

Springwater Trail High School

STUDENT HANDBOOK 2020-2021



INTRODUCTION, PHILOSOPHY, LEGAL BASIS

This document is designed to be a reference for students and parents in order to help all learn and contribute to a positive, respectful environment at Springwater Trail. The staff, students and parents at Springwater Trail High School work together in order 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 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 safe, healthy, and free from discrimination. One method of accomplishing these goals is to spell out, in clear and concise language, students' rights and responsibilities (including understandable rules on student conduct) and maintain an orderly and consistent procedure for dealing with infractions.

We thank all students, staff and parents in advance for each individual's cooperation in working towards Springwater Trail as a safe, welcoming place for all who enter to learn.

Ryan Blaszak, Principal

ANIMALS IN SCHOOL

All requests to have animal visitors in the classroom or on school property must be submitted to the principal in writing. The request must be in alignment with board policy and approved before the animal shows up at school. The request should include a description of the activity, type of animal, educational purpose, length of activity, and a plan for the care of the animal(s). Additionally, if applicable, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations. All animals brought for exhibit must be restrained by their owner/handler.

ASSEMBLY OF STUDENTS

1. The principal must clear all meetings not regularly scheduled and entered on the master calendar.
2. A staff member must be present at all meetings where school facilities are used.

ATTENDANCE / TARDY POLICY

Attendance Policy:

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

The goals of Springwater Trail'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 students' attendance.
3. To focus responsibility for attendance in the hands of 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.

Students are expected to attend school daily. If a student falls below 85% attendance, s/he may be placed on attendance probation. The probation period will consist of the following six weeks. If the student does not maintain 85% attendance, s/he may be dropped from the school and returned to their neighborhood high school.

Absences are counted as a total of excused and unexcused absences.

All absences from school must be cleared by parents or guardians.* Under Oregon Law (Oregon Revised Statutes) and district policy, the only acceptable reasons to be absent from school are as follows:

1. Illness
 2. Family emergency
 3. Matters relating to student's disability
 4. Medical or dental appointments
 5. Pre-arranged:
 - 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 the class. (Students with 8 or more 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.)
- * Please note: School related activities will not be counted as absences, but may impact student performance.

Process for excusing absences:

1. The guardian must call or the student must turn in an excuse note from a parent/guardian to the attendance office within 2 school days following the absence.

The note should contain the following information:

<i>Student name</i>	<i>Reason for absence (per OR Revised Statutes)</i>
<i>Date(s) of absence</i>	<i>Parent/guardian signature</i>
<i>Time period of absence</i>	

A parent/guardian may also call **503-261-4600**. The caller should supply the same information as listed in #1 above. If the office is not notified of an absence, a call will be made home via the School Messenger automated calling system.

2. If a parent/guardian knows in advance that he/she will be picking up a student for an appointment during the school day, he/she should send an excuse note with the student. The student should show the note to the teacher, then turn the note in at the office. If returning to school the same day, the student should check back in at the office upon his/her return.

Pre-arranged absence process:

1. The student picks up a "Pre-Arranged Absence Form" from the attendance office.
2. The student takes the form to his/her teachers for homework assignments, comments, and teacher signatures.
3. Parental approval is required via signature
4. The form is then returned to the attendance office, and the pre-arranged absence is entered into the computer.

(Please note: Homework assignments may be requested *only* for those students who are absent from school for 3 or more days by calling 503-261-4600.)

Discipline Consequences for Unexcused Absences:

Students will be held accountable for skipping classes. Consequences will vary according to individual circumstances surrounding a student's irregular attendance. Possible consequences include detention, school service, attendance contracts, removal from class(es) with no credit, and in-school or home suspensions.

Tardy Policy:

Individual teachers will set their classroom policies and may include the following guidelines: 3rd tardy = lunch detention; 5th tardy = 2 lunch detentions and parent contact by teacher, 7th tardy = contact with student/parent/school.

1. A student is tardy if he/she arrives to class without a pass after the bell rings to start the period.
2. If a student arrives more than 20 minutes after the bell rings to start the period, he/she will be considered ABSENT, not tardy.
3. Excessive tardiness, or failure to serve assigned detentions or other disciplinary actions, will result in a disciplinary referral to an administrator.

CELL PHONES / ELECTRONIC DEVICES

Students may possess cell phones at school but they may not be used anywhere in the building while class is in session unless by permission of the teacher. Students who use a cell phone, or other electronic communication device, for any reason (making or accepting calls, text messaging, photo display, etc.) during instructional time will be considered insubordinate. The phone or electronic device may be confiscated by school personnel and disciplinary action may be taken as needed.

