

# GERVAIS HIGH SCHOOL

*It's a matter of pride!*

# Student Handbook 2018 – 2019

Ken Stott ~ Principal  
Bob Martin ~ Assistant Principal  
Sara Broadhurst ~ Counselor  
Becky Miller ~ Office Manager  
Julie Powers ~ Office Secretary

300 E Douglas Ave  
PO Box 195  
Gervais, OR. 97026  
503.792.3803 Phone  
503.792.3770 Fax  
[www.gervais.k12.or.us](http://www.gervais.k12.or.us)

### Office Hours

7:30 am - 3:30 pm

### School Hours

Monday ~ Friday 7:55 am - 3:00 pm

10 times this year the high school will release students (high school students only)  
at 12:00 pm for teacher trainings.

Please see the calendar on page 6 for days labelled “ER/T”.

**EMERGENCY SCHOOL CLOSURE PHONE NUMBER: 503 - 792 - 3803**

### GSD Mission Statement

*We, with the involvement of our culturally rich community, will provide a creative, enriching and safe environment, which instills a desire to become a life-long learner and a responsible citizen.*

### School Philosophy

We provide a safe, nurturing and enriching environment in which all students can develop physically, emotionally and intellectually. For the safety of all, and to ensure that an environment conducive to learning exists at all times, a code of conduct must be maintained. The guidelines in this handbook represent a statement of student rights and responsibilities. They shall not be repressive nor shall they violate a student's constitutional rights. We encourage each student to respect the rights of others and be responsible for his/her own actions.

# Gervais High School 2018-19

## Daily Schedule (T, W, Th, F)

1 <sup>st</sup> Period	8:00 - 9:11	(71 minute class periods)
BREAK	9:11 - 9:21	
2 <sup>nd</sup> Period	9:26 - 10:42	(+5 min. - Announcements)
3 <sup>rd</sup> Period	10:47 - 11:58	(Early lunch 11:53)
LUNCH	11:58 - 12:28	
5 <sup>th</sup> Period	12:33 - 1:44	
6 <sup>th</sup> Period	1:49 - 3:00	

## Mondays With Advisory

1 <sup>st</sup> Period	8:00 - 9:05	(65 minutes)
BREAK	9:05 - 9:10	
2 <sup>nd</sup> Period	9:15 - 10:25	(70, Announcements)
3 <sup>rd</sup> Period	10:30 - 11:35	
4 <sup>th</sup> (XCEL)	11:40 - 12:10	(Early lunch 12:05)
LUNCH	12:10 - 12:40	
5 <sup>th</sup> Period	12:45 - 1:50	
6 <sup>th</sup> Period	1:55 - 3:00	

## Early Release Half Days

1 <sup>st</sup> Period	8:00 - 8:40	(40 minutes)
2 <sup>nd</sup> Period	8:45 - 9:30	(Announcements)
3 <sup>rd</sup> Period	9:35 - 10:15	
5 <sup>th</sup> Period	10:20 - 11:00	
6 <sup>th</sup> Period	11:05 - 11:45	
LUNCH	11:45 - 12:00	
Bus	12:05	

## Long Assembly

1 <sup>st</sup> Period	8:00 - 8:59	(59 minutes)
BREAK	8:59 - 9:09	
2 <sup>nd</sup> Period	9:14 - 10:18	(64 min, Announcements)
3 <sup>rd</sup> Period	10:23 - 11:22	
Assembly	11:27 - 12:22	(55 minutes)
LUNCH	12:22 - 12:52	(30 minutes)
5 <sup>th</sup> Period	12:57 - 1:56	
6 <sup>th</sup> Period	2:01 - 3:00	



## Student Goals

The state of Oregon has developed goals for guiding each school's learning programs. These goals were developed through involvement of staff, parents, community members and state educational agencies.

Prior to graduation each student will demonstrate, in a responsible and respectful manner, the ability to:

1. Reason and apply knowledge critically, creatively and reflectively in making decisions and problem-solving.
2. Communicate through reading, writing, speaking and listening to a variety of audiences.
3. Apply Math and Science concepts to systems in our world.
4. Apply healthy behaviors that maintain personal wellness.
5. Be a self-directed learner.
6. Deliberate on public issues as a politically and culturally literate citizen.
7. Recognize the dignity, rights and worth of all individuals.
8. Use appropriate technology to enhance product or process.
9. Be a contributing team member to attain group goals.
10. Interpret human experience through literature, and the visual and performing arts.

All students, by the time they complete 12<sup>th</sup> grade, should expect to demonstrate mastery of these state-mandated goals

### **Special Needs Contact Statement**

Persons with special needs or requests for accommodations should contact the Director of Special Programs at the Gervais School District Office, 290 First St. Gervais, OR 97026. Phone 503.792.3803. Please try to make contact at least 48 hours in advance of any event for which an accommodation is needed.

### **NONDISCRIMINATION NOTICE**

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX; Section 504 of the Rehabilitation Act of 1973, as

amended; and the Americans with Disabilities Act. For additional information and/or compliance issues please contact the Director of Special Programs.

## Key Dates

The following dates are tentative, but we are making every effort to communicate them early so families can plan accordingly.

### August

- Sports Registration Night - 9<sup>th</sup>

- First day of fall sports - 13<sup>th</sup>

### September

- First day of school (**Freshmen only**) - 4<sup>th</sup>  
- GHS Half day (Release at 12:00) - 12<sup>th</sup>  
- NHS Blood Drive #1 (9am - 2pm) - 28<sup>th</sup>

- First day of school (**All students**) - 5<sup>th</sup>  
- GHS Half day (Release at 12:00) - 26<sup>th</sup>

### October

- Parent Conferences (No school), 10<sup>th</sup> - 11<sup>th</sup>  
- Homecoming Week 1<sup>st</sup> - 5<sup>th</sup>  
- GHS Half day (Release at 12:00) - 24<sup>th</sup>

- No School, Statewide Teacher In-Service - 12<sup>th</sup>  
- Homecoming Dance - Saturday, the 5<sup>th</sup> (8 - 11pm)

### November

- Living History Day - 6<sup>th</sup>  
- GHS Half day (Release at 12:00) - 7<sup>th</sup>  
- No School - 12<sup>th</sup>, 19<sup>th</sup> - 24<sup>th</sup> and 30<sup>th</sup>  
- Finals for Trimester #1 (T1), 27<sup>th</sup> - 29<sup>th</sup>

- Fall Sports Dessert - 6<sup>th</sup>  
- Community Share Day - Saturday, 10<sup>th</sup>  
- Winter Sports begin - 12<sup>th</sup>  
- End of T1 - 29<sup>th</sup>

### December

- NHS Blood Drive #2 (9am - 2pm) - 4<sup>th</sup>  
- No School—Winter Break, December 24<sup>th</sup> - January 7<sup>th</sup>

- GHS Half day (Release at 12:00) - 12<sup>th</sup>

### January

- Return to school - 8<sup>th</sup>  
- No School (Martin Luther King, Jr. Day) - 21<sup>st</sup>

- Parent Conferences (No school) - 18<sup>th</sup>  
- GHS Half day (Release at 12:00) - 22<sup>nd</sup>

