities Handbook."

DRESS 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:
 - a. See through garments.
 - b. No visible backless or strapless dresses or tops or spaghetti straps.
 - c. Tops that show cleavage or tank tops that show the chest, side, and/or stomach.
 - d. Bare midriff tops: tops and pants that do not touch when standing straight.
 - e. 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).
 - f. Shorts, skirts, and dresses that do not go to mid-thigh.
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

1. Head coverings that have 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.

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.
 - If they have a different outfit, they can change at that time.
 - If they don't have additional clothes they can call home to have a new outfit brought to school.
 - 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

DRUGS AND ALCOHOL POLICY

Condition Description

Sam Barlow High School's drug and alcohol policy is in compliance with federal and state laws and the Gresham Barlow School District's policy.

1. The possession, sale, brokering ("hook-up"), or supplying of any: alcohol, controlled substance, dangerous, counterfeit, prescription or over-the-counter drug, on or about the school premises or at any school sponsored activity, is prohibited.
2. The possession of any drug paraphernalia, on or about the school premises or at any school sponsored activity, is prohibited.
3. A student shall not unlawfully use, use in violation of District guidelines, transmit or be in possession by consumption of any narcotic drug, hallucinogenic drug, amphetamine or amphetamine look-alike, barbiturate, marijuana, alcohol or intoxicant of any kind, prescription drug or look-alike drug represented as an illegal drug, on or about the school premises or at any school sponsored activity

Definitions

1. First Offense: The first violation of the drug/alcohol policy during his/her high school years.
2. Second Offense: A second incident occurring within the student's high school years.
3. Subsequent Offense: Any additional violation occurring after the second offense within the student's high school years.
4. Student Self-Referral: Students who initiate referrals for themselves but who have not violated the school's drug/alcohol policy.
5. Assessment: An evaluation by an agency recommended and approved by the District to determine a student's level of drug and alcohol usage.

Consequences

1. **Distributing Drugs/Alcohol*** -- Students who share and/or sell any substance described under the "Condition Description" to any other students or persons on or near District property during school hours or at any school-sponsored activity:

- a. First offense: The student will be suspended from school, and depending upon the circumstances, face a hearing to expel him/her from school. Law enforcement agencies will be contacted.
 - b. Second offense: The student will be suspended ten school days pending an expulsion hearing. Law enforcement agencies will be contacted.
2. **Use/Possession of Drugs/Alcohol*** -- Students who use, possess or are under the influence of any substance, as described under the "Condition Description," on or near any District property during school hours or at any school-sponsored activity:
- a. First offense: The student will be suspended from school for up to ten school days. An assessment will be required within this period of time, and the assessment must include a full panel urinalysis. (A list of agencies will be provided to the parent/guardian.) The urinalysis must be completed within 24 hours of the offense or within the first business day if the offense falls on a weekend or holiday. An assessment is required regardless of the UA results.

Upon the scheduling of an assessment at an approved agency to determine the degree to which the student is dependent on or affected by use of alcohol or drugs, the suspension may be reduced, and the student may be re-admitted to school after 3 days of suspension. Recommendations of the assessment must be presented to the school social worker or designee. The parent/guardian and the student must agree to follow through with the treatment plan resulting from the assessment. The student may also be required to participate in an on-campus D/A support group for a specified period of time, if applicable. If the student fails to have an assessment within the original ten-day suspension period, recommendation for expulsion will be made. Also, if reports are submitted to the administration that the student is not fulfilling the assessment recommendations, expulsion will be recommended.

- b. Second offense: The student will be suspended from school, and depending upon the circumstances, face hearing to expel him/her from school. A student who is expelled may be re-admitted to school during the remaining term of his/her expulsion, following the successful completion of an appropriate treatment program. Once reinstated, and during the remaining term of the original expulsion period, the student may be required to submit to random full panel urinalyses at the parent/guardian's expense.
- c. Subsequent offense: The student will be suspended from school pending a hearing to expel him/her from school.

*Athletic and activity consequences are separate from school consequences.

Student Referral

Students who have not violated the school's drug/alcohol policy may initiate referrals for themselves. Students seeking help for substance abuse problems will not be disciplined and will be allowed continued participation in school programs once an assessment has been completed provided they do not violate the drug/alcohol policy.

Note- Students who currently participate or will be participating in a school sport or activity must also follow the "Athletic/Activity Drug and Alcohol Regulations for High School Students," which may include voluntarily submitting to random drug/alcohol testing. For further information, contact the Athletic/Activity Office at Barlow: 503-258-4895.