Springwater Trail High School is not responsible for lost or stolen cell phones or electronic devices.

If a student refuses to comply with any directive issued regarding the use of cell phones/electronic devices, he/she will be considered insubordinate and referred to an administrator.

First offense: Students will be directed to stop using the cell phone/electronic device, turn it off and put it away.

Second Offense: Students will be directed to stop using the cell phone/electronic device and the phone will be confiscated by the teacher. A disciplinary referral may be written and turned in to the administration with the cell phone. Students can retrieve their phone at the end of the school day from their administrator or designated main office staff.

Third Offense: Students will be directed to stop using the cell phone/electronic device and it will be confiscated by the teacher. A disciplinary referral will be written and turned in to the administration. Progressive disciplinary action will occur, up to, but not limited to, suspension. A parent or guardian will be required to conference with an administrator before the cell phone will be returned.

CLOSED CAMPUS POLICY

The Springwater Trail High School campus is closed to students leaving in vehicles or on foot during the school day, with the following provisos:

1. Students who have late arrival or early release must arrive late or leave early as their schedules indicate.
2. Students whose schedules require them to travel (i.e., off campus work experience programs, etc.) may leave as required.
3. Students who have other legitimate needs to leave campus during the school day (i.e., illness, medical or dental appointments, etc.) may obtain passes to leave as appropriate.
4. 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 office.
5. If a student needs to leave during the school day due to illness or some other type of emergency, the school office will approve him/her to leave campus *only* after obtaining permission to do so via a phone call to a parent or other designated emergency contact person.
6. Students who have off campus privileges may not take other students off campus who are not cleared to leave. Students may not bring lunches back to other students because it causes tardies.
7. Sophomores, Juniors and Seniors may be permitted to leave campus during lunch *only if* they meet a specific set of criteria as listed below:
 - Parent permission
 - No pattern of unexcused absences or tardies
 - No drug/alcohol violations
 - No serious driving violations
 - No other serious disciplinary infractions

To apply for permission to leave campus during lunch, students need to:

- a) Obtain the " Permission Form for Lunch Period Release from Campus" from the office,
- b) fill out the form and have a parent/guardian sign it,
- c) return the form to the office to be processed.

Sophomores, Juniors and Seniors 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.*

Students should be aware that there is only 30 minutes for lunch and there are few restaurants close to Springwater Trail. If students are late or they are found bringing food back for others, the off-campus privilege may be revoked. In addition, if a student who has off-campus privileges takes another student with him/her who does NOT have off-campus privileges, all off-campus privileges may be revoked. OFF CAMPUS PRIVILEGES MAY BE REVOKED AT ANY TIME AT THE DISCRETION OF THE PRINCIPAL.

COMPUTER AND NETWORK GUIDELINES

Computers at Springwater Trail may not be accessed without the permission of a teacher. Students using the computers outside of class time (i.e. before or after school) MUST have a computer pass signed by a teacher.

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. Students must have parental permission in order to use the Internet.
 - a) For students in grades 6-12, access will be granted unless the parent 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. Secondary schools must retain the original signed "denial of permission" form for as long as the student attends 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 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.
3. Students identifying an illegal, unethical, or inappropriate activity on the district's system must notify the supervising adult.
4. Student users may use email at school only if approved by the supervising teacher and the school principal. Student users may use email at school only for educational purposes. 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:
 - ix. Contain threatening, harassing, obscene, profane or otherwise inappropriate language.
 - x. Make the student feel uncomfortable or unsafe.
 - xi. Ask the student to participate in illegal or sexual activities.
 - xii. Come from a source that the student does not know or was received without invitation.
5. 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.

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:

- Link back to the school 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.
- Contain a created or modified date.

Links to other than district sites 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 to the student's school, the "Directory Information Exclusion Form" that is available within the student rights and responsibilities handbook.
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 district policy and the principal. 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. Web pages not kept current may be removed by the web editor or websmith. 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 district's 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 web site 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.

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 such web pages shall be approved by the principal or district web editor before being added to the district or school site.

General Computer Guidelines

The computers and computer network in place at Springwater Trail are educational resources designed to support research, learning, and teaching. It is expected that students will treat these valuable electronic tools with care and respect. Springwater Trail's computers are connected to a local network that is connected to the Internet. Parts of the Internet contain material of adult content and material that many people find objectionable. Students who wish to use the 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/hard drive will be confiscated for evidence and *it will not be returned*.
2. The student will not be allowed to use any of Springwater'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 Computers: Students may bring laptop and palm type computers to Springwater Trail and are welcome to connect to Springwater's computer network (wireless or wired). 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.

