

GERVAIS MIDDLE SCHOOL:

ALL STUDENTS PROFICIENT AND PREPARED FOR HIGH SCHOOL AND BEYOND



Our Mission:

Gervais Middle School serves students in their early adolescence, addressing the developmental, social-emotional, physical and cognitive needs of our students. The staff at Gervais Middle School is committed to creating an orderly, trusting and caring environment where students are consistently supported to take charge of their own learning and their actions. Our staff recognizes the unique learning needs of our students and accommodates individual rates of learning so that students in our school can be successful.



Our Vision:

Gervais Middle School staff strives to provide a safe environment where students are valued for their uniqueness and provides a place where all students can succeed. GMS students own their learning and become proficient in an environment that is consistent and predictable. In partnership with our community, we build a bridge between our students' performance at school and future success

CODE OF STUDENT CONDUCT

I will show Respect for Myself by:

- Attending school regularly and on time.
- Following rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave.
- Learning from the consequences of my behavior.
- Dressing in a way that is appropriate for the learning environment.
- Choosing not to bring tobacco, alcohol, other drugs or weapons to school.

I will show Respect for Others by:

- Understand of others' feelings.
- Treating others like I want to be treated.
- Not bullying or threatening (no put downs).
- Being honest by telling the truth, and admitting to things I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

I will show Respect for Learning by:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities and discussions.
- Completing my own schoolwork and homework.
- Keeping all cell phones and MP3 players off and in my locker during school hours.
- Keeping my eyes on my own paper when taking quizzes and tests.

I will show Respect for Property by:

- Taking care of things in my school and on school grounds.
- Using school materials or a classmate's materials for their intended purpose.
- Using technology devices as directed by adults.
- Not bringing dangerous or distracting things, such as lighters, toys, fireworks, tobacco, drugs, or alcohol.
- Following rules about safety:
 - Refraining from making threats
 - Using school equipment in a safe manner
 - Being where I am supposed to be at all times

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.

SUPPORTING THE CODE OF STUDENT CONDUCT LEVELS OF INTERVENTION AND CONSEQUENCES

The **Code of Student Conduct** shall apply to ALL students at ALL times and on ALL school property, including:

- In school buildings
- On school grounds
- In all school vehicles including busses
- At all school, school-related, school-sponsored activities, including but not limited to:
 - School field trips
 - School sporting events

Levels of Interventions and Consequences for Violations of the Code of Student Conduct

As with any incident of student behavior, administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/or the Code of Student Conduct. To assist administrators, and to help students better understand possible consequences of misbehavior, the levels shown on the following page illustrate the progressive interventions GMS will use to change student behaviors.

The administrator always has the option to use an intervention from a lower level. Moreover, if a behavior is deemed a criminal offense by local law authorities and such offense is not identified in this Code of Student Conduct, the consequences may be expulsion from the Gervais School District. Restitution for loss or damage will be required in addition to other prescribed consequences.

Levels of consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of interventions and consequences. For serious violations, interventions and consequences may begin at a higher level.

LEVELS OF INTERVENTION AND CONSEQUENCES FOR NOT FOLLOWING THE CODE OF STUDENT CONDUCT

Level 1 Options for Minor Infractions Classroom Level Interventions/Consequences

Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the administrator is unnecessary.

- Warning
- Letter of Apology
- Loss of Privileges (drink, etc.)
- Teacher Conference with student
- Reinforcement of appropriate behaviors
- Lunch Detention
- Referral to CARE Team
- Confiscate item
- Use of *Student Problem-Solving Sheet*
- Seat Change
- Parent Contact (call or meeting)
- Hallway Time Out or Buddy Room
- Teacher & Administrator conference with student and/or parent
- Parent accompany student to class
- Suspension of Computer Privileges

Level 2 Options for Minor or Major Infractions Consequences when Level 1 Interventions are Ineffective or for more serious behavior issues

Teachers complete an office referral and parent notification is required.

- Community Service
- Work with teacher after school
- Referral to CARE Team for possible Functional Behavior Assessment and Support Plan
- Assigned to support younger students
- Class schedule change
- Check In /Check Out/ Trackers
- Regular Parent/Student Meetings
- In-school suspension
- Suspension out of school (last resort)

Level 3 Options for Major Infractions Appropriate when Level 2 Consequences are Ineffective or for severe behavior issues

Teachers complete an office referral and parent notification is required.