FREEDOM OF EXPRESSION

1. The principal or designee must approve any survey or questionnaire designed to collect information from students, staff, or the community.
2. All survey or questionnaire forms must include:
 - a. The name of the person, group or organization responsible for the survey.
 - b. How the information will be used.
 - c. The group, class or classes to be surveyed.
 - d. The number of copies to be distributed.
3. Posters or notices of any type which are to be displayed on school bulletin boards or walls must first be approved by an administrator, or by the activities director.
4. An administrator must approve the distribution or sale of any printed material in school or on the school grounds (other than official school publications).
5. Writing or displaying gang-type symbols or expressions on school property is prohibited. Distribution of materials on school property which are patently racial, religiously or sexually offensive, including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of race, religion, national origin, or gender, is prohibited. Students in violation may have items confiscated and will be subject to further disciplinary action.

GRADUATION CEREMONY EXCLUSION

The opportunity to participate in the graduation ceremony is a privilege, not a right. There are several issues that could prevent you from being able to participate in the ceremony:

1. If there is a suspension that occurs for disciplinary reasons that include the date of the ceremony.
2. Violating the dress code of the ceremony by decorating or accessorizing the cap or gown, not wearing sufficient clothing beneath the gown or carrying contraband or noise makers, toys, deflated beach balls, lasers or other annoying instruments intended to disrupt the ceremony.

Note: Behaviors that disrupt the ceremony can also lead to removal and exclusion. The student will be required to meet with the principal to receive their diploma.

HANDHELD ELECTRONICS POLICY

Handheld Electronics are off and away unless directed otherwise by your teacher.

1. Students can have and use phones in common areas
2. Students can use phones in class IF the teacher permits them to do so.

Consequences:

1. First offense: Device will be taken and held in student management until the end of the day.
2. Second offense: Device will be taken, and held in student management until the end of the day released after a call is made to a parent.
3. Third offense: Device is taken, held in student management a parent must pick it up.

Electronic devices used inappropriately by students will be subject to confiscation during school hours. Any student using electronic devices during the course of an investigation may be subject to a search of the contents of that item. Also, students who bring electronic devices to school do so at their own risk; the school is **not** responsible for lost or stolen items.

INDEPENDENT STUDY GUIDELINES

Independent Study is a daily period during which the student can choose, within limits, where to study. Students must check in with their IS staff at the beginning of the period. Students may only leave IS to go to other designated areas with a pass from the IS staff. The student can go to their designated area to study, to the media center for research or to one of the computer labs to work on assignments with the appropriate pass. To change locations students must get a pass. **IS students may not be in the halls.** The time is spent at the discretion of the individual, and attendance is taken on the student for this period. **The student may not leave campus** (unless a parent has given permission for his/her student to leave campus via a phone call or note to the attendance office) **and may not be in the halls, parking areas, or any other unauthorized areas in or around the school.**

IS Misuse: Consequences for misuse of independent study, for example excessive tardies, will include loss of privileges and progressive discipline.

The following authorized areas are available for student use during Independent Study:

1. **Media Center:** Both individual and group study is permitted here under conditions specified by the library staff. This is intended to be a quiet study area and research center.
2. **Computer Labs:** Students may use the computers in the available computer labs during I.S. periods.
3. **Classroom Visitation:** Students are allowed to visit other sections of their own subjects or classes in other academic areas, providing arrangements are made in advance with the teacher(s) involved. This is an excellent way to broaden students' awareness about what is available in our academic program.
4. **Designated Area-Study:** This serves as a conversational study area. Group study or conversation is permitted. *Students are to be on time.* Students who persist in being late will receive disciplinary consequences. Once in the cafeteria, students must remain there for the full period.

LATE ARRIVAL/EARLY RELEASE

Juniors and seniors who meet off campus requirements may have late arrival or early release. Juniors and seniors with late arrival or early release are not to be on campus during this time.

LUNCH POLICY

Students are not permitted to eat or sit in the: 100, 200, 400, 500, Main Office Hall or Auditorium Halls due to excessive noise during class time in those areas. Students will be required to eat their lunch in the cafeteria, courtyard, or the halls surrounding the courtyard. Violations of this policy may have disciplinary consequences. Students wishing to leave campus for lunch must refer to the Closed Campus Policy.

LOCKERS

1. Students should always check to make sure their lockers are securely locked before they leave the area.
2. Students who wish to keep their personal property safe are cautioned against giving their locker combinations to other students. (A fee will be charged if a locker combination has to be changed.)
3. Students are responsible for keeping their lockers clean, both inside and out. Homemade shelves are not allowed, but students may purchase commercial shelving units designed specifically for this type of locker.
4. Damage to a locker caused by misuse will be charged to the student responsible for the misuse. *Any locker malfunction should be reported to the bookkeeper as soon as possible.*
5. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for items stolen from student storage areas.