Students who engage in any unacceptable use of the District's computers or network will be disciplined and will have their access to the computers and network restricted or terminated.

CONDUCT EXPECTATIONS

Springwater Trail High School exists primarily to educate students. Regulations are set to make sure this purpose is achieved with the least amount of disruption and confusion. It is the responsibility of the staff to keep the school safe and to protect its equipment and property.

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 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 and an administrator as soon as possible. The teacher and principal will determine any additional consequences. 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.

DANGEROUS, DEADLY, OR DISRUPTIVE INSTRUMENTS: Possession or use of any dangerous, deadly, or disruptive instrument is prohibited. These include, but are not limited to: fireworks or other explosive devices, firearms, 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.) Instruments shall be confiscated. 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.)

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 building or campus life (including off campus school activities). Disruptive behavior will result in disciplinary action, which may include suspension or expulsion.

FIGHTING / ASSAULT: Students should feel safe at Springwater Trail. Any student who threatens another student will be disciplined to the fullest extent (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, 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 circumstances. 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 and/or impacts students during the school day. A fight off campus during lunchtime is also considered to be "school related."

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.)

HARASSMENT/CYBER-BULLYING: Our 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 that specifically prohibits harassment, as well as state and federal regulations that hold schools liable for not processing complaints vigorously and fairly. The staff believes very strongly that we must be vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment. We take this issue very seriously, and **we 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. 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. **Cyberbullying:** Cyberbullying is the willful and repeated harm inflicted through the use of computers, cell-phones, and other electronic devices. Cyberbullying occurs when a student is threatened, harassed, humiliated, embarrassed or otherwise targeted by another student through the use of any electronic communication device. This includes any electronic communication which disrupts or prevents a safe and positive educational environment. Examples of this may include, but are not limited to:
 - Posting threatening or demeaning remarks about another student on social media sites such as Facebook, Instagram, Snapchat, or Twitter
 - Posting an image or video online of another person without that person's knowledge, permission, or consent
 - Sending threatening or demeaning text messages
 - Creating a webpage with the intent to degrade another person or damage their reputation
 - Intentionally and cruelly excluding another person from an online group
 - Continued, unwelcomed contact with another student through text or email
 - Disclosing personal information about another person (i.e. home address, phone number, etc.) in an online forum without that person's knowledge, permission, or consent
3. **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.

4. **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, sexual orientation 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, or physical conduct of a sexual nature.

Harassment Complaint Procedure:

Any student who believes he/she has been subjected to harassment as defined above should immediately report the incident to the nearest school staff person (who may have witnessed the incident). 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 that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as "just having fun" -- *STHS does not condone or support having fun at another person's expense.*

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) Springwater Trail 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, secretaries, educational assistants, custodians, cooks, and all other adults employed by the school district.

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.

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.

- Arson** - The intentional setting of fire.
- Bomb Threats** - Telephoned or written threats of bombing, placing bomb devices (including fake bomb devices) on campus, etc.
- 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.
- 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.

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: It is important that you read and understand the "Attendance Policy" section in this handbook. Any student in violation of the stated attendance policy, unexcused absence policy, or tardy policy will be subject to disciplinary action. Such action may include being placed on an attendance contract, assignment to detention(s), Wednesday School(s), school service, and/or suspension.

UNAUTHORIZED AREAS: Students are not permitted to be in unauthorized areas in or surrounding the school without staff supervision. This includes the athletic fields, elementary school campus, parking along Palmquist, and the parking lot (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, 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.

Students should note that writing or otherwise marking anything on walls, 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 to more serious disciplinary consequences. Please note: Students may be referred to the appropriate law enforcement authorities for prosecution.

DANCES

All school policies and procedures apply during school dances, both those held at the school and those held off-campus. Guests are allowed only at the two formal dances (winter and prom) and only if the student and guest complete the Visitor's Agreement and receive approval from the principal prior to the dance. **All guests must be attending at least 9th grade of high school and must be 21 years or younger. There are NO exceptions to this rule.**

DISCIPLINARY ACTIONS

CONTRACT, ATTENDANCE/BEHAVIOR: A student who exhibits poor attendance and/or behavior 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 withdrawal and/or expulsion from school.

LUNCH DETENTION: This detention is held during lunch periods for students who have been referred for tardiness or for other disciplinary reasons.

Detention Room Guidelines:

1. Students must be on time 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 electronic devices (except calculators) will be allowed.
4. Students will not be excused from the detention room for any reason except an emergency.

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."