- Restricted activity as outlined in Behavior Plan
- Alternative School
- Required and regular meetings involving student, parent, and administrator
- Suspension
- Modified school day
- Expulsion

GERVAIS MIDDLE SCHOOL GENERAL INFORMATION, SERVICES, GUIDELINES, AND BEHAVIOR POLICIES

You are responsible to know and follow all district and school rules, and of course follow state and federal laws. Therefore, it is very important for you and your parents to read through all the material in this handbook, and ask questions if you do not understand. We believe all students can succeed, and providing a safe and orderly environment is a key to this. If you believe at any time that you have information that raises your level of concern for your safety or the safety of others, you should immediately report your concerns to an adult in the building.

A variety of information is described here. Logical consequences for misbehavior will vary based on severity and frequency of a problem, your prior discipline history, and all special circumstances. Policies are subject to change throughout the year as staff and students work together to create a better school.

ABSENCES

A written excuse from a parent or guardian must accompany students upon their return to school following an absence, even if a phone call reporting the absence was made. The excuse must be brought to the main office where the student will receive an admit slip. A student who is absent from school or from any class without permission will be considered truant and will receive a consequence such as detention, and/or ineligibility to participate in athletics or other activities.

ACADEMIC SUCCESS

An extremely important aspect of school success is preparation for class. Having the necessary supplies, such as binder with pens and pencils every day, and having needed textbooks and any assignments or homework due are critical. We expect Gervais Middle School students to meet high expectations. Success doesn't happen by accident; it is due to hard work.

ALCOHOL/DRUGS

It is the policy of the Gervais School District to provide a learning environment for students that is safe, secure, and drug-free. The District maintains a philosophy of zero tolerance in regards to substance abuse and endorses schools that are free from detrimental effects of alcohol, illegal drugs and controlled substances. Consequences for a drug or alcohol violation include suspension and possible expulsion. A substance abuse assessment may be required and possible criminal charges filed by Gervais Police Department.

APPROPRIATE LANGUAGE

You are responsible for what you say and it does not matter how you feel. You cannot take back what you say, and apologies may not always fix things. When you spread rumors, what you are really doing is harassment. Written words, like cyber-bullying, can still be a form of harassment. Be kind with your words, you cannot take them back.

Using swear words, or references to sexuality as put-downs, are not allowed. If you are upset

with someone, abusive or profane expressions are not acceptable. Cool down before you say anything.

ASSEMBLY BEHAVIOR

Good behavior at assemblies is very important. It shows we take pride in our school and ourselves. Following are our assembly expectations:

- Sit quickly and quietly
- Listen to the speaker
- Follow the directions of all staff members
- Clap or cheer when appropriate, but don't scream
- Appropriate language and volume
- All school rules apply

ASSESSMENT AND GRADING

Report cards are issued every nine weeks; however, students and parents may receive an indication of the student's progress from a teacher or from our online Parent Portal site <https://gervais.powerschool.com/public/home.html> , at any time. The traditional grading system for middle school students is the A, B, C, D, F rating. Student-Led Conferences are held in October and March. Students will be leading their conferences. Each student will share with their parent how you are doing in class using work samples. Students are expected to be directly involved in understanding and tracking their progress in each class. Each student is provided a planner for this purpose and will be expected to write down and track all assignments.

ASSISTANCE AND COUNSELING

Students have the responsibility to seek help if needed to resolve personal disputes in a peaceful manner. Reporting instances of problematic behavior help us to address the issues. A counselor is available to students and parents to help with the resolution of significant student problems. Students may make appointments with the counselor by dropping by the office and filling out a **Counselor Request** form. Parents may set up appointments by telephoning or emailing the counselor. In addition, students may request using peer mediation to resolve differences with their peers. The request forms are available in the office.

One of the many roles of teachers, administrators, and other staff members is as advocates for students. Often they can provide guidance and help students find ways to resolve problems. Help is available throughout the school. Please seek help from staff whenever you need to.

ATHLETICS

School team sports are offered at Gervais Middle School for students in 7th and 8th grade only. Students have had the opportunity to participate in soccer, football, volleyball, basketball, and track. All sports stress positive social and skill development, sportsmanship, and participation.