For more information about student storage areas, read the “Search and Seizure” section in this handbook.

POLICE INVOLVEMENT

School officials have the option to notify police authorities, and in cases of major violations of the law, may press charges. If police authorities are notified, an attempt will be made to contact parents. Any action taken by police authorities will be in addition to action by the school. School officials, as guided by district procedures, will cooperate with police authorities during investigations. (More detailed information is contained in the Gresham-Barlow School District's "Parent/Student Rights and Responsibilities Handbook.")

RECREATIONAL ACTIVITIES ON CAMPUS

Activities such as the use of scooters, skateboards, roller blades, etc., are **not allowed** on campus. Water balloons or squirting devices are not allowed on campus. The throwing of any kind of Frisbee, ball or other object in the courtyard, halls, classrooms, cafeteria, etc., is also prohibited. Hackie sack is allowed in the courtyard before school and during the lunch periods *only*. (Students must follow the rules outlined in the "Courtyard Policy.") Students who abuse these rules will be referred to an administrator (or designee) for disciplinary action.

RESTRICTION OF CLASSES

In an effort to maintain a healthy and safe community, any student who is charged with a crime or engages in certain offenses may be restricted from taking specific classes. These offenses include, but are not limited to: alcohol and drug violations, theft, assault, weapon possession and sexual misconduct. Additionally, any student currently enrolled in a class who is found in violation of a related offense may be permanently removed from the class. (i.e., Child Development). Additionally, students with serious attendance or discipline issues may be restricted from being a TA, removed from a sensitive area (Main Office, Student Management, etc.) and placed with a teacher, or removed from a TA position.

Each circumstance will be handled on a case-by-case basis, and any student wishing to have their case reviewed may contact their administrator. Sam Barlow High School's administration will have the final decision regarding a student's placement in any class.

SEARCH AND SEIZURE

1. Lockers and other storage areas assigned to students (here in after called “student storage”) **remain in possession and control of the school** when they are assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed to participate in school instruction and activities. No other purpose is permitted. Students should expect that school authorities from time to time will check student storage, without prior notice, to assure that such areas are not being used for any unauthorized purpose. Prohibited items may be removed and held by school authorities.
2. From time to time, school administrators may set aside a time period during which all students shall clean assigned student storage.
3. An individual search of a student, and school property assigned to a student, should be limited to a situation where there is reasonable suspicion to believe the student is secreting evidence of an illegal act or rule violation. Searches of school property assigned to a student may occur at any time without the student's presence; however, the search should be limited to the scope that is reasonable under the circumstances. Searches should be done by an administrator or his/her designated representative, and should be witnessed by at least one other staff member.
4. Illegal items (i.e., firearms or other weapons) or items prohibited by district regulations, or other possessions reasonably determined to be a threat to the safety or security of the possessor or others, may be

seized by an administrator or his/her designated representative. Items used to disrupt or interfere with the educational process may be removed from the student's possession. All items seized may be returned to the rightful owner or to the proper authorities at the discretion of the building principal.

5. Law enforcement officials, in accordance with the law, may conduct a search of the student's person or assigned student storage.
6. School grounds, including parking areas, are district property. Therefore, **vehicles on school grounds fall under the provisions of paragraph 3 of this policy and are subject to search by school personnel.** Denial of access to a vehicle may result in loss of parking privileges; suspension from school, and law enforcement authorities may be notified.
7. Any student using an electronic device during the course of an investigation may be subject to a search of the contents of that item.

TOBACCO POLICY

No student shall possess, use, or distribute a tobacco product, electric cigarettes on the Sam Barlow campus or in any area within 1,000 feet of the school grounds or while attending or participating in school sponsored activities. This policy is based on the law passed by the 1991 Oregon Legislature (HB3590). The law also states that school personnel are accountable for carrying out this mandate. Thus, school personnel will confiscate tobacco products and tobacco burning devices (i.e., lighters) from students. They will also refer violators of the tobacco policy to Student Management for further disciplinary action. Such actions will include assignment to detention, In School Suspension or School Service. Students who continue to violate the tobacco policy will be subject to suspension or expulsion.

Sam Barlow High School will extend help to those who would like to quit using any kind of tobacco product. Students who are interested in this kind of help should contact a counselor.