### February

- State Testing (SBAC) window opens - 6<sup>th</sup>  
- GHS Half day (Release at 12:00) - 19<sup>th</sup>  
- Winter Sports Dessert - 26<sup>th</sup>

- No School (President's Day) - 18<sup>th</sup>  
- Spring sports start - 25<sup>th</sup>

### March

- Finals for Trimester #2 (T2), 4<sup>th</sup> - 6<sup>th</sup>  
- GHS Half day (Release at 12:00) - 6<sup>th</sup>  
- No School (Spring Break), 25<sup>th</sup> - 29<sup>th</sup>

- End of T2 - 6<sup>th</sup>  
- No School - 7<sup>th</sup> and 8<sup>th</sup>  
- 8<sup>th</sup> Grade Orientation - 19<sup>th</sup>

### April

- Accreditation Visit - 10<sup>th</sup> & 11<sup>th</sup>  
- NHS Blood Drive #3 (9am - 2pm) - 11<sup>th</sup>

- GHS Half day (Release at 12:00) - 17<sup>th</sup>

### May

- FFA Banquet - 2<sup>nd</sup>  
- Prom - 11<sup>th</sup>  
- Spring Sports Dessert - 21<sup>st</sup>  
- 3<sup>rd</sup> annual MayFest Celebration - 25<sup>th</sup>  
- **Last day to complete all online courses! - 31<sup>st</sup>**

- GHS Half day (Release at 12:00) - 8<sup>th</sup>

- No School - 24<sup>th</sup> and 27<sup>th</sup>  
- Senior Awards Dinner - 30<sup>th</sup>

### June

- Finals for seniors - 3<sup>rd</sup> - 5<sup>th</sup>  
- Graduation Practice (9:00 am - 2:00 pm) - 7<sup>th</sup>  
- Senior Grad Night Party - 8<sup>th</sup>  
- Finals (9<sup>th</sup> - 11<sup>th</sup> grades) - 12<sup>th</sup> & 13<sup>th</sup>

- Last day for seniors - 5<sup>th</sup>  
- **Graduation** (11:00 am) - Saturday, 8<sup>th</sup>  
- Awards Assembly (9<sup>th</sup> - 11<sup>th</sup> grades) - 10<sup>th</sup>  
- Last day of school (9<sup>th</sup> - 11<sup>th</sup> grades) - 13<sup>th</sup>



**2018/19 GERVAIS SCHOOL DISTRICT SCHOOL CALENDAR Grades: 9-12**

July 2018					August 2018					September 2018					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F																			
2	3	4	5	6			1	2	3	H	6&9/W	5	6	7																			
9	10	11	12	13	6	7	8	9	10	10	11	ED/I	13	14																			
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21																			
23	24	25	26	27	20	21	22	23	ORIE	24	25	ED/I	27	28																			
30	31				I	W	W	I/W	31																								
Class Days 0					Class Days 0					Class Days 18																							
Other _____					Other I=1.5, W=2.5					Other H=1, Other=.5, W=.5																							
Totals															18.0	1.5	1.0	3.0	0.0	0.5	24.0												
October 2018					November 2018					December 2018					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F																			
1	2	3	4	5				1	2	3	4	5	6	7																			
8	9	W/C	W/C	I	5	6	ED/I	8	9	10	11	ED/I	13	14																			
15	16	17	18	19	H	13	14	15	16	17	18	19	20	21																			
22	23	ED/I	25	26	19	20	21	H	23	24	H	26	27	28																			
29	30	31			26	27	28	29	W+	31																							
Class Days 20					Class Days 15					Class Days 15																							
Other I=1, C=2, W=1					Other H=2, W=1					Other H=1																							
End of 1st Trimester: November 29, 2018															Totals							50.0	1.0	3.0	2.0	2.0	0.0	58.0					
January 2019					February 2019					March 2019					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F																			
	1	2	3	4					1					1																			
W	8	9	10	11	4	5	6	7	8	4	5	ED/I	ED/W	W+																			
14	15	16	17	W/C	11	12	13	14	15	11	12	13	14	15																			
21	ED/I	23	24	25	18	ED/I	20	21	22	18	19	20	21	22																			
28	29	30	31		25	26	27	28		25	26	27	28	29																			
Class Days 16					Class Days 19					Class Days 15 (Incl .5 W)																							
Other W=1.5, C=1					Other _____					Other W=1																							
End of 2nd Trimester: March 7, 2019															Totals							50.0	0.0	0.0	2.5	1.0	0.0	53.5					
April 2019					May 2019					June 2019					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F																			
1	2	3	4	5			1	2	3	3	4	5	6	7																			
8	9	10	11	12	6	7	ED/I	9	10	10	11	12	ED/W	W+																			
15	16	ED/I	W/C	19	13	14	15	16	17	17	18	19	20	21																			
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28																			
29	30				H	28	29	30	31																								
Class Days 21					Class Days 21					Class Days 9 (Incl .5 W)																							
Other W=.5, C=1					Other H=1					Other W=1																							
End of 3rd Trimester: June 13, 2019															Totals							51.0	0.0	1.0	1.5	1.0	0.0	54.5					
ER=Early Release (students leave approximately 1 hour early on these days) ED=Early Dismissal (students leave approximately 3 hours early on these days) Conferences on 10/10, 10/11, 1/18 and 4/18 are 8 hours totaling a 12 hour day for licensed staff only. Teacher Contract Begins: 8/27/18 Instruction begins grades 6 & 9: 9/4/18 Instruction begins grades K-5, 7, 8 & 10-12: 9/5/18															Teacher Contract Ends: 6/14/19 (unless make-up day is needed) Instruction ends: 6/13/19 (unless make-up day is needed) Possible snow day: 5/24/19							169.0	2.5	5.0	9.0	4.0	0.5	190.0					
															* .5 Workdays on 3/8 & 6/13 not represented in total Partial inservice days on 9/12, 9/26, 10/24, 11/7, 12/12, 1/22, 2/19, 3/6, 4/17 & 5/8 are represented as full class days in total.																		
C-Parent Conferences, + End of Grading Period, H-Holiday, I-Inservice, W-Teacher Workday, 6 & 9 Grade Level Orientation, and ORIE=New Staff Orientation															Gervais School District #1 PO Box 100 Gervais, OR 97026																		

# Parents and Students, Welcome to Gervais High School!

## Students,

Our commitment to you as a new or returning member of Gervais High School is to provide you with an education that is relevant, engaging, rigorous and prepares you for college, a trade school, or employment.

You are a member of a school district that is rich in tradition, generous in its support of education and sincere in its concern for your educational welfare.

The guidelines that follow have been created with student safety and academic achievement as driving forces. We encourage all parents and students to read, understand, and follow these guidelines.

## Parents,

Thank you for taking the time to become familiar with our expectations. Your support through your child's high school years is critical.

The staff, administration, and school board welcome input from you as we strive to meet the needs of the students of our diverse community.

Partnership is essential and we look forward to working with you in the education of your child.

## Important or New This Year!

There is emergency information on pages 13-14. Please become familiar with the difference between a "lock-out" drill and "lock-down" drill.

### Use of Technology

Your phone and other electronics are great tools - use them well! During passing times and lunch your electronics are under your control. During class time (including when you're in the hallway during class time) your electronics are under the control of school staff. Have permission before you use them, even to see what time it is. Any adult on the GHS campus may ask for your electronics at any time, if you are not following school guidelines for its use.