Students participating in athletics must have a physical examination before they are allowed to play or practice. Physical exam forms are available from the school office or from school coaches and must be signed by both the parent/guardian and doctor and remain on file at school. Exams are valid for two years. To be eligible to play in athletic contests, students must be present at school during the day and able to participate in PE classes.

ATTENDANCE

Oregon Law requires regular attendance. Law defines an excused absence as follows: "...if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. An administrator or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." GMS staff places a high priority on regular and punctual school attendance. Our school day begins at 8:00 and ends at 3:00 and Wednesdays from 8:00 – 1:00. Doors will be open at 7:25. Please do not show up to school before this time, as there is no supervision. Being to class on time is expected and habitual tardiness will not be allowed. A call to the main office (503-793-3803 x2020) from a parent/guardian to report a student's absence is appreciated.

If you are continually late to school or you miss school often, you can expect to meet with your teachers and an administrator, to create an *Attendance Plan*. You will receive consequences for tardiness to class. We want you here at school.

BACKPACKS, TOTE BAGS and PURSES

To prevent classrooms from being crowded, students are expected to leave backpacks, tote bags, purses and non-academic items in their lockers in the morning and take them out after school. They are not allowed in the classrooms.

BULLYING

All students have the right to experience a positive and safe learning environment at our school that is free of bullying. GMS uses the *Zero Anti-bullying Program* to define and address acts of bullying. Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are four types of bullying:

- Verbal bullying is saying or writing mean things and includes teasing, name calling, taunting or threatening to cause harm.
- Social bullying involves hurting someone's reputation or relationships through spreading rumors about another student, excluding someone on purpose or telling other students not to be friends with someone.
- Physical bullying refers to hurting a person's body or possessions and includes hitting, kicking, or pinching, tripping, or taking or breaking someone's things.
- Cyberbullying involves the use of social network sites, cell phones, text messages, etc. to send mean messages, spread rumors, and post embarrassing pictures or fake websites or profiles.

Bullying will not be tolerated at GMS. Incidences of bullying will be addressed quickly and parents will be notified. Depending on the severity of the incident, there may be more serious consequences for acts of bullying.

CHEATING

Be sure that the work you are doing is your own or you may end up with consequences for cheating. You should not copy more than five words in a row from any source without using quotation marks. This is called plagiarism and it is cheating. This includes the Internet. Copying others' work is also cheating, and those who give their work to others to copy can receive penalties also. You have the responsibility for doing your own work.

COMPUTER USAGE

Computers are available for educational use at Gervais Middle School. The school also provides access to the internet. Student computer use will be monitored. The use of school computers is for the instructional needs pertaining to students at GMS. Personal use of school computers including internet, email, chatting and personal printing is prohibited. When computer use might be questionable, students should ask for clarification or permission to use the equipment. Any student who fails to abide by guidelines governing computer use may face suspension of system access. Violations that are irresponsible, disrespectful, or unsafe could lead to disciplinary actions.

CLOSED CAMPUS/SIGNING OUT PROCEDURE

We care about our students' safety. For that reason, students are NOT allowed to go off campus after arriving on the school grounds unless accompanied by a parent/guardian and after the student signs out in the main office. Students leaving school for any part of the day must sign out. They must present a note from a parent/guardian stating the reason for leaving school. If they return during the same day, they need to sign in at the main office when they return.

DESTRUCTION OF PROPERTY AND VANDALISM

No one has the right to destroy school or personal property. It is up to all of us to keep our school clean of graffiti, trash, or other forms of vandalism. If you are observed defacing or breaking anything at school, expect to stay after school and complete community service to make amends for the destruction you caused. If the damage is serious or expensive, you may be required to pay for repairs or replacement. In addition, criminal charges may be filed with the Gervais Police Department.

DISRUPTIONS IN CLASS

Teachers will devote instructional time to help you learn classroom rules and routines. When these rules are broken, a teacher may:

- Change your seating arrangement
- Meet with you and/or contact your parents
- Require an additional assignment or project
- Require you to stay late or come in early
- Ask the counselor or administrator for assistance
- Create a behavior contract
- Assign other creative consequences that help you learn the impact of your disruptive behavior

DRESS AND GROOMING

Gervais Middle School students are expected to dress appropriately for school. Clothing, make-up, or hairstyles that disrupt the educational process or are a safety concern are not appropriate, except on school dress-up days. Please use good judgment and if you are unsure about the appropriateness of your clothing, please ask a staff person.

