

April, 2017

Dear Seniors and Parents of Seniors,

WOW! Where has the time gone? Whether this is your first graduate or your fourth, you are coming to the realization that thirteen years of hard work, learning, growth, and family support is about to be recognized at Sam Barlow High School's 2017 graduation ceremony. We know you have been working hard supporting your student as they finish school requirements and are now making family arrangements for this important moment. The Barlow staff is also dedicating much time and energy to help your student achieve their goal of becoming a high school graduate. We have been monitoring attendance and progress, and will continue to work with, and motivate your student toward the successful completion of their high school career.

This is our final Senior newsletter and it contains some very useful information including an updated calendar of events to help you plan accordingly. Please take a few minutes to read and discuss the notes from our Career Center, Counseling Center, and from Teresa Juden, our graduation coordinator in the Student Management Office. This information will be critical as we are rapidly progressing through the last part of the year. June 13<sup>th</sup> will be here before you know it.

I would like to give you a quick overview of the most important information and dates you will find on the following pages.

- This year our **Commencement Ceremony** will be held at the **Memorial Coliseum** on Tuesday, **June 13 at 5:00 p.m.** It is very important that you note the information about **commencement practice** also **June 13, at 8:30 a.m.**
- For most of you, the weeks between now and the **seniors' last day** of school, **Wednesday, June 7<sup>th</sup>** will involve an enjoyable resolution of four great years at Barlow. For a few seniors and parents, it will be critical to stay in contact with your student's teachers as we finish this semester.
- As always, two very fun senior activities, the **Senior Banquet (5/24)** and the **Senior Picnic (6/7)** are also approaching.

Please encourage your student to get involved in the end of the year functions.

This has been a fantastic year and we are all very proud of this graduating class for their accomplishments while at Sam Barlow High School. As you and your student prepare for the end of the year activities please be sure to review and emphasize positive behaviors and smart choices. To ensure that your student has the optimum experience at all activities please remind them to make solid decisions with respect to appropriate behavior. Let's all keep working together so these events continue to be safe and positive experiences for everyone.

The Sam Barlow staff members, who plan and participate in our commencement, work very hard to orchestrate a powerful and dignified graduation ceremony. We need *your* help to maintain this formal rite of passage for all graduates and guests. We expect our graduates and their guests to treat the ceremony with respect and honor, to dress appropriately, and to refrain from bringing things to graduation that might distract from the ceremony and compromise the celebration for others. Please respect everyone's right to a quality experience. During our graduation practice, we will review the expectations discussed in this newsletter. Although each graduate is unique and might want to express their individuality by "accenting" their cap and gown, the only graduation adornments permitted are items pre-approved by the school administration. These pre-approved items include: National Honor Society Cords, Scholars of Distinction Stole, Center for Advanced Learning Medallions, ACE Medallions, Black Baccalaureate Stoles, MECHA Stoles, Forensic Cords, and Thespian Cords.

Seniors, you are an outstanding and unique group of individuals, and I have enjoyed getting to know many of you while in my second year at Barlow. I have been very impressed by your talents, intelligence, and accomplishments. I am pleased with the positive efforts you have made to reach this point in your educational careers.

I would like to close this letter by sharing with you that the constant reminders about potential mistakes and problems are in no way a reflection of the school's or my attitude about this year's senior class. Parents, thank you for the support you have given throughout your students' high school experiences.

If you have any questions or concerns, please don't hesitate to call me (503-258-4850) or Teresa Juden in the Student Management (503-258-4865).

See you all on June 13<sup>th</sup> . . .

Sincerely,

A handwritten signature in black ink that reads "Timothy A. Collins". The signature is written in a cursive style with a horizontal line above the first name.

Timothy A. Collins, Ph.D.  
Assistant Principal

# SENIOR NEWSLETTER #2

## COUNSELING OFFICE & CAREER CENTER NOTES

Erin Boelow, Counseling Dept. Chairperson    Patty Neuenschwander, Career Center

**ESSENTIAL SKILL AND WRITING REQUIREMENT:** In order to graduate each senior must meet the essential skill of reading, writing and math. Many seniors met this requirement by earning a passing score on the Smarter Balanced Assessments (SBA). For a few students however, they still need to complete local performance assessments. If students wish to submit a work-sample in order to meet graduation requirements, they may do so by working with Lyn Hollenbeck in S-4 and teachers in specific subjects (i.e. Language Arts, Social Studies, and Science).