REQUIRED ATTENDANCE AT WEDNESDAY SCHOOL: Wednesday School is held each Wednesday from **2:30 PM – 3:30 PM**. It is optional for students to get additional help or it can be assigned to students for a variety of reasons: such as skipping detentions, excessive tardiness, truancy, disruptive conduct, etc.

1. Transportation from Wednesday School is provided by school bus home at 3:30pm if the student has signed up for the bus in the main office before 12:00 PM that morning – otherwise they may NOT ride the bus home. **Students must be on time!** Wednesday School begins promptly at 2:30 p.m. If a student arrives after 2:30 p.m., he/she will not be admitted and will face further disciplinary action. Students should wait at the door of the staff person in charge of Wednesday School until the staff person takes them inside.
2. Students should bring study materials or books to read. Quiet study is the requirement of the day. There will be no talking or sleeping!
3. No mp3 players, IPODS, cell phones, or other electronic devices (except calculators) are allowed at Wednesday School.
4. No food or beverages are allowed at Wednesday School.
5. Failure to comply with any of these guidelines or with the directions of the Wednesday School supervisor will result in disciplinary action.

Please note: Students who do not attend assigned detentions or Wednesday School are considered to be insubordinate and are subject to more serious disciplinary consequences (i.e., suspension, etc.).

SCHOOL SERVICE/DISCIPLINARY REASSIGNMENT: At the discretion of the administrator, a student may receive school or community service or disciplinary reassignment instead of another disciplinary action. School community service: 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. (student must agree to serve in a prompt, positive and responsible manner.) Disciplinary Reassignment: the student works in the office or another designated location instead of attending regular academic schedule. Failure to serve or an unsatisfactory job performance and/or attitude will result in further disciplinary action.

SUSPENSION, HOME: 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. Home 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 handicapped, 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 Springwater Trail activity for the duration of the suspension and/or a specified period of time.
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.

PUBLIC DISPLAY 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 the principal for further disciplinary action.

DRESS AND GROOMING

1. In the event that a school 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 (i.e., shoes must be worn in school at all times).
2. 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 modifications if he/she wishes to remain in that class.
3. 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 requirements of the activity, he/she will be removed from that program.

DRESS CODE

The purpose of a dress code is to provide guidance to students and parents as to appropriate attire for school as well as being a primary means of helping students learn a skill which is required for success in getting and keeping employment. As adults we know that there is a difference between dressing for our jobs and dressing for recreation. Students practice learning this distinction when they decide what is appropriate to wear to school and what is not.

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, or disrupts from the educational environment, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

The Springwater Trail Dress Code includes:

1. Shirts and shoes must be worn.
2. Anything that disrupts or directly interferes with the educational process (i.e., see-through or scanty clothing, halter tops, tube tops, midriff shirts, backless dresses or tops, short shorts, extreme mini skirts, improperly fastened clothing, etc.) may not be worn, except when covered by an appropriate outer garment. Keep in mind that Springwater Trail's definition of "inappropriate attire" includes any garment that exposes the navel, as well as low cut tops that expose too much of the chest and low cut pants that expose too much of the lower torso. Pants that are worn so low that they expose one's underwear are prohibited. **Shorts and skirts must be mid-thigh length or longer.**

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. 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.
5. Students are prohibited from wearing masks, face paint, or any other disguises, unless such disguises are directly related to a school activity and have been approved by an administrator or designated staff member.

DRUG AND ALCOHOL POLICY

1. The possession, sale or supply of any alcohol, narcotic, dangerous drug, counterfeit drug or controlled substance on or about the school premises or at any school-sponsored activity is prohibited.
2. The possession of any drug paraphernalia containing drug residue on or about the school premises or at any school-sponsored activity is prohibited.
3. A student shall not use, 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, or a look-alike drug or prescription 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:

See the *Parent / Student Information, Rights, and Responsibilities Handbook*.

STUDENT SELF-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 principal at 503-261-4600.)

ELECTRONIC DEVICES

MP3 Players, iPods, cell phones, radios, or any other type of electronic devices (except calculators, computers, or other types of learning tools) **may not be used during instructional time. Such devices are restricted to use only during before school, lunch periods, and/or after school in the cafeteria and outdoors.** Music/video players must be used with headphones and only before school, during lunch periods, or after school.

Students are allowed to have pagers and cell phones at school. **However, pagers and cell phones are not to be a distraction in the classroom; they should be set on silent during instructional time and are not to be used for any purpose during class time, including, but not limited to, phone calls, text messaging, and downloading of material.** Students will not be allowed to leave their classrooms to respond to pages or cell phone calls; they will need to return calls before and after school and during lunch. (Parents who need to contact students about emergency situations may do so by calling the main office.)