Gervais Middle School Dress Code

1. Clothing with vulgar or insulting sayings is prohibited.
2. Clothing with reference to alcohol or drugs is prohibited.
3. Clothes that are too revealing are prohibited:
 - a. Shorts and skirts need to be fingertip length. Fingertips should contact shorts when arms hang relaxed. Using leggings or yoga pants under shorts or skirts too short does not make them appropriate.
 - b. Shirts should contact pants at the waist when arms hang relaxed.
 - c. Undergarments like underwear or bras or bra straps should not be visible.
 - d. No clothing that is inappropriate to the degree that it makes another student or staff uncomfortable is to be worn.
4. No clothing that creates a safety hazard, such as oversized or saggy pants or spiked neck or wrist bands, are allowed. Pants should fit at the waist (1 size larger does not fit) with no underwear showing and not sag in such a way as to affect walking. Students who wear an oversized shirt in attempts to hide sagging pants are violating the dress code.
5. No pajamas or slippers.
6. Hats, hoods, and bandanas are not to be worn in any of the school buildings.
7. Coats will not be worn in class, and are to be kept in lockers.

ELECTRONIC DEVICES (CELL PHONES, MP3 PLAYERS, BLUE TOOTH SPEAKERS, TABLETS, ETC.)

Students are strongly advised to leave electronic, sound and communication devices at home. The school IS NOT responsible for lost or stolen articles, and school staff has limited time to investigate loss or theft of these items.

Electronic devices (cell phones, MP3 players, etc.) must be turned off and put away in the lockers during instructional hours of 8:00-3:00 or from 8:00 – 1:00 on Wednesdays. Blue tooth speakers are not to be used in any of the school buildings, on buses, or outside of the school. This ban on electronics includes class time, breakfast and lunch, assemblies, in offices, and other school activities. As a reward, students will be allowed to have access to electronics at various school activities.

Consequences for possessing an electronic device during the school day are as follows:

First Time Offense – Item is confiscated and turned into the office, student may pick up device at the end of the day

Second Offense – Item is confiscated and turned into the office and only a parent may pick up the device

Third Offense – Parent picks up the item and student no longer may bring the device to school for the remainder of the year

Cameras of any type (including video and cell phone cameras) are not to be used by students on campus or at activities without the expressed permission of everyone in the photo/video and the permission of an administrator/activity supervisor. The only exception is for school photographers (school yearbook and specific classes).

Parents should be aware that they may be legally liable for material recorded and videotaped by their teens.

8TH GRADE PROMOTION

At the end of 8th grade, there are celebrations to commemorate the completion of middle school. The activities include field trips, field days, and a promotion ceremony. The ceremony will be open to all students, families, and friends. The criteria for participating in these special activities will be determined and communicated with all 8th grade students and their parents at the beginning of the school year. Students who do not meet the criteria will not be able to participate in the activities.

EMERGENCY HEALTH SITUATIONS

If a major health emergency occurs which requires immediate action, we will first attempt to notify parents or guardians. If we are unable to reach parents, we will contact the family physician indicated on your Student Registration form. When necessary, an emergency rescue unit will be called.

FEES (PAID IN THE OFFICE)

Student Body Fee	\$5.00
Planner	\$6.00
8 th Grade Activity Fee	\$20.00
Yearbook (optional)	\$15.00

FRAGRANCE-FREE CAMPUS

The Gervais School District Administration recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is important in creating a healthy learning environment for students to participate in the educational process. Staff and students are encouraged to not bring cleaning products, deodorizers or wear personal care products, including perfumes and colognes, into the classroom unless they are identified as fragrance-free. In addition, cleaning products with strong scents will only be used during off-peak school hours.

GANG ACTIVITY

Gervais Middle School has a strong commitment to keeping all gang activity out of the school. For the safety of all students, students are prohibited from displaying anything related to gangs, including bandanas, markings associated with gangs, gang symbols, smile now/cry later, etc. Flashing or displaying gang signs or anything like them is strictly prohibited.

We understand that most students select clothing items because they like the style, not because they want to be identified as a gang member. Our goal is to teach students what is appropriate for school. Please respect staff guidance by not coming to school wearing prohibited clothing.