Your phone and other electronics may **never** be out while you are in a restroom or locker room.

First offense - Taken to the office returned to you at the end of the day

Second offense - Taken to the office returned to your parent at the end of the day

Third offense - Taken to the office and returned to your parent. Your phone will then be checked in at the office from 8 - 3 every school day for the rest of the year.

### No Yearbook

There will be no school yearbook produced this year. We hope to make photographs available free of charge online throughout the year (for sports, activities, etc.)

### Checking Grades

How to check your grades electronically?  
Please see "Parent Portal" (p. 18).

### Trimester Scheduling - Year #2

Students change classes three times per year and receive official grades three times per year.

Students have 5 classes per term and each class is approx. 71 minutes long.

### Proficiency-Based Grading

All teachers continue to move toward "proficiency-based grading", where grades are based upon a student's mastery of the state standards for that course. Formative assessments (practice) are now less important and summative assessments (tests, quizzes, final projects) are much more important.

### Attendance

Oregon state law defines what an excusable absence is. For example, student illness, medical appointments and family emergencies are excusable. By state standards a family vacation is not an excusable absence, nor is a parent request. (For further information see the detailed attendance information beginning on page 9.)

### College Credit

Many of our upper classes are dual credit - students may receive high school **and** college credit for successfully completing the same class.

### Parent Involvement

#### - SITE Council

This group of staff and parents meets monthly to help determine teacher trainings, budgets and other issues of importance. To volunteer please contact the school office.

## Senior Parents

Made up of parents of senior students this devoted group raises funds throughout the school year in order to provide our senior students with a drug/alcohol free graduation party. To volunteer or for more information please contact the school office and we will provide contact information. 503.792.3803, ext. 3030.

## GPA (Gervais Pride Association)

This parent group raises funds to strengthen our athletic programs and provide college scholarships for seniors. They also run our concession stand at games. For more information please contact: Nicki Schultz at [nschultz34@gmail.com](mailto:nschultz34@gmail.com).

## Volunteering\*

Throughout the year teachers often have need of a parent volunteer. Possible duties include: preparing class supplies for a project, reading to a student, listening to a student reading, chaperoning an activity and more. To volunteer at any of the GSD schools please contact the school office. And "Thank you!".

### \* Volunteering with students

In order to ensure the safety of our students all community members who work with students must fill out registration forms and submit to a background check (criminal history verification). Each school office can provide further information and forms. We do ask that all visitors sign in at the front office and get a visitor's badge each time before going to a classroom.

## XCEL is now Advisory... and on Mondays

We will still have our 30 minute XCEL classes once per week, except... that it will now be called "Advisory" and will be on Mondays, instead of Wednesdays.

# Clubs and Activities

## Athletics;

Contact Tim Bowman at [tim\\_bowman@gervais.k12.or.us](mailto:tim_bowman@gervais.k12.or.us)

## Aguilas de Oro;

Contact Adelita Ruiz at [adelita\\_ruiz@gervais.k12.or.us](mailto:adelita_ruiz@gervais.k12.or.us)

Chess; See Mrs. Joy-Koer in Room 5

## Community Garden;

Contact Carmen Leyva at [carmenleiva30@gmail.com](mailto:carmenleiva30@gmail.com)

## Drama Club;

Contact Mrs. Wheeler at [emily\\_wheeler@gervais.k12.or.us](mailto:emily_wheeler@gervais.k12.or.us)

## 4-H;

Contact Molly McCargar at [molly@pearminefarms.com](mailto:molly@pearminefarms.com) or 503-409-8954

## FFA (Future Farmers of America);

Contact Megan Dilson at [megan\\_dilson@gervais.k12.or.us](mailto:megan_dilson@gervais.k12.or.us)

## NHS (National Honor Society);

Contact Ken Stott at [ken\\_stott@gervais.k12.or.us](mailto:ken_stott@gervais.k12.or.us)

## Music Club; (Tuesdays, 3 pm)

Contact Liz Lopez at [elizabeth\\_lopez@gervais.k12.or.us](mailto:elizabeth_lopez@gervais.k12.or.us)

## English Spanish Club;

1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, after school; Everyone welcome!

Contact Liz Lopez at [elizabeth\\_lopez@gervais.k12.or.us](mailto:elizabeth_lopez@gervais.k12.or.us)

Most of these people can also be reached by phone at  
502.792.3803

## Contact Information:

Attendance Issues	Asst. Principal Bob Martin 792-3803, ext. 3090
Discipline Issues	Principal Ken Stott 792-3803, ext. 3010
Athletics	Tim Bowman, 792-3803, ext. 3070
Graduation	Principal, Counselor, Senior Class Advisors, Senior Parents
Scholarships & College Information	Counselor Sara Broadhurst 792-3803, ext. 3024



## To our Seniors...

Congratulations!

Represent yourself, your family and your community well. Take care of business in the classroom first and foremost.

Spend a lot of time this year just thinking - about who you are, what your skills/abilities are and what your dreams are. Plan your last sets of courses and your activities to get yourself trained for whatever is next.

Your senior year will rush by you faster than you can imagine. Get involved in clubs and activities to make memories. Don't forget to take a few deep breaths and look up occasionally, especially during the busiest and most stressful times.

You are the upper classmen. Lead us well. Be excellent role models for the underclassmen. Select your words thoughtfully, act with compassion, offer forgiveness. And, of course, be yourself, continue finding your niche, let no one eat alone and post positive. Have a great year!

The GHS Staff

### ACT

- For testing information and dates you can go to <http://www.act.org/content/act/en/products-and-services/the-act.html> or check outside the counselling office.

### Advisors

Becky Miller and Julie Powers are the senior class advisors. Don't hesitate to ask them any questions you currently have about graduation and graduation planning (senior pictures, graduation announcements, class rings, etc.)

### College Credit

Many of our upper classes are dual credit. You may receive high school and college credit for successfully completing the same class. Ask your teachers and/or Mrs. B.

## Deadlines/Due Dates

And you will have many of them! Pay attention to all deadlines you are given. Write them down in your planner, set reminders in your phone. Here are a few...

In order to participate in graduation exercises and walk across the stage, you **MUST** by May 31<sup>st</sup>:

- Complete all online coursework.
- Complete all Essential Skills work samples.
- Be passing all of your classes.
- Have "Work Experience for Credit" packets approved.
- Have any other course you are taking completed.
- Have all of your community service hours (20) documented by your Advisory teacher.

### College Applications

Complete your CIS Career inventory well. Research schools that offer what you're interested in. Pay attention to when their application is due and what is required. Usually there is an early notification deadline and a regular notification one. Ask Mrs. B or your Advisory teacher if you have any questions.

### Expanded Options

A program in which seniors complete classes at Chemeketa CC fully paid for, while also attending GHS part-time. See the GHS counselor or ask your Advisory teacher for more information.

### FAFSA/FAFSA Nights

FAFSA is the "Free Application for Federal Student Aid". If you're planning to go to college next fall completing your FAFSA is a requirement. Mrs. B will be hosting at least one FAFSA night where students and parents can use our computers in the presence of experts who know the FAFSA and help you complete it. Mrs. B. will announce all FAFSA nights and other important college dates outside her office, through Mr. Bowman's senior classes and through senior Advisory classes.