Electronic devices used inappropriately by students will be subject to confiscation during school hours. Also, students who bring electronic devices to school do so at their own risk; the school is not responsible for lost or stolen items.

FEES:

REGULAR FEES

- | | |
|---|---------|
| ● Student Body Fee
(All students need to pay Student Body Fee) | \$12.00 |
| ● PE Uniform | \$13.00 |
| ● Lock | \$5.00 |
| ● One-time Security Deposit | \$50.00 |

CLASS FEES:

- | | |
|-----------------------------|---------|
| ● Digital Photography Class | \$15.00 |
| ● Art Class | \$20.00 |
| ● Graduation (seniors only) | \$25.00 |
| ● | |

SCHOOL LUNCH:

- Meal Account

Breakfast	\$ 1.25
Lunch	\$ 2.60
Milk	\$.50
Reduced school lunch	FREE

FAILURE TO PAY REQUIRED FEES MAY RESULT IN WITHHOLDING STUDENT PROGRESS/REPORT CARDS UNTIL FEES ARE PAID OR OTHER ARRANGEMENTS HAVE BEEN MADE. SENIORS ARE REQUIRED TO PAY ALL FEES BEFORE RECEIVING THEIR DIPLOMA.

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.
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.

GAMES ON CAMPUS

Hackie sack is allowed outside before school and during the lunch periods *only*. Riding skateboards, hoverboards, roller blades, skates, etc., is **not allowed** on campus. Balloons or squirting devices are not allowed on campus. The throwing of any kind of ball or other object in the halls, classrooms, cafeteria, etc., is also prohibited. Students who abuse these rules will be referred to an administrator (or designee) for disciplinary action.

GANG/ACTIVITIES/APPAREL

Springwater Trail High School strictly prohibits wearing, possessing, using, distributing, displaying, or selling items that are evidence of affiliation with or membership in a gang. Prohibited items associated with gangs, as identified by school administrators in conjunction with local law enforcement agencies, include the following:

1. Items of clothing or jewelry that are gang related or that identify students as gang members.
2. Specific gang symbols, emblems, badges or signs.
3. Apparel or school supplies marked with gang graffiti.
4. Chains, spikes, and other metal paraphernalia.
5. Racist or gang publications.
6. Other items identified by school administrators in conjunction with local law enforcement agencies. Students and parents will be notified of such items through announcements and written communication from the principal.

Also prohibited at Springwater Trail are all other actions that may further the interest of any gang or gang activity. 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.

LOCKERS

1. Students should always check to make sure their lockers are securely locked before they leave the area. Students who wish to keep their personal property safe are also cautioned against giving their locker combinations to other students. (A fee will be charged if a locker combination has to be changed.)
2. 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.
3. 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 office as soon as possible.*
4. 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.

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.")

SEARCH AND SEIZURE

1. Lockers, desks, 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

TELEPHONE USE

Students may use the office telephone system only if approved by a school staff member and, if approved, only for educational purposes, illness, or to ensure their personal safety. A free phone is available in the front entry for student use.

TOBACCO POLICY

No student shall possess, use, or distribute a tobacco product on the Springwater Trail 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 an administrator for further disciplinary action. Such actions will include assignment to Saturday School or school service. Multiple offenses will result in a referral to the principal for possible legal action. Students who continue to violate the tobacco policy will be subject to suspension or expulsion.

We realize that the tobacco policy may create a hardship for students who use tobacco. Springwater Trail 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 the 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

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., cutting off school buses or other vehicles, exiting the wrong way, etc.) is strictly prohibited.
2. All student drivers must have valid driver licenses and auto insurance.
3. *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).*
4. The parking lot is reserved for Springwater Trail staff and visitors ; *under no circumstances are students to park in these spaces.*
5. Students will not be allowed to leave campus during the school day, except for: a) students with special schedules that require them to leave, b) students 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. *Students are strictly prohibited from driving other unauthorized students off campus.*
6. **Students are not to use their vehicles or friends' vehicles as storage areas for school supplies (i.e., textbooks, notebooks, etc.) or other personal possessions (i.e., gym clothes, jackets, purses, etc.) that may be needed during the school day. Students are not allowed to make frequent trips to the student parking areas to retrieve possessions left in vehicles without prior permission.**
7. 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.

VISITORS AT SCHOOL

1. Parents or other adults who have school business to conduct at Springwater Trail are always welcome in the building. Visitors must check in and out at the main office and wear the official school visitor badge at all times.
2. Young adults or students from other schools are **not** permitted to visit students. Safety and security are the primary concerns. Former students who wish to visit Springwater, should call the office to get permission and schedule a visit.