



290 First Street  
P.O. Box 100  
Gervais, Oregon 97026-0100  
Phone: (503) 792-3803  
FAX: (503) 792-3809  
[www.gervais.k12.or.us](http://www.gervais.k12.or.us)

# Parent Notifications

## 2021 - 2022

For a complete list of Gervais School District policies, please visit our website at [www.gervais.k12.or.us](http://www.gervais.k12.or.us), or view policy manuals available in the Gervais School District Office.

Revised: August 2021

## **Required Notifications to Students and Parents**

### 1. COMPLAINTS

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested.

A student and or parent with a complaint regarding possible discrimination of a student on the basis of sex, should contact the Director of Special Services and Title IX Compliance Officer at 300 E. Douglas AVE., Gervais, OR 97026 Phone: 503-792-3803 x2010.

Complaints by students or parents about instructional materials should be directed to the building principal. To make an appointment with the building principal contact that buildings office secretary.

Gervais High School/Samuel Brown Academy: Melissa Ayala x3030

Gervais Middle School: Kimberly Gieselman x2030

Gervais Elementary School: Sofia Guzman x1030

Sexual harassment complaints: Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited in the district. Complaints shall be presented to the building principal, director of special services, compliance officer, or superintendent.

### 2. ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempt by law. School staff will monitor and report violations of the state compulsory attendance law. Violations may result in a Class-A citation.

### 3. TRUANCY

A student who is absent from school or from any class without permission will be considered truant. The student will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities, and parents may be cited through law enforcement.

### 4. Covid-19 and Pandemic Responses

Please refer to the district's website for the most up-to-date procedures and protocols  
<http://www.gervais.k12.or.us/wp-content/uploads/2020/08/Pandemic-Plan-20-21.pdf>

### 5. ALTERNATIVE EDUCATION

Alternative education programs have been established and approved by the Board to meet the individual needs of students. These programs are available to students to meet the student's personal and educational needs.

Parents may request an alternative education program by contacting the Welcome Center at 503.792.3803 x1022 for a meeting with the Principal.

### 6. CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

#### a. STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district provided transportation.

English: <http://www.gervais.k12.or.us/wp-content/uploads/2012/07/GUIDELINES-FOR-STUDENT-CONDUCT-2020-21.pdf>

Spanish: <http://www.gervais.k12.or.us/wp-content/uploads/2012/07/GUIDELINES-FOR-STUDENT-CONDUCT-2020-SPAN-FINAL-SS.pdf>

b. DISCIPLINE AND DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

c. DETENTION

A student may be detained outside of school hours if the student violates the Student Code of Conduct. Parents will be notified, prior to detention, of the reason and duration. If school transportation is not available parents are responsible for delivering their child to school for detention and for taking him/her back home after detention.

d. SUSPENSION

A student may be suspended from school for up to, and including, 10 school days for willful violation of the Student Code of Conduct

e. EXPULSION

A student may be expelled (more than 10 school days) for severe or repeated violations of the Student Code of Conduct.

7. SEARCHES

District officials may search the student, his/her personal 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 a violation of law, board policy, or Student Code of Conduct has occurred, or may occur, and that evidence is present in a particular place.

8. DRUG DOG SEARCHES

During the school year a trained, drug-sniffing dog may periodically be brought into the common areas of the school campus by police authorities. Common areas of the school include, but are not limited to: hallways, lockers, locker rooms, gyms, classrooms, cafeterias, and parking lots. The visits will be unannounced. The purpose of the drug dog program is to keep Gervais School District free of drugs so that all students are educated in a safe and wholesome school environment.

9. VIDEO SURVEILLANCE

To ensure the health, welfare, and safety of all staff, students, and visitors, video and audio surveillance will be used in locations that are deemed appropriate. Video surveillance may also be used on any district school bus.