Consequences will be given at a severe level, possibly including police involvement, for any activity believed to be tied to gangs at school.

GETTING EVEN

If you get in trouble for something, it is not acceptable for you to take actions to get even with the other student/s involved. Threats or hurtful actions will result in more problems and can get you in a lot more trouble.

HALL CONDUCT

Our hallway is very narrow; please access your locker and move on to class. Do not block the hallway by standing and talking.

- Hands and feet to self
- Appropriate language and volume
- Gather needed materials for class
- Place all materials inside your locker
- Walk on the right side of the hall

HARASSMENT

Harassment is also bullying or simply trying to make someone else miserable. It includes pestering, baiting, tormenting, name-calling, teasing, etc. All forms of harassment are prohibited and students harassing others will be educated about harassment. When considering acts that could be considered harassment, staff at Gervais Middle School always considers the age of the individual involved, the circumstances surrounding the incident, and how the action affected the person being harassed. Discipline may include suspension or expulsion, police or juvenile contacts, and parent contact.

If someone is harassing you, it might be tempting to be mean right back. Don't do it. Getting even with someone for his or her bad behavior does not help and can get you in trouble. Follow this plan instead:

1. First, tell the student/s to stop and that you do not like the behavior. Then leave the scene.
2. If it happens again, try not to show anger or fear, ignore it, walk away and/or seek help from a staff member.
3. If the problem still does not go away, let a staff person or the administrator know.
4. Complete a *"Bullying, Harassment, and Intimidation Reporting Form"*. The forms are available in the office.

There are other things you can do as well:

- Treat everyone with respect.
- Most people are bystanders. Stand up and speak out against all forms of harassment.
- Examine yourself, your actions, and your attitudes.

We encourage all students and staff to report acts of harassment verbally or by completing the *"Bullying, Harassment, and Intimidation Reporting Form"*. Help protect yourself or classmates by asking adults at the school for help. When responding to complaints of harassment, we act quickly, investigate thoroughly, protect the rights of all parties involved, and administer discipline accordingly. We want Gervais Middle School to be a safe, welcoming place for all of our students.

HOMEWORK POLICY

Students at Gervais Middle School may expect to spend a **minimum of 30 minutes** an evening with homework. Any teacher may give homework assignments on a daily basis. Students are expected to record homework assignments in their planner provided by the school. Being organized about recording assignments is a key to success. Homework provides practice and offers parents an opportunity to participate in the learning process. Homework is never assigned as a punishment.

HOMEWORK REQUESTS

In the case of extended illness and/or absence (minimum of two days), parents/guardians may call the school and request homework for the student. Teachers need one full day to complete homework requests, so making a phone call before 10:00 a.m. will generally assure the request can be fulfilled. Upon returning to school, it is the student's responsibility to turn in the work and to meet with the teacher to see if anything else was missed due to the absence.

HORSEPLAY

Horseplay means pushing, poking, tripping, elbowing, and other physical contact done for fun or as a joke with other students. Gervais Middle School does not allow students to horseplay. Our halls and common spaces are too crowded, and physical contact often leads to conflict or safety concerns.

Often when students are reminded that horseplay is not allowed, they say, "But he is my friend!" or "We're just kidding around!" These excuses will not be acceptable.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill during school hours, he/she should come to the office. The staff will determine whether to call the parent/guardian or have the student rest in the office for a short time. No student will be allowed to go home until a parent or an authorized person listed on the student's emergency contacts has been contacted and arrangements have been made. It is **IMPORTANT** that we have names and phone numbers of people to contact during the day in case of an emergency when the parent cannot be reached. Please be sure if your phone number or address changes, you let the office know.

IN-SCHOOL SUSPENSION

There are strict rules that students must follow while they are assigned an In-School Suspension or ISS. Whenever appropriate, students will be assigned an in-school suspension as a positive alternative to out of school suspension. Rules for ISS:

- Show up at designated time
- Bring supplies and homework
- Work entire period, no head down
- Be quiet, no talking
- Raise hand if you need help
- Use of restroom and drinks will be at the discretion of the adult in charge of ISS

LATE WORK POLICY

Students are responsible for making up work missed due to an absence. On the same day the student returns to school, she or he should meet with each teacher to get a list of missing work and activities. Make up work should be completed as soon as possible, and the student should be sure to ask teachers for specific due dates. Usually, the time given for make-up work is the same number of days the student was absent plus one day. Students who know in advance they will miss classes because of a school activity, a sports event or a pre-arranged absence should meet with teachers to get work before the absence(s). That work is due the school day following the absence unless other arrangements are made with the teacher.