### SAT

- For testing information and dates you can go to <https://collegereadiness.collegeboard.org> or check outside the counselling office.

### Scholarships

Scholarship due dates are throughout the year. Look outside the counselling office, network with your friends, ask older brothers or sisters.

### Trade Schools

In your Advisory class complete your career inventory carefully. Look outside the counselling

office for information., contact CTE teachers - Mr. McCargar, Ms. Dilson, Ms. Bettis, Mrs. Martinez or Ms. Orschel.

## Student Mission Statement

**I will strive to be myself, to find my niche, to let no one eat alone and to post positive.**

## Student Handbook

### Academic Recovery

To help students we offer "Academic Recovery" after school on Monday, Tuesday and Thursday afternoons. You may stay to complete class work with two very helpful teachers. If you have any failing grades you will be requested to attend.

### Accidents, Injuries

All student injuries need to be reported to the teacher/adult in charge. Parents please provide us with accurate, and updated, home and work phone numbers in the event that we must contact you or your child's emergency contacts. **Note:** Emergency contacts will **only** be notified in emergency situations.

### Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. The district may deny regular school admission to a student who is expelled from another school district.

### Alternative Education Programs

Alternative education programs have been established and approved by the board to meet the individual needs of students. These programs will be made available:

- When two or more severe disciplinary problems occur within a school year

- When a student is not benefiting from our educational program due to irregular attendance
- When an expulsion is being considered;
- When a student is expelled;
- When the student's support team believe an alternative educational setting is in the best educational interests of the student

All placements in alternative education will be done with prior approval of the school principal and notification of the parents/guardian.

### Address Change

Please notify the school office of all address (and phone and e-mail ☺) changes in writing.

### Attendance/Absence

All children between the ages of 6 and 18 years of age, that have not completed the 12<sup>th</sup> grade, **are required to attend school during the entire school year.** Students can only be excused for the following reasons:

- Student illness
- **Illness of an immediate family member when the student's presence at home is necessary;**
- An emergency situation that require the student's absence;
- Field trips and school-approved activities;
- **Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance (10 days) of the absence;**
- Medical (dental) appointments. Confirmation of appointments is required.
- Religious holiday.

All absences, including caring for younger siblings, oversleeping, or family vacations on school days, that do not meet the above qualifications, must be regarded as unexcused by state law.

**In accordance with ORS 339.065 any student may be excused from attendance by the school for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months.** Eight unexcused one-half day absences, or four full day absences, in any four-week period during which the school is in session shall be considered irregular attendance and will result in attendance letters being sent home. Continuous poor attendance will result in a citation, a required court appearance, and a fine of \$160 - \$500 per offense.

## Returning from Absences or Tardies

Notes from parents/guardians are to be presented at the school office with 48 hours of the absence and must contain the following information:

- Date the note was written
- Date of absence(s)
- Name of pupil
- Brief reason for absence\*

\*See the "Attendance/Absence" section above for a list of excusable absences

- Complete signature of parent/guardian

**Students will be held responsible for arranging with teachers to make up work missed for absences.**

## Pre-Arranging an Absence

After bringing a note from home (signed by a parent/guardian), which explains the upcoming need for an excused absence, students should obtain a "Pre-Arranged Absence" form from the front office. Students are responsible to get this form signed by all teachers, and returned to the office. All pre-arranged absences are subject to administrative approval.

## Tardies

Students with three or more unexcused tardies in any single class during a trimester may be given lunch detention by that classroom teacher. Students with more than two lunch detentions for tardiness per trimester should expect to meet with an administrator.

Students failing to report to detention are subject to additional consequences.

## Truancy

Truancy is defined as being absent from a scheduled class more than 10 minutes without a valid excuse. (It is a tardy if a student arrives less than ten minutes late to a class.) A truant student is subject to school disciplinary procedures to include parental contact, detention, helping out at school and online courses.

## Leaving School/Checking In or Out

Students leaving school during the school day must **check out in person with the office** before leaving the building. **Students will only be allowed to check out of school with parent permission (not an**

**emergency contact).** A student will be considered truant if these checkout procedures are not followed.

## After-School Activities

Students must be in attendance for a full school day in order to participate in any afterschool activities, including, but not limited to athletic practices or games, dances, and/or extracurricular activities. If your student has an appointment a note must be provided.

## Bicycles/Skateboards

The following guidelines will be observed:

- All bicycles are to be parked and locked in the bicycle rack at the front of the school. It is the student's responsibility to bring a lock and use it.
- The bicycle or skateboard will be off limits to students during the school day.
- Skateboards need to be locked in locker.
- All bicycles or skateboards are to be walked while on campus.

The staff of Gervais High School does not assume any responsibility for damage or theft.

## Bullying

It is absolutely not OK for students to pick on other students, participate in name calling, unwanted physical contact, glaring or mean looks, threatening gestures or words, spreading rumors, or making unkind remarks. No one is allowed to put down another student's gender, race, color, age, disabilities sexual orientation or religion. **This includes cyber-bullying** (posting on social media, text messages, etc.). If you feel threatened in any way, please tell an adult immediately - a teacher, our school counselor or an administrator, who will investigate the matter. If you have seen such behavior occur on campus, please report that also.

## Child Abuse

All school employees are "mandatory reporters". This means that Oregon law **requires** school employees to report any suspected child abuse to the Department of Human Resources. Therefore, if a child is accidentally injured at home, in such a way as to resemble possible child abuse, parents are encouraged to notify an administrator and explain the injury before the school reports that injury.

## Community Service **\*\*NEW\*\***

In order to help each Gervais High School student develop an increased sense of social responsibility, develop a heart for giving back to the community and helping others, and practice applying academic learning to real human needs, all Gervais High School students will be expected to complete community service annually. In the senior year completion of this requirement will be required prior by May 31<sup>st</sup> of the year of graduation. (In the case of anyone applying for early graduation the requirements must be met at least one week prior to completion).

The required hours for school year 2018-19 are:  
Freshman - 10 hours                  Sophomores - 10 hours  
Juniors - 20 hours                  Seniors - 20 hours

For further information contact your Advisory teacher. Advisory teachers will be documenting your hours.

## Computer Use & Conduct

Computers, i-pads and other electronics are great tools - use them well and wisely. Use of all computers on a school campus is a privilege, which can be lost. Please stay on school approved websites and only be on your electronics with teacher permission. Passing times and lunch are considered 'open use' times. However, no electronics may ever be out while you are in a restroom or in a locker room.

## Conferences

Parent conferences will be held Oct. 10<sup>th</sup> & 11<sup>th</sup> then again on Jan. 18<sup>th</sup>. Students will be expected to lead their own conferences. Parents are welcome to call and make an appointment on those days... or anytime they feel a conference is necessary. Teachers may be e-mailed as well through the GSD webpage ([www.gervais.k12.or.us](http://www.gervais.k12.or.us)).

## Counseling

The counselor is available to students and families for assistance in the areas of scheduling classes, academic issues, personal/social issues, career education, and to help provide up to date information on scholarships and federal financial programs available to assist students with post high school education. The counselor may be able to assist families in contacting community agencies.