TRESPASSING

Unauthorized visitors in the school building or on the school grounds will be considered to be trespassing and will be directed to leave the area. School authorities may also issue trespass notices to unauthorized visitors. If an individual persists in trespassing, the appropriate law enforcement agency will be notified, and legal action will be taken.

VEHICLE USE POLICY

Registration

The number of legal parking spaces available for student vehicles in the parking lot is *limited*, therefore the following registration process is in effect:

Registration Process *ELIGIBLE Seniors, Juniors by lottery, and no Sophomore Drivers.*

1. Eligible juniors, seniors, and sophomores (as space allows) are expected to purchase their parking permits during August. Information and applications will be included in your registration packet mailed in August. Parking permits are on a first come, first serve basis. You can also obtain a parking permit application from the Barlow Website: *sbhs.gresham.k12.or.us*.
2. Students are eligible for a parking permit *only* if they have met attendance and behavioral standards, have paid all past due fees, have a valid Oregon Driver's License, and can show proof of insurance.
3. Only if necessary will we use a lottery system to sell parking permits to eligible sophomores.
4. For those students who qualify to buy parking permits, the parking fee is \$30 for the main lot and \$25 for the annex lot. When the fee has been paid, the student will be issued a parking tag that must be hung from the rear view mirror in his/her vehicle. This tag authorizes the student to park at Sam Barlow High School in accordance with our rules and guidelines. Students parking in the Annex Lot are required to have a parking permit. **Parking in Staff parking lot or any reserved parking areas, may be subject to a parking boot (with a \$50 removal fine) or tow.**

Please note: Because we have a limited number of student parking spaces, we will only sell a specific number of student parking tags.

5. The student will be issued only one parking tag for his/her primary vehicle. If the student will be driving other family vehicles from time to time, he/she may register them under the same student parking tag number by providing vehicle registration forms as proof of ownership. The same procedure will apply if a student obtains a new vehicle. The student will be expected to *always* display his/her parking tag in whichever vehicle he/she uses to park in a Barlow parking lot.

Under no circumstances should a student give or sell his/her parking tag to another student. *Students who give away or sell their tags, as well as students who receive illegal tags may be permanently banned from parking at Barlow and may receive other disciplinary consequences.* Students

who attempt to alter, duplicate or otherwise forge any kind of Barlow parking permit will also be subject to a parking ban and will be referred for additional disciplinary action.

6. Temporary Parking Permits: If a student occasionally drives to school in a vehicle that he/she has not registered, he/she should obtain a temporary parking permit from the Student Management office. In addition, a student who does not have a vehicle registered, but has a genuine need (i.e., doctor or dentist appointment, family emergency, etc.) to drive to school on a particular day, should bring a parent note to Student Management explaining the request for a temporary parking permit. (Students must obtain the temporary parking permit a day in advance, so it will be ready to be displayed upon arrival to school.)
7. Lost Parking Permits: If a student loses his/her parking tag, he/she will be required to purchase another one for the **full purchase price**. Also, our campus supervisors will periodically check the parking lots to make sure that "lost" tags are not being used on other vehicles. Students who find other students' lost parking tags are expected to turn the tags in to Student Management as soon as possible. Any other use of "found" parking tags is strictly prohibited.

Please understand -- our parking lot is simply not large enough to accommodate every student who wishes to drive to school; it is a privilege that, by necessity, is reserved primarily for seniors, juniors and, when possible, sophomores.

Student Driving/Parking Guidelines

1. There is a **5-mile per hour speed limit** in all parking areas. Speeding or any other form of reckless driving (i.e., driving in bus lanes while busses are present, cutting off school buses or other vehicles, exiting the wrong way, no curb jumping, etc.) is strictly prohibited
2. All student drivers must have valid Oregon driver licenses and auto insurance. *It is the student's responsibility to display a legal parking tag or a valid temporary parking pass in the vehicle he/she is driving to school.* Once a parking tag has been obtained and is properly hung from the vehicle's rear view mirror, the student may park in the designated student parking lot.
3. Vehicles must be parked between the lines that define legal parking spaces. *Under no circumstances are students to park in designated fire lanes, handicapped zones, loading zones, or anywhere else (i.e., at the end of parking aisles, etc.) not clearly marked as legal parking spaces for students.*
4. Parking areas and individual spaces reserved for Barlow staff and visitors are clearly marked; **under no circumstances are students to park in these spaces.**
5. Students either with or without valid parking passes are prohibited to park in front of the building and/or the Baseball field as indicated on posted signs. If found in violation, vehicle may be towed or have a boot placed on, at the expense of the owner.
6. Students parked in any of Barlow's parking areas will not be allowed to leave campus during the school day, except for: a) students with special schedules that require them to leave, b) seniors and juniors who meet the qualifications to leave campus for lunch, c) students who need to leave campus early for appointments, or due to illness or other emergencies (see guidelines for checking out of school as outlined in the "Closed Campus Policy"). Freshmen and Sophomores have closed campus and are NOT allowed to leave unless previous arrangements have been made through the attendance office.
7. **Students are strictly prohibited from driving other unauthorized students off campus.**
8. The student parking areas are considered to be unauthorized areas, unless students are arriving to or leaving from school. Students found in unauthorized areas without passes will be subject to disciplinary action.
9. *There is no parking allowed at any time along the highway shoulder on 302nd Ave., along the triangle area on Lusted Rd., along a stretch of Pipeline Rd. or any other areas posted with "No Parking" signs. Also, parking in the seminary lot or on any other private property without the express permission on the property owner is prohibited.* Anyone who parks in a prohibited area may be cited by a law enforcement official, or the vehicle may be towed at the owner's expense.