LOCKERS

Lockers will be assigned at the beginning of the school year; students may have to share with one other student. Lockers are the property of the school and students are expected to use them responsibly. Do not post any item that refers to alcohol, drugs, or other inappropriate material. Lockers are subject to inspection at any time. It is important that you keep your locker combination confidential and that you do not trade lockers without permission of your teacher or an administrator.

Your hall and PE lockers need to be locked at all times. Do not bring valuables to school. The school assumes no responsibility for lost or stolen items. It is important that the locker be secured to prevent theft or loss of personal items.

“LOITERING” AFTER SCHOOL

School hours are from 8:00 a.m. to 3:00 p.m., Wednesdays 8:00 a.m. to 1:00 p.m. Unless you are working with a teacher or participating in an activity, please plan to leave the school grounds at 3:00 or 1:00 (Wednesdays). If you want to watch a sporting event or go to an activity that begins at 3:30 or 4:00, plan to go home before returning to school at 3:30 or 4:00. Remember that if you are at an event, you are to remain in the gym or on the field. You are not allowed to loiter in the building or other parts of the school because they are not supervised.

LOST, FOUND AND STOLEN ITEMS

Students are urged to make certain that their name is CLEARLY MARKED on all personal items. This will make it easy to identify any item that is misplaced. All found items should be turned into the office and may be claimed there. Unclaimed clothing items will be stored in the office. Items not claimed in lost and found will be periodically donated to charity.

Students need to report stolen items to the office immediately. The office is where students should bring items they find to be kept safely until the owner can identify them.

Students are discouraged from bringing large sums of money or valuable articles to school. If such items are needed for a school class or activity, please bring them to the office to be kept safe until needed. Students are also asked not to keep money or items they may be selling for fundraising in their lockers.

MEALS

Breakfast and lunch are free to all students at Gervais Middle School.

MEDICATIONS

When medication must be given at school, it must be given according to school district policy. For prescription and non-prescription medication a form must be signed by the parent or doctor with complete directions and information. The medication must be brought to school by the parent in the original container labeled with exact directions for administration. School personnel **cannot** take verbal orders by the parent or doctor. Students cannot keep medication in their lockers, notebooks, etc.

MESSAGES TO STUDENTS

In emergency situations we will take phone messages and immediately contact the student. Non-emergency messages from parents will be delivered to students as soon as possible without disrupting classes.

MESSAGES TO TEACHERS

We promote a close relationship with our parents and families and hope you stay in touch often. The ideal way to contact teachers is through email if at all possible. If not, teachers may be reached by calling the Gervais Middle School office at 503-792-3803 x2020. These calls are transferred to the teacher's voice mail. Though every effort will be made to return your call within 24 hours, we ask for your understanding of the professional judgments that teachers must make when dealing with multiple requests from students, colleagues, and parents.

NOTES, ARTWORK, AND OTHER MATERIALS

If notes, artwork, or other materials are discovered that are inappropriate or cause concern for a student's safety, they will be confiscated. Parents may be contacted.

PHONE CALLS

Make arrangements for after-school transportation and activities before coming to school. If you are a part of the after-school activities, the times you are dismissed remain consistent. Remember those times so you can let your parents know without needing to make a phone call. The office phone should be used for emergency calls only.

PHYSICAL AGGRESSION, FIGHTING, ASSAULT AND THREATS

Every student has the right to be safe and secure at GMS. All fighting at school is prohibited, as is using violent language or notes to threaten others. Most fights at middle school are the result of bullying and abusive language. Horseplay often leads to fights as well, and this is one of the reasons it is not allowed. Students involved in a fight or making threats are typically brought together by administrators to resolve differences and make amends. Consequences for fighting or making threats may include suspension or expulsion as well as parent contact. Assault, or threat of assault, is destructive to the school setting and may lead to criminal charges being filed with the Gervais Police Department.

Students who "stir the pot" and keep an issue alive are helping continue or aggravate the problem and may also face consequences for their role. No matter how you feel, you are responsible for what you do or say. Your teachers, the counselor, and administrators are here to help you resolve problems in a positive way. Seek help when needed.