## Class Advisors

9<sup>th</sup> - Mrs. Moreno                  10<sup>th</sup> - Mrs. Joy-Koer  
11<sup>th</sup> - Ms. Orschel                  12<sup>th</sup> - Mrs. Miller, Mrs. Powers

## Classroom Behavior

Respect your teachers, respect your classmates, respect our facilities and equipment. Arrive on time, be prepared, work hard, ask questions, assist others - do your best at all times.

Class begins and ends when a bell rings. If the dismissal bell rings while your teacher is directing an activity then your **teacher will dismiss you, not the bell.**

Bring required materials to class every day: three-ring notebook, textbooks, paper, pen/pencils - whatever materials your teachers require.

Abide by the behavior expectations of all teachers (See "Classroom Management").

Teachers will enforce all school & district policies in classrooms, hallways and all other areas of campus.

## Classroom Management

This refers to the rules, guidelines, consequences and strategies teachers use within their classrooms to ensure a safe and productive learning environment.

Teachers post their rules and discuss them each term with students. When in-class remedies prove ineffective at stopping a particular behavior then the next step would be a behavior referral to an administrator.

## Class Ranking

For those interested in such things your class rank can be found on your transcript.

## Closed Campus

Students are **not** allowed to leave the school campus any time during the school day unless they are released by a parent. A 'closed campus' also means that the parking lot is off limits during school time.

## Clubs

GHS offers a variety of clubs that students can join from Aquilas de Oro to FFA and Aviation. Ask your Advisory teacher for more information.

Parents and students are always welcome to contact the counselor with questions or concerns by phone or email. Confidentiality is maintained at all times unless a student's health or safety are at risk. Please submit a statement in writing to the front office if you would like to opt your child out of school counseling services.

## Credits

Students must earn 24 credits in order to graduate. For details see pages 2-3 of the Cougar Curriculum Guide.

## Custody Questions

The school does not wish to pry into the private issues of the family; however, if there are concerns about guardianship, please contact an administrator and discuss the situation. In certain cases the school may ask for proof of guardianship or custody. The parent who has custody of a student should note that the non-custodial parent has the legal right of access to that child unless there is a court order preventing this on file in the school office.

## Cyberbullying

Bullying, harassing or posting something private or offensive toward another human being online is against school guidelines and anyone caught doing so is subject to consequences.

## Detention

Detention may occur before school, during lunch, or after school. A student may be detained after school hours (for no more than one hour), on one or more days, if the student violates behavioral guidelines. Each student and his/her family are responsible for transportation home.

## Discipline

Behavioral guidelines at Gervais High School are designed to create an environment that is safe for all and conducive to learning. We expect all students to respect themselves, each other, all staff members and our facilities/equipment. Contact your teachers for details regarding classroom guidelines. Study GSD School Board policy JG-AR (and related policies) for the range of consequences for school infractions.

## Distribution of Material on Campus

Audio and written materials may not be distributed or sold on district property without the approval of the administration. Posters and informational fliers may not be posted with approval of administrators as well.

## Dress and Grooming

The responsibility for dress and grooming at Gervais High School is the individual responsibility of the student and his/her parent or guardian. State law briefly states that dress and grooming shall be clean, and that immodest dress and grooming which disrupts the educational process will not be allowed.

No clothing which promotes sex, drugs, alcohol, tobacco, violence, or gang activity will be permitted. No clothing which might be considered offensive due to language or which contains racial, religious, or gender-based put downs will be allowed.

In general if a student's clothing is not safe and/or is disruptive to learning then action will be taken.

School staff and administration will have final say over questions of dress code. If a student is found wearing clothing that violates the dress code, the student will be asked to change or to wear a shirt provided by the school to cover up the violation.

## Driving to School

Every student parking a vehicle in the school parking lot is required to come register his/her vehicle with the front office. Students are required to properly park their vehicle in the north parking lot, in the designated parking spaces in front of the school.

Squealing tires, excessive speed, and reckless/careless driving are all prohibited on and around the school grounds. Students parking or driving improperly, or parking without registering, may be ticketed by the school, have their parking privileges revoked or have their car towed.

Students themselves are not allowed in the parking lot between the first bell of the day and the last.

## Dropping a Class

If a student/family initiate a "course change request" less than six weeks after a trimester has begun then the course and grade will not appear on the transcript. If more than six weeks have passed, then the class being dropped will remain on the transcript and if the grade earned at the time is passing then

0.25 credits earned. To earn the full 0.5 credits for each course the full trimester must be completed, unless special arrangements have been made with the school and the individual teacher(s).

### Drug/Alcohol/Tobacco Prevention Programs

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use on campus and to maintain a drug free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students. Parents are encouraged to contact the building principal or counselor for information on district and community resources available to assist students in need. A drug-sniffing dog from the Marion county Sheriff's Department will be welcomed on campus randomly, and without warning, throughout the school year.

Students and parents are informed that unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine, or both.

### Due Process

All students have the right to 'due process'. This means that if you disagree with a decision affecting you that you have the right to appeal that decision to a 'higher authority'. At school the usual sequence is: teacher, school administration, superintendent, GSD School Board, judge.

In general, if you have a disagreement with someone, your first step is to discuss it with them.

### Early Graduation

It is possible to graduate in less than four years, though it does require a significant amount of pre-planning. The strength of receiving an education at GHS is being in classrooms with a teacher and classmates with whom you can interact. As such we require that students take classes in person - first. Also, students must have fulfilled all of their "Essential Skills" requirements at least one week

prior to their early graduation date. For those considering early graduation there is an application to complete and approval is required from a parent/guardian, a GHS administrator and the GSD superintendent. Anyone graduating early loses the opportunity to participate in school or club activities, like Prom or FFA. See Mrs. Broadhurst for an application. Early graduates are welcome to participate in the graduation ceremony and the graduation celebration.

### Early Release/Late Start

Students in the 11<sup>th</sup> and 12<sup>th</sup> grade may apply for late arrival (no 1<sup>st</sup> period class) or early release (no 6<sup>th</sup> period class) through the counselor if they have their own transportation. The number of late arrival or early release periods is not to exceed one per trimester. Administrator, counselor and parent/guardian approval is required. Students gaining this approval may not be in the school building or on school property during unscheduled time. Approval will be revoked upon violation. (See the Late Arrival/Early Release approval form, available at the counseling office, for more information). Students wanting two early release periods in the same trimester must meet additional requirements.

### Electronic Equipment

Student possession and use of personal communication devices on district property, in district facilities during the school day and while the student is in attendance at school-sponsored activities is subject to the limitations set forth in GSD Policy JFCEB.

In general the use of electronic devices is not allowed in classrooms without the express permission of the teacher. Students are allowed to carry cell phones, but they must be turned off in class and not be in use in any area, including the hallways, during the time that class is in session. No electronics may be out while a student is in a restroom or a locker room. Any staff may confiscate an electronic device that is improperly in use at anytime, anywhere on campus. Students are subject to disciplinary action up to and including expulsion for using an electronic device in any matter that is academically dishonest, illegal or violates the terms of this policy. GSD assumes no responsibility for lost or stolen electronic devices.

If an electronic device is confiscated typical consequences are:

1. 1<sup>st</sup> time - **Student** picks up item from the office.
2. 2<sup>nd</sup> time - **Parent** picks up item from the office.
3. 3<sup>rd</sup> time - **Parent** picks up item from the office and the item is checked in to the office every school day thereafter until school is out.