Sam Barlow High School Counselors have been working diligently to make sure the Class of 2017 has all their graduation requirements completed in a timely manner. Requirement, students if have questions about the essential skills, contact Lyn Hollenbeck at 503.258.4881 or email her at [hollenbeck5@gresham.k12.or.us](mailto:hollenbeck5@gresham.k12.or.us) or set an appointment with your counselor as soon as possible.

**FAILING GRADE COMMUNICATIONS:** No one likes surprises, especially when it comes to completing classes required for graduation. Please be sure to review the twelve-week progress report that you will receive the last week of April. If your student is earning an "F" in any class, or may be in danger of failing please contact the teacher. You can do this by calling the school at (503) 258-4850 or you can email their teacher(s) directly <http://sbhs.gresham.k12.or.us/staff.htm>. Although individual teachers will be in contact with you if students are in danger of failing, redundancies in communication is always a plus. We realize that students may be very confident in their ability to pass all classes, but please take special consideration at this time of year to ensure that your student completes all graduation requirements.

**ATTENDANCE:** Nothing can get a senior into trouble faster than skipping classes! Some of our seniors already have serious attendance problems, and, as a result, may not graduate with their class. Because attendance is clearly connected to academic performance and passing grades, we are working hard to turn existing attendance problems around and to prevent other seniors from "sliding" during their final few weeks of school.

Parents, we are counting on you for help. We need to work together to ensure that your student is in class every day and, in some cases, is making up work missed due to earlier attendance problems. Please do not let your student become an attendance casualty. Keep in mind that there is no sanctioned senior skip day, and the only legitimate reasons for missing a class are illness, a medical or dental appointment, a family emergency, or a pre-excused absence.

You can call 503-258-4860 to get up-to-date attendance reports.

**SCHOLARSHIPS AND AWARDS:** If a senior has received any scholarships, grants, or awards, please bring or send a copy of the award letter(s) to the Career Center by May 15<sup>th</sup>. This is exciting news, and we want to make sure that the accomplishments of our senior class are acknowledged. In order for this information to be included in our "Evening of Excellence" on June 1<sup>st</sup>, and also in the June 13<sup>th</sup>, Commencement Program, Ms. Neuenschwander must receive copies of award letters by *May 15<sup>th</sup>*.

# STUDENT MANAGEMENT NOTES

By Teresa Juden, Secretary

**KEEPING INFORMED:** Seniors, the "*Morning Announcements*" printed each school day is your "lifeline" to keeping informed about senior activities. Please make sure you have access to and are reading these bulletins on a regular basis. (Your senior class teachers should be posting the daily "Morning Announcements" bulletins in your classrooms.) **CAL students can access announcements on the school's website.**

## SENIOR BANQUET AND PICNIC

- The **Senior Banquet** will be held on Thursday, **May 24<sup>th</sup>**, 6:00 p.m. to 9:00 p.m. Purchase tickets in advance.
- The **Senior Picnic** will be held on Wednesday, **June 7**, 10:45 a.m. to 2:00 p.m. Buses will be provided for all seniors to the park. Students will not be allowed to drive to the park.
- Volunteers are needed to help with the Senior Picnic. If you can help, please phone Barlow's Activities Director, Dan Dalzell (503-258-4905).

*Please note that these events are for Barlow's Class of 2017 only; no guests will be allowed.*

Tickets for the Banquet will be sold in the senior hall during lunch periods starting May 10<sup>th</sup>. The banquet will cost \$20.00.

**SENIOR CLEARANCE:** The last day of school for seniors is Wednesday, **June 7<sup>th</sup>**. All seniors will need to pick up a **Senior Clearance Form** in Student Management on **June 5<sup>th</sup> and June 6<sup>th</sup>**. They will need to follow the instructions printed on the forms; this will include the return of all library, Audio Visual and textbook materials, a locker check, pick up Portfolio in the Testing Center and a final stop at the bookkeeper's window to pay all fees/fines due (if any), or to receive any deposit money owed to them. Seniors need to make sure that all past debts have been paid, and that all athletic gear has been turned in. If the student does not owe money to the school and has paid a security deposit that money will be refunded to the student in cash during the Senior Clearance Process. Statements of the students' accounts will be sent the beginning of May. If there is a balance owed, checks will Not be accepted after May 12<sup>th</sup>, 2017.

Graduates who do not complete the final clearance process by the end of the school day on **June 7<sup>th</sup>** will have their diplomas held by the bookkeeper, and will not receive their graduation tickets. They will need to return to school to complete this process during regular business hours.