What is self-defense? It means doing the least you can to get out of a bad situation. Unless

you are backed into the wall, you can probably get away and find help. If you stay to argue or fight, you can expect the school to give you consequences even if you didn't start the fight.

PLANNER

Every student will be given a quarterly planner and must take it with them to each class daily. Planners are a tool for students, teachers and parents, to keep track of assignments, due dates, coming events, etc. or as a communication tool between parents and teachers. Lost planners can be replaced in the main office for a fee of \$6.00.

POSSESSION OF DANGEROUS OBJECTS

Students are not allowed to bring dangerous objects to school or school-sponsored activities. Such objects include, but are not limited to, the following: guns, parts of a gun or ammunition, matches, knives, paint guns, firecrackers, lighters, chains, or any object that is considered to be a weapon. Aerosol cans of any type are not allowed (No Axe Body Spray allowed).

Depending on the severity of the incident involving dangerous objects, students in violation of this policy will be suspended or recommended to the School Board for expulsion. School officials reserve the right to consider each violation in light of its uniqueness while observing student confidentiality.

PROFICIENCY

Teachers will design assessments related to what they are teaching students in class. Throughout the lessons, students will be expected to demonstrate they have learned the material by passing a proficiency assignment. The proficiency assignment could look very different; it could be a test, a project, or some other demonstration of skills. If a student is not yet proficient, they will receive further instruction and will be given multiple opportunities to demonstrate they have learned the material. Each student will be expected to pass the required proficiencies in the core classes during the school year. If students do not pass the proficiencies they may need to attend the after school program or summer school to continue to receive the instruction and the opportunities to pass the proficiencies. If students do not pass the proficiencies or attend these make up opportunities, they will miss their electives until they pass the proficiencies.

PUBLIC DISPLAYS OF AFFECTION

We take pride in the behavior of our students. Public displays of affection in the school building or on the school grounds are embarrassing to students and adults. It's not appropriate for the middle school. This includes hand holding, hugging and kissing, as expressions of romance.

SMOKING/CHEWING TOBACCO

Student possession or use of tobacco or tobacco products is explicitly prohibited on school district property. Adult visitors to the school grounds are not to use tobacco products either. A tobacco violation may result in tobacco education, suspension and criminal charges being filed by Gervais Police Department.

SPECTATORS AT GAMES

School hours for students are from 8:00 a.m. to 3:00 p.m. or 8:00 a.m. to 1:00 p.m. on Wednesdays. All students should leave the building immediately after school unless engaged

in an organized activity or working in a classroom under adult supervision. Students who want to watch an athletic game, and we encourage them to, are expected to report home first, as games do not begin until 3:30 or 4:00 p.m. Our office phone is to be used for emergencies only, so remember to make arrangements in advance if transportation or permission to attend the event is needed. Spectators are expected to remain in the event area only (field or gym) and are not to loiter in the building or on other parts of the school campus. Spectators should have arranged transportation home and are to be off campus by the end of the athletic games or contest. School rules and expectations for behavior still apply for these events and parents will be notified if supervision of student spectators becomes a problem.

SUBSTITUTE TEACHERS

There will be days when your teacher is not at school and you have a substitute teacher for a class. Our Gervais Middle School expectation is that you are respectful and responsible in your behavior. We feel very strongly about the importance of welcoming guest teachers, and if your behavior is not responsible or respectful there will be significant consequences. Guest teachers won't always do things the way you are accustomed to in your class, so being flexible and understanding that things might be different is important. If students misbehave with a guest teacher, that student will have community service at a minimum.

TEXTBOOKS

The school provides books for our students. Because many books are now only one of many resources used in the average classroom, classes often share books. Therefore, students may not always have the option of taking books home for additional study. The maintenance of books, materials and equipment used by the student is her or his responsibility, and replacement cost will be charged to students if books, etc. are damaged or lost.