Driving/Parking/Behavioral Violation Penalties

1. Any student who violates driving and/or parking regulations (i.e., reckless driving, illegal parking) during the school day, *including travel to and from school and at all school functions*, may have his/her parking privilege suspended for a specified period of time (in addition to being subject to school or county fines and/or other disciplinary actions).
2. Any student who violates drug or alcohol regulations may have his/her parking privilege suspended for a specified period of time.
3. Student drivers who violate Barlow's "Closed Campus Policy" (*including driving unauthorized students off campus*) will be subject to disciplinary action, which may include the loss of parking privileges.
4. Loss of parking privileges may also result from patterns of excessive tardiness or unexcused absences, other disciplinary violations, or poor academic performance. Students should be especially aware of our attendance policy: **Any student who accumulates 10 or more single period unexcused absences or below an 80% attendance rate at any time during the current school year will have his/her parking privileges revoked.** Also, any student who accumulates 10 or more single period unexcused absences or below an 80% attendance rate during 2nd semester of the 17-18 school year will *not* be eligible to purchase a parking permit for the 18-19 school year.

Any student who fails to purchase and display a 2017-2018 parking tag for his/her vehicle, 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. Consequences will include:

- **1st Offense** \$10.00 fine paid to the school
- **2nd Offense** \$20.00 fine paid to the school
- **3rd Offense**.....Parking Boot may be applied with a \$50.00 fine to remove boot
- **Subsequent offense**..Vehicle may be towed at student's expense

Please note: The school does not have to issue warnings before fining and/or assigning other disciplinary consequences to students for parking and driving violations.

VISITORS AT SCHOOL

1. Parents or other adults who have school business to conduct at Barlow are always welcome in the building. We do ask that they check in at the main office when they arrive, and allow school personnel to meet them, prepare visitor passes for them, and provide any other assistance they may need. As a courtesy to the staff, parents/guardians must gain administrator approval prior to visiting a class in session. As a matter of building security, teachers are asked not to allow visitors into the classroom unless they have first made their visit known to the administration.
2. Young adults, past graduates or students from other schools in the Portland metropolitan area, or from other areas within a fifty-mile radius, are **not** permitted to visit students. Safety and security are the primary concerns.
3. If a student from a school outside the prohibited area (described in paragraph 2) is going to be a guest in the home of a Barlow student and desires to be a visitor for a day, the Barlow student needs to obtain a **"Student Visitor Pre-Approval Form"** from Student Management. The form must be completed, including signatures from teachers and the Barlow parent, and returned to Student Management at least 72 hours **in advance** of the visit. Upon approval of the request, the visitor will check in at the Main office and must show school ID on the day of the visit to receive a visitor's pass. **The visitor will be expected to stay with the sponsoring student during the entire visit.**
4. A Barlow student may have only one guest at a time.
5. Multiple day visits are not allowed.
6. Visitor passes are not allowed for children who are younger than high school age.
7. No visitor passes will be issued during the semester exam weeks, during the week before winter break, during the week before spring break, or during the seniors' final week of school. Guest passes for dances are allowed only for Winter Formal and Prom. Students must fill out the request on the appropriate forms and follow the guidelines and timelines in order for the request to be considered.
8. In order for a non-Barlow student to be considered as a guest, a dance guest pass form must be completed and turned into a Assistant Principal no later than 3:00 PM the Tuesday before the dance. The dance form may not be faxed to or from the school office.
9. All visitors at school and/or at school activities must abide by all school rules.
10. If a visitor is approved, they must provide a valid school picture ID when checking in.



Go Bruins!

GO BRUINS!