**COMMENCEMENT TICKETS:** Distribution of commencement tickets begins on Monday (6/5) and Tuesday (6/6) from the Bookkeeper once clearance has been completed. Each senior will receive **10** tickets. Those seniors who do not need all 10 tickets should return extra tickets to the Student Management Office.

Any senior parent who needs more than 10 tickets must submit a *written request* to Teresa Juden including a reason why there is a need and the number of additional tickets wanted no later than 3:00 PM by May 26<sup>th</sup>. *We will not accept extra ticket requests by phone. There is no guarantee that a student will receive the amount of extra tickets requested.* The tickets will be divided as evenly as

possible after all requests are received May 26<sup>th</sup>. Parents who request extra tickets will receive those tickets when your student does final checkout, June 5<sup>th</sup> and June 6<sup>th</sup>.

Please keep in mind that we will only be using a portion of the Coliseum arena for seating; we encourage families to set realistic limits on the number of guests invited to commencement.

**COMMENCEMENT MARCHING ORDER:** Beginning Monday, **May 22-26**, seniors may sign up with one marching partner by seeing Richelle Stewart at the Registrar's window.

**Seniors:** To avoid duplicate sign-ups, you must sign up with your marching partner, at the registrar's window. Make sure your name is on the marching partner list by Friday May 26<sup>th</sup>. If you do not select a marching partner, we will pair you up with someone.

## GRADUATION DAY INSTRUCTIONS

**COMMENCEMENT PRACTICE:** On Tuesday, **June 13<sup>th</sup>**, at **8:30 a.m.**, graduation practice will be held at the Memorial Coliseum -- ***it is important for seniors to attend this practice.*** Graduates will learn about all aspects of the commencement ceremony, i.e., where to congregate to receive name cards and line up in the correct marching order, how to enter the main arena, how to access the stage to receive diplomas, how to exit the arena, etc. They do not need cap and gown for practice.

The worst scenario for commencement is having several seniors who don't bother to attend practice and then show up for the ceremony without a clue as to where they should be or what they should be doing. Parents, please help us by stressing the importance of commencement practice to your graduate.

***Commencement practice will begin promptly at 8:30 a.m.,*** so seniors should plan to arrive a little earlier (by 8:15 a.m.) to ensure attendance. Seniors should allow themselves plenty of time to get to the Coliseum, taking into account the heavy traffic in that area, finding places to park, and then getting inside the Coliseum. They should enter through the main entrance of the Coliseum, go down the stairs to the left, and follow the signs to the Georgia-Pacific room.

Seniors must provide their own transportation to commencement practice. Seniors who drive to practice can park in the Coliseum parking facilities might be charged the Coliseum's regular parking fee. Another alternative method of transportation is the MAX light rail system, which has a stop next to the Coliseum.

**COMMENCEMENT EXERCISES: Arrival of Graduates:** Seniors need to arrive at the coliseum by 4:15 pm, they also need to provide their own transportation to the graduation ceremony on Tuesday, **June 13<sup>th</sup>**. Please note that the Georgia-Pacific room is the congregating area for graduates and staff volunteers only: *family and friends will not be admitted to this area.*

We strongly urge graduates to be dressed in their caps and gowns and "ready to go" when they arrive. (If they spend too much time in the restrooms, they may miss important instructions taking place in the staging area.) **All flowers, purses, cell phones, iPods, cameras and other non-approved items will be taken at the entrance. Leave these things with your parents!** This is another reason why it is a good idea to arrive already dressed in the cap and gown. Caps should be worn straight and flat with tassels on the left front. We recommend using bobby pins to hold the cap firmly in place. (If there is a problem with the fit of the gown, notify Jostens at 503-255-7120 as soon as possible.)

**Name Cards:** Graduates *need to pick up their name card*, which will be arranged alphabetically on tables in the Georgia-Pacific room. (Picking up the name card *promptly* will help the staff determine who has or has not arrived.) The name card shows the graduate's name exactly as it will be announced during the ceremony; it is important for the graduate to hold on to this card until the moment he/she hands it to the announcer right before they walk across the stage. If a graduate's name card has an error on it, he/she should see one of the staff members on duty in the staging area to make a correction.

**Marching Order:** At approximately 4:50 pm., the graduation staff will begin to line up the graduates according to the marching order (as rehearsed at commencement practice). They will remain in their appropriate place in line, and *the ceremony will begin promptly at 5:00 p.m.* The ceremony will be approximately 2 hours in length.