Also, if a student is found on a website that is inappropriate then all computer privileges may be lost for the duration of the school year.

## Eligibility

For students to maintain athletic eligibility and compete on a school team there are specific academic, attendance, and behavioral standards, which must be maintained. Eligibility for dances and other school events is determined by appropriate staff. For specific guidelines contact the coach or advisor of the activity.

## Emergency Information

In case of school closure due to bad weather or facility problems, parents may call the district's automated phone system (503) 792-3803 for updates regarding school hours, or may look on the district website [www.gervais.k12.or.us](http://www.gervais.k12.or.us). Follow the voice menu to access emergency closure information. School hours may also be announced on the radio or television by 6:00 am on the following channels and stations:

### Radio

KOPB - 91.5 FM	KISN-910 AM
KWBC - 94 AM	KSHO-920 AM
KUPL-98.5 FM	KRKT-990 AM/99.9
KWJJ-99.5 FM	KWJJ-1080 AM
Z-100-100 FM	KEX-1190 AM
KINK-102 FM	KCCS-1220 AM
KKCW-103.3 FM	KLOO-1340 AM
KKRH-105.1 FM	KSLM-1390AM
KLOO-106.1	KYKN-1430 AM
KKBK-106.7 FM	KCKX-1460 AM
KXL-750 AM	

### Television

KATU 2	KPTV 12	KOIN 6
KGW 8	KEZI-TV 56	

Emergency care procedures are reviewed and updated annually by school staff. Qualified first aid personnel are available in each building and one on

each school bus.

Emergency medical information is obtained from each family at the beginning of each school year. This information is readily accessible in case of an emergency and is released to emergency medical personnel as needed. This information identifies name, address, phone number, parent's name, location of employment, additional emergency numbers, and pertinent medical information. It is important that this information is kept current. Please notify the office of any changes.

The school has a central location for providing first aid and emergency care for students. Classrooms have basic first aid kits. Additional first aid kits are located in areas such as kitchen, gym, and shops. School buses are all equipped with first aid kits as well.

## Emergency Drills

By Oregon law all students are expected to practice for the following situations:

- Fire (monthly)
- Earthquake (monthly)
- Bus Evacuation (twice/yr.)
- Intruder (twice/yr.)
  - Lock-Out; all exterior doors are locked. No one is allowed to enter or leave the building. Students may move freely within the building.
  - Lock-Down; no one is allowed to enter or leave the building and students are locked in to whatever classroom/space they were in when the drill started.

## Expanded Options

A GSD fully paid for program in which seniors complete classes at Chemeketa CC, while also attending GHS part-time. See the GHS counselor or an administrator for more information.

## Expulsion

In rare cases students may be expelled from Gervais High School for severe or repeated violations of behavioral guidelines/policies. No student may be expelled without a hearing, unless the family waives their right to a hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate notification of expulsion procedures, student rights and alternative education provisions as required by law.

## Extracurricular Activities

Please join a sport or club, get involved in class activities, find a way to 'find your niche'. Contact your Advisory teacher for offerings or ask your friends!

## Field Trips

Field trips are scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means that students are subject to all student behavioral guidelines.

Students taking part in class field trips **are required to make up work for any missed classes.**

Assignments should be secured before leaving and will be due at times designated by the teachers.

Students who are not making satisfactory academic progress may not be allowed to participate in field trips.

## Food

There is a district-sponsored food program which provides free breakfast and free lunch to all GSD students. And some days after schools snacks as well! All food coming into the classroom from home and for distribution to other students, must be store bought or prepared in a state licensed kitchen. No deliveries of outside food will be allowed unless approved by administration.

## Foreign Exchange Students

GHS is blessed to occasionally have a foreign-exchange student stay with a local family and attend GHS. Help every student to feel welcome so that there are no strangers here. Learn a new language.

## Fragrance-Free Zone

The Gervais School District's goal is to be sensitive to employees and students with perfume and chemical sensitivities. Individuals who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. To accommodate adults and students who are medically sensitive to the chemicals in scented products, the Gervais School District requests that you refrain from wearing scented products, including but not limited to colognes, perfumes, scented after-shave lotions,

scented deodorants, scented body/face lotions, scented hair sprays or similar products. The Gervais School District also asks you to refrain from the use of scented candles, perfume samples from magazines, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, cleaning compounds or similar products. Our employees and students with medical chemical sensitivities thank you for your cooperation.

## Freedom of Expression

Students are entitled to express their personal opinions in a lawful and orderly manner that does not risk anyone's safety nor disrupt anyone's education. The use of profane/obscene language, gang related symbolism, or threats of harm to persons or property are prohibited. Willful disobedience or defiance of a school authority is not freedom of expression.

## Fundraising

Student organizations, clubs, classes, athletic teams, or parent groups may be permitted to conduct fundraising activities. All fundraising ideas must be submitted to administration for approval - prior to fundraising. District application/approval and cash handling procedures must be followed. Any school-sponsored on-campus fundraisers involving food or drink sales must meet district, state, and federal nutrition guidelines.

## Gang Activity

The presence of gangs and the violent/graffiti activities that often accompany gang involvement can cause a substantial disruption of school activities and a student's ability to meet curriculum and attendance requirements. No student on district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. Consequences may include detention, suspension, and/or expulsion. Let's keep GHS safe for all.

## Grading Practices

Report cards are issued every twelve weeks, with progress reports being issued approx. every 6 weeks.



Students and parents may discover grade information from a teacher, or from our online Parent Portal site, at any time. (See the "Parent Portal" section in this handbook)

Most classes this year will be graded with: 70% of a grade based upon tests/final projects AND 30% of a grade based upon homework and practice. However, grading practices are changing across the nation. A few of our teachers will be piloting a program called "proficiency-based" grading. In these classes a student's grade will be 100% based upon tests/final projects as compared to a list of nationally accepted standards for that course.

School-wide GHS uses an A, B, C, F grading scale (with no "D"s). In order to receive credit a student must earn at least a "C" (70%).

Special Note: Receiving an "F" grade in a class at the high school level means that no credit has been earned and that class must be repeated.

An "I" on the grade report indicates that the student's work for that period is incomplete and must be completed within two weeks or the student will receive an "F". It is the student's responsibility to see that the necessary arrangements are made with the teacher to complete the work.

## Graduation

Graduating from high school is an opportunity for all, but one that must be earned. (Participating in the graduation ceremony is a privilege). Study the "Cougar Curriculum Guide" and your transcript for more information. Speak to your Advisory teacher or Mrs. B. if you have specific questions not answered by those materials.

## Hall Passes

Students will be issued hall passes for the opportunity to go to the restroom, their locker or to get a drink of water at the discretion of the teacher during class time. Staff members may refuse any student request. Hall passes will not be issued during the first ten minutes or the last ten minutes of each period. A classroom pass must be carried in the hallway.

## Harassment

It is the goal of all staff and students that our school campus be free from all harassment and intimidation. Harassment includes, but is not limited

to, any act which subjects an individual or group to unwanted or demeaning comments/behavior related to racial, religious, national origin, marital status, gender, age, disability, or sexual orientation. Sexual harassment includes, but is not limited to, unwelcome sexual advances, sexual remarks, and physical contact. Other types of harassment include jokes, stories, pictures or objects that are offensive, alarm, annoy, or demean. This includes cyber-harassment (social media, texting, etc.)