TARDINESS

Students are expected to report to school and to each class on time, prepared with the necessary materials. Students are given ample time between classes to arrive on time. Students coming into class after the tardy bell has rung will be given a tardy for that period. Consequences for tardies during a quarter are:

- 1st Tardy to Class: Teacher gives student a verbal warning
- 2nd – 3rd Tardy to Class: Office assigns Lunch Detentions (and may contact parent)
- 4th Tardy to Class: Office calls parent, and arranges a meeting with student, parent, teacher and administrator to develop an *Anti-Tardy Plan*
- 5 or more Tardies: Consequences will be specifically tailored to the student. Examples include: prohibited from participation in sports or any other school sponsored activity within the school like student council, peer mediation, or Yearbook and student has community service after school for each tardy

TECHNOLOGY USE BY STUDENTS

GMS is committed to providing safe and quality instructional opportunities for all students. Our students are responsible for appropriate behavior while using technology-related resources. Staff will monitor student activities while online for appropriateness and instructional relevance.

The school may suspend or revoke access of a student to electronic resources and/or the Internet and may report the violation to law enforcement in addition to other disciplinary action.

Students shall:

- Use the provided school network account in an ethical, responsible, and legal manner for school-related tasks only.
- Communicate with others using appropriate language in a courteous and respectful manner.
- Maintain the privacy of their personal information, such as name, address, phone number, account passwords, and respect the same privacy of others.
- Use only GMS authorized accounts and passwords.
- Comply with and respect copyright law.

Students shall not:

- Connect personal devices such as cell phones, laptops or other mobile devices to the GMS network whether wired or wireless.
- Seek to override or bypass technology-related network security provisions.
- Use any network account for non-school related activities.
- Conduct unauthorized copying of licensed software, download or copy files without permission, or install personal software on computers.
- Plagiarize content from the internet.
- Create, access or distribute offensive, obscene, bullying, or inflammatory materials on GMS technology-related resources.
- Remove or damage hardware components.

THEFT

Respect for school property and property of students and staff is expected and valued. Stealing is a violation of trust, and once trust is broken, it's difficult to earn it back. We don't want any students to be in this situation. If you choose to take something that doesn't belong to you, you will not only have school consequences, law enforcement is also likely to be involved.

UNIFORMS

Team uniforms will be loaned to students participating on athletic teams. Students are expected to take proper care of school uniforms and equipment. The coach will collect uniforms at the end of the season, and students are responsible to return them clean and in good condition.

VISITORS POLICY

For the safety and security of our students, we ask that all visitors check in at the main office and receive a Visitor or Volunteer badge. Parents and guardians are welcome to visit school at any time, in fact we encourage you to, but we ask that you contact the teacher in advance if

planning to visit the classroom.

Student visitors are not allowed at Gervais Middle School during the school day because of the distraction this causes to the educational process.

**TOGETHER WE CAN CREATE A WELCOMING, POSITIVE
SCHOOL ENVIRONMENT!**

GERVAIS MIDDLE SCHOOL SCHEDULE

All core subjects: Language Arts, Math, Science and Social Studies classes are 85 minutes long daily (except on Wednesdays).

PE and electives are 40 minutes long daily (except on Wednesdays).

The bells will ring according to the following schedule, but if you are in a core subject you will not change class.

GMS Regular Schedule			
Block 1	8:00-9:25	8:00-8:40	8:44-9:25
Homeroom/Snack 9:25-9:46			
Block 2	9:50 -11:15	9:50-10:30	10:34-11:15
Lunch 11:15-11:49			
Block 3	11:53-1:18	11:53-12:33	12:37-1:18
Afternoon Break 1:18-1:35			
Block 4	1:35-3:00	1:35-2:15	2:19-3:00

GMS Wednesday Schedule			
Block 1	8:00-9:00	8:00-8:28	8:32-9:00
Homeroom/Snack 9:00 -9:16			
Block 2	9:20 – 10:20	9:20-9:48	9:52-10:20
Block 3	10:24 – 11:24	10:24-10:52	10:56-11:24
Block 4	11:28 – 12:28	11:28-11:56	12:00-12:28
Lunch 12:30 – 1:00			

Gervais Middle School

Acknowledgement of Reviewing the Student Handbook

My signature indicates that I have read a copy of the ***Gervais Middle School Student Rights and Responsibilities Handbook***. I understand these are the policies and procedures of Gervais Middle School. I also understand and agree that as a student I shall be held accountable for the behavior and consequences outlined in the Student Rights and Responsibilities at school during the regular school day, at any school related activities regardless of time or location and while being transported on district provided transportation.

Student Signature

Date