**Conclusion of Ceremony:** At the end of the ceremony, graduates will march out of the arena back to the Georgia-Pacific room. Their diplomas will be arranged alphabetically on the tables in this area (they receive the diploma covers on stage). *Graduates must remember to pick up their diplomas before they leave.*

Graduates will not be allowed back into the main arena after the Recessional, and family and friends will not be allowed to enter the downstairs staging area. Graduates will need to meet their families in the lobby or outside areas, so we suggest that you pre-arrange a meeting area.

**Appropriate Attire for Graduates:** Our definition of "appropriate dress" for graduates is as follows: For the ladies, we recommend dresses or skirts and blouses, and dress shoes. (High heels should be avoided, as they are more difficult to march in.) For the guys, we recommend slacks, dress shirts, ties, and dress shoes. Please note: We do not want families to feel that they have to purchase special clothing for their graduates just for this event. Our main concern is that the graduates be dressed in neat and clean attire.

Graduates are not to wear shorts, or any kind of button, pin, sign, sunglasses or other distracting attire. Writing on or otherwise decorating the mortarboard (graduation cap) is not allowed. The only graduation adornments permitted are those recognized by authorized groups and have been Pre-Approved by Administration.

**Patron Parking and Entry:** Patrons who wish to use the Coliseum parking facilities will be charged the Coliseum's regular parking fee. At **4:15 pm** patrons will be allowed to enter the Coliseum. They will be using only four gates (AA, BB, SS, and TT) to enter the main arena seating area. (We are not using the whole arena for seating; the stage faces one side only.)

**Arrangements for Handicapped Patrons:** The Coliseum provides clearly marked handicapped parking areas and ramps for wheelchair access and has a special seating section for patrons using wheelchairs. Any patron who needs special assistance in being seated may knock on the glass entry doors of the Coliseum lobby to gain admittance *before* the doors are unlocked at 4:15 pm. (Barlow staff will be stationed in the lobby by 4:15 pm) If you have any questions or concerns, contact Teresa Juden at Barlow.

Please note: If you need an American Sign Language interpreter or a language interpreter to be present during the ceremony, contact Teresa Juden at Barlow (503-258-4865) *as soon as possible* (no later than May 24<sup>th</sup>), as we will need some time to facilitate your request.

**Photo Opportunities:** Patrons should be aware that photo opportunities in the Coliseum arena are limited. Due to fire code regulations, patrons will not be allowed to stand in aisles to videotape or take photos. There is no place to set up tripods, extension cords, or other any other major pieces of camera equipment. Patrons will not be allowed on the arena floor. They may videotape and take photos from their seats or from the larger concourse area that circles the arena.

**Graduation Pictures by Dorian Studios:** Order form given with tickets. Preorder and turn into Dorian, graduation night. Questions call Dorian Studios 503-256-0660

**Lost & Found:** The Memorial Coliseum and Sam Barlow High School are not responsible for lost or stolen items. However, a school staff member will be on hand to collect all lost & found items at the end of the ceremony. Patrons may call Teresa Juden (503-258-4865) to inquire about lost belongings.

**Misc. Audience & Graduate Regulations:** Please be aware of these audience and graduate guidelines for commencement:

- Tickets will be required to gain admittance into the Coliseum.  
*Exception: Participating graduates will not need tickets to enter.*
- You will not be allowed to bring large parcels or bags (i.e., large backpacks) into the Coliseum, and be prepared to have small bags and purses searched by Coliseum personnel.
- No food, drinks, or smoking will be allowed in the arena.
- No helium balloons, balls, confetti, glitter, silly string, etc., will be allowed in the arena.
- No artificial noisemakers (i.e., bells, horns, whistles, etc.) will be allowed in the arena.
- Anyone under the influence of or in possession of drugs or alcohol will not be admitted.
- Any guest or graduate who becomes disruptive will not be allowed to remain.

Hopefully, this newsletter has helped to answer most of your questions about graduation.

*Parents, please take some time to go over this information with your senior.* If you do have questions or concerns, feel free to call the school.

We are looking forward to seeing you on June 13<sup>th</sup>, and we sincerely hope that the 2017 Commencement Exercises result in some very special memories for all of you.

***Please save this newsletter!***

*You will probably want to review some of the details  
as graduation day approaches.*

**GRESHAM BARLOW SCHOOL DISTRICT  
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GRESHAM, OR 97080-8927**

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**FINAL SENIOR NEWSLETTER**



# **SENIOR NEWSLETTER**

**IMPORTANT INFORMATION ENCLOSED**

- **UPDATED SENIOR EVENTS CALENDAR**
- **TICKET SALES INFORMATION FOR SENIOR BANQUET, PICNIC AND ALL-NIGHT PARTY**
- **GRADUATION DAY INSTRUCTIONS**