If you feel that you have been harassed, bullied, or threatened, please contact your teacher, our school counselor, or the principal who will investigate the matter. If you have seen such behavior occur on campus, please report that also.

## Hazing

Any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team. Don't do it. Report anyone who tries.

## Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class and to aid in the mastery of skills. Homework amounts will vary by class. Students are expected to keep track of their homework and due dates. Parents are encouraged check the Parent Portal on a regular basis in order to track the grades and assignments of their student.

## Honor Code/Plagiarism

Each student is expected to do his/her own work. Copying, sharing answers, or in any way presenting someone else's work as one's own (including taking information directly from an internet source) are examples of plagiarism. Anyone caught plagiarizing should expect to meet with the teacher and an administrator.

All citations for research papers should follow MLA guidelines. These will be taught and reinforced in your classes.

## Immunizations

A student must be fully immunized against certain diseases or must present a statement that, for medical or religious reasons, the student should not

be immunized. Proof of immunization may be a personal record from a licensed physician or public health clinic. Immunization law requires that every student must have received a dose of each required vaccine to be allowed to start school. Any student not in compliance with Oregon rules and statutes regarding immunizations may be excluded from school (in February). Parents will be notified of their child's exclusion. For further information contact Celia Marquez at 503.792.3803, ext. 5072.

## Infection Control and Training

Although the risk of contracting a serious disease such as HIV, AIDS and HBV is extremely small, the district requires that staff and students approach infection control using standard precautions. Staff is provided with annual training. Age appropriate plans of instruction about health related topics and infectious disease are presented annually to all students. Parents may view these curricular materials at any time and may choose to exclude their child from this instruction. Contact the building principal for further information.

## Insurance

Students are not covered by medical insurance through the school district. If parents want medical insurance for their child they must purchase it themselves.

Students wishing to play sports must show proof of medical insurance before being allowed to practice or play. Students participating on overnight field trips must show proof of medical insurance.

Student medical insurance may be purchased fairly inexpensively through each school's front office, should parents desire to do so.

## Leaving School Early

GHS is a closed campus school. A student may not be released during school hours to any person without the approval of his/her parent, or as otherwise specified by law. Emergency contacts may only release students for emergencies.

## Library Books

All students are encouraged to check out books from the school library, to enjoy reading them and to take good care of them!

Students are responsible for returning any books

they check out and paying for any damage. This includes textbooks.

If a lost library book is paid for and the book is later found, no money will be refunded. The book will be given to the student who paid for it.

## Lockers

The school provides lockers for students so that they have a convenient, and reasonably secure place, to put school materials and personal belongings.

- Lockers are the property of the school district and may be inspected at any time.
- All students are assigned lockers and are expected to use only their assigned locker.
- Each locker is to be kept neat and clean.
- Students will be responsible for the cost of repairs to a damaged locker.
- Students should not share locker combinations. -
- Locks will be provided for those lockers which need them. A \$5 replacement fee will be charged to all students losing their issued locks.
- Expensive personal items should not be left in a school locker.
- The school is **not** responsible for items missing from lockers.

## Lost and Found

We collect a LARGE number of jackets, sweatshirts and other items of student clothing every year. If you have lost clothing check on the rack outside the gym. If you have lost other personal items (glasses, jewelry, etc.) please ask in the front office. After a month we donate items to a local charity.

## Lunch & Breakfast & Snack

All meals at GHS are free to all. On most school days we offer breakfast before school and after 1<sup>st</sup> period. Those wanting a 2<sup>nd</sup> breakfast will be charged. On days when we have an after school program there will also be an after school snack offered.

## Medicine at School

It is mandatory that any student needing medication (prescription drug or over the counter variety) during the school day, be provided the medication only through the school office. Parents must deliver medication personally, in an original container, to the school office along with medication instructions. The office staff will assist students who are on a

medication schedule. (Please remember to claim unused medications at the end of the school year, otherwise they will be properly disposed of).

## Parent Involvement

Education succeeds best when there is a strong partnership between home and school. We ask parents to:

- put a high priority on your children's education and commit to having them at school except in the case of illness or emergency.
- Keep informed about district activities and issues. Events are posted on our webpage, and all athletic events can be found at [osaa.org](http://osaa.org). School board meetings are the 3<sup>rd</sup> Thursday of each month at 6:00 pm in the District Office Conference Room.
- Parents are encouraged to visit classes either to observe or volunteer. Please make arrangements with your child's teacher first and check in at the office before each visit
- Participate in parent organizations. For high school, this is the Gervais Pride Association (GPA), Senior Parents or the GHS SITE Council. (See page 6 for details)

## Parent Portal

All parents and students can be given a login/secure password to gain access to our student accounting system (PowerSchool) in order to check student grades, assignments and attendance. For more information contact the school office or Celia Marquez at [celia\\_marquez@gervais.k12.or.us](mailto:celia_marquez@gervais.k12.or.us).

## Physical Examinations

In order to participate on a school sponsored sports team each student must have a physical examination performed by a licensed physician just prior to their freshman year and junior year, if they are new to sports, and possibly after a significant illness or surgery. Students may not practice with a team without a current, signed physical form on file. Getting a physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Records of the exam will be kept on file by the student's school.

## Police Involvement at School

We do our best to maintain a great relationship with our local law enforcement officers and welcome them

to school often. Should a police officer ask to/need to question your child we will do our best to notify you, except in the case of a Department of Human Services (DHS) visit. An administrator will sit in on the questioning until you arrive

## Publications

All aspects of school-sponsored publications, including web-pages, newspapers and yearbooks are completely under the supervision of the teaching staff and administrators. Students will be required to submit all publications for approval.

## Purchases/Reimbursements

Students will not be reimbursed for any purchases they make, even with the permission of a club or class advisor. Parents may be reimbursed if the amount is \$50 or more, there is a valid receipt, the purchase involved items for school/club use **and** the purchase was pre-approved by a class/club advisor.

## Release of Students From School

Parents may come to the school and release their child at any time - other than during lock-out or lock-down situations. Only those designated as emergency contacts may also release your child - and only in emergencies.

## Schedule Changes

Schedule changes will be kept to a minimum. With the approval of the counselor and the teachers concerned, necessary changes may be made after the start of school. All such changes must be requested by the end of the 2<sup>nd</sup> day of each trimester, and must be done through the counseling office.

## Searches

District officials may search a student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of law, Board policy, administrative regulation or school rule has occurred. Searches will not be excessively intrusive in light of the age, gender, maturity of the student and the nature of the infraction. Items found which are

evidence of a violation will be confiscated and turned over to law enforcement officials or to the rightful owner.

### Selling/Advertising at School

Students may not sell any items, raffle tickets, or services during school hours or at school activities, except those which are sponsored by the school or district. An administrator or club advisor must approve all advertisements which are posted, announced or distributed to students. The name of the advisor/coach should appear on all postings.

### SITE Council

This group of teachers and parents meets monthly to discuss professional development plans and instructional improvement. To volunteer please contact the school office.

### Staying After School

All students shall leave the school building by **3:15 pm** unless they are under the direct supervision of a teacher, coach, or activity leader for study or activity. Students who stay after school should not be in the halls, or in the lobby, but in a classroom or gym with the adult in charge. The building will be locked and students are expected to leave the grounds.

### Student Activities

Gervais High School offers a variety of extra-curricular activities that enhance the learning process and help students feel a part of the school. All students are encouraged to participate in as many school groups as they wish. Participants must adhere to district and school policies. Athletes must also adhere to all policies described in the "Athletic and Activities Handbook".

### Student Council/ASB

GHS has an active Student Council, which coordinates student activities, including dances and student celebrations, throughout the school year. Elections are held in the late spring for the next school year's positions. Officers must maintain a GPA of at least 2.5 and have a letter of recommendation from a teacher. For more information contact Sheena Bettis at [Sheena.Bettis@gervais.k12.or.us](mailto:Sheena.Bettis@gervais.k12.or.us).

### Student Records

All student records at GHS will be handled with confidentiality and in accordance with GSD and Oregon policy. Student photographs and what is known as directory information (student name, parent's names, address, telephone number, date of birth, date of attendance and the most recent previous school attended) will be released to anyone upon request unless a parent request not to release this information is made within 15 days of the receipt of this handbook. Should your son/daughter enroll in another school district, a copy of your child's records will be sent to the receiving school upon request from the receiving school. You have the right to see your child's records.

### Student Rights

Students are responsible for conducting themselves properly. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Among the student rights and responsibilities are civil rights, including the right to:

- equal educational opportunity
- freedom from discrimination, the right to not be discriminated against
- the right to attend free public schools;
- the right to due process of law with respect to suspension, expulsion and decisions which the student believes injures his/her rights;
- the right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
- the right to assemble informally, the responsibility not to disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- the right to privacy, which includes privacy in respect to the student's educational records;
- the right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### Supplies

Materials that are part of the educational program are provided without charge to students. A student is expected to provide his/her own supply of binders, pencils, pens, paper, erasers, notebooks and all other

supplies required by individual teachers. Students may be required to pay certain other fees or deposits including:

- Student athletic fees
- Voluntary purchases of pictures and publications
- Student accident insurance
- Fees for damaged books, school property
- Lost locks or locker deposits
- Field trips considered optional to the district's regular school program
- Admission fees for extra curricular activities

## Suspension

A student may be suspended for up to 10 days at a time for willful violation of student behavioral guidelines/policies. An opportunity for the student to present his/her view of the alleged misconduct will be given. Every reasonable effort will be made to notify the parents/guardians of the suspension. Parents should contact the school office and request a collection of school work. Suspended students are not allowed on school grounds, nor are they allowed to participate in any school activities until the morning after the suspension ends.

## Talented and Gifted Programs

The district serves talented and gifted students in grades K-12. Once a student is identified as "TAG", an individual educational program is crafted to try and enhance the educational opportunities available to that student.

## Tardiness

See the attendance policy for information on tardies.

## Telephone Use

The telephones in the office and classrooms are business phones and are to be used by students for emergency calls only. Students must have permission to make a call during the school day. Students cannot be given personal messages except in emergency situations.

## Textbooks

Each student is responsible for the care of all books issued to him or her. Textbooks are public properties intended to be used for many years by a series of students. Books should not be marked or defaced. A

A fine will be charged for lost or damaged books. **Note:** Most textbooks now cost \$90 or more to replace.

## Tobacco Free Zone

All Gervais School District campuses are smoke free.

## Transcripts

An official record of all the courses you've taken, the grades you earned in those courses and how many of each type of credit you still need.

## Transportation

The purpose of district-sponsored bus transportation is to provide safe and economical transportation for those students living beyond walking distances in our district established by the school board. To ensure that this service operates effectively, the school district enlists the cooperation of parents, students, bus officials and school administrators to help prevent and to quickly correct any problems that may arise.

Students being transported on a school bus are under the supervision, direction and control of school bus drivers (OAR 581-53-010). When a school district employee or parent is serving as a chaperone, that person shall support the bus driver. Riding a bus is a privilege and this privilege will be removed should a student choose to act improperly while riding. Any student behavior which reduces the safety of a bus ride will result in a bus riding suspension. Students who have been suspended from bus riding must still attend school. Parents are required by law to continue to get students to school.

Students must go home on their regular bus unless the school office is provided with a dated note signed by the parents/guardians of both the student that is going on a different bus and the student that they are riding with indicating whose home the child is to go to and that both parents give permission. A phone number must be clearly visible so that verification of the note can occur. Students must bring the note to the office on the morning of the planned change to be issued an approved bus form to give to the bus driver. This note must be approved by administration and must then be presented to the bus driver before the driver may authorize a change. Requests may be denied.

Students staying after school for activities must

make arrangements for transportation in advance.

## Travel Services

Students desiring to travel outside of the U.S. should contact Dr. Atwood to see what destination is next for our Travel Club.

## Valedictorian and Salutatorian Criteria

Cumulative, weighted GPAs at the end of the final trimester (T3) of the senior year will be used to determine the top five senior students.

A team of teachers and administrators will then consider two factors in selecting the class valedictorian and salutatorian:

- cumulative, weighted GPA. GPAs will only be considered out to two decimals.
- course difficulty (advanced coursework, college coursework, etc.).

In addition to the above:

- The salutatorian and valedictorian must have been enrolled in a high school program for four years.
- The salutatorian and valedictorian must be enrolled at GHS for all three trimesters of their senior year. (Early graduates will not be considered).
- The salutatorian and valedictorian must be enrolled in at least 4 classes each trimester of the senior year.
- The salutatorian and valedictorian must maintain excellent attendance during their senior year.
- The salutatorian and valedictorian must model exemplary behavior, character and citizenship.
- The salutatorian and valedictorian must have successfully completed all community service requirements by May 31<sup>s</sup> of their senior year.
- Foreign exchange students will not be considered.

## Vandalism

School buildings belong to all of us. Let's take care of them! Any student found writing on, marking or otherwise defacing school walls, desks or other school property will face severe consequences and be expected to fulfill community service time and pay restitution to cover the costs of any needed repair or replacement of property.

## Vehicles on Campus

Every student parking a vehicle in the school parking lot is required to come register his/her vehicle with

the front office. Students are required to properly park their vehicle in the north parking lot, in the designated parking spaces in front of the school. Squealing tires, excessive speed, and reckless or careless driving are all prohibited on and around the school grounds. Students parking or driving improperly, or parking without registering, may be ticketed by the school, have their parking privileges revoked or have their car towed.

Students themselves are not allowed in the parking lot between the first bell of the day and the last.

## Visitors

Parents are encouraged to visit during the school day or for after-school activities. We ask that all visitors first report to the school office to sign-in and receive a nametag. Student visitors (friends, cousins, etc.) are not permitted during the school day.

## Volunteers

The teachers and staff of GHS are ready and willing to have volunteers in their classrooms. Please contact the school office for more information. All volunteers will need to fill out forms for criminal history verification, one time only. We do ask that all visitors sign in at the front office and get a visitor's badge each time before going to a classroom.

## Yearbooks

We are not producing a school yearbook this year as not enough families were purchasing them. We do hope to continue taking pictures of our sports teams, clubs and activities and make those available to everyone online.