10. SCHOOL COMMUNICABLE/REPORTABLE DISEASES.

Students/Staff shall not attend school as long as an identified disease is in a communicable stage. These restrictions will only be removed by a written statement from the local health officer, or licensed physician. For head lice, the restrictions may be removed after the parent provides a signed statement that treatment has been completed, and has been confirmed by a head lice inspection performed by school personnel. Students found with nits (lice eggs) only or returning after exclusion with the presence of nits only will not be excluded, but will be subject to periodic checks to confirm continuing absence of live lice. This refers to district policy JHCCF.

11. CODE OF CONDUCT FOR INTERSCHOLASTIC ACTIVITIES

Employees, volunteers, and students participating at all school functions or school-sponsored events, home or away, should act accordingly as representatives of their school. Employees, volunteers, or students who violate Oregon School Activities Association (OSAA) rules may be subject to discipline, removal from participation, or suspension. This refers to district policy EGB. In order to maintain their eligibility student athletes are also expected to comply with the guidelines as set forth in the Gervais Athlete and Activities Handbook.

12. CYBER BULLYING

Any form of harassment using electronic devices by student, staff, or third parties will not be tolerated in the Gervais School District. When reported to district officials, an investigation of reliable report will follow. Students, whose behavior is found to be in violation of this policy, will be subject to loss of privileges, discipline, up to and including expulsion. This refers to policy GBNA – JFCFA.

13. SECRET SOCIETIES

No secret society of any kind, including fraternity or sorority, will be permitted. The Board may order the suspension or expulsion of any student who violates this policy.

14. DRESSING AND GROOMING

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards.

15. DISTRIBUTIONS OF MATERIALS

All aspects of school-sponsored publications, including web pages, newspapers, and/or yearbooks are completely under the supervision of the teacher and principal. Students may be required to submit such publications to administration for approval.

16. SURVEYS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school.

17. EXPANDED OPTIONS PROGRAM

The Gervais School District is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits, and to gain early entry into post-secondary education. The district's Expanded Options Program will comply with all requirements of Oregon law.

18. GRADUATION REQUIREMENTS

The Gervais School District Board will establish graduation requirements for the awarding of a regular high school diploma which meet, or exceed, state standards. Students in grade 9 through 12 must complete, at a minimum, 24 credit hours to be eligible.

19. ASSESSMENT PROGRAMS

The Gervais School District assessment program shall be designed for the purpose of determining district and school program improvement needs as well as individual student needs.

20. PARENTAL INVOLVEMENT

The Gervais School District Board recognizes that parent involvement is vital to achieve maximum educational growth for all students. The district shall provide information regarding our schools' participation in State and Federal programs and their requirements.

21. HOMELESS STUDENTS

The district provides full and equal opportunities to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence, or other documents will not be required as a condition for admission.

22. CHILD FIND

Gervais School District is looking for students who may be in need of special educational services.

Special Education Services are provided for school age students through our district programs. For infants and children up to the age of five, services may be available through Marion County's Early Intervention and Early Childhood Special Education Program.

If you know of a student who might have special needs such as speech/language, learning, hearing, vision, motor, or other types of special educational needs, please contact the Director of Special Services, at: Gervais Middle School, 300 E. Douglas AVE., Gervais, OR 97026; Phone: 503-792-3803 x2010.

23. PARENT & UNILATERAL PLACEMENT

Parents are required to notify the district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing the child for private placement.

24. DISCIPLINE OF STUDENTS WITH DISABILITIES

When a student who has been identified as having a disability engages in conduct which would warrant suspension, the student's parents will be notified. If a student has been suspended up to 10 days prior to the recent incident, the IEP team will meet to review the student's current IEP and placement, to determine if changes need to be made to better support the student.

25. 504 PLANS

The district will provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. A qualified student is one who has a physical or mental impairment that substantially limits one or more major life-activities; has a record of such impairment; or is regarded as having such impairment.

26. VISION/HEARING SCREENINGS

Students in grades K, 1, and 2 will be screened annually for potential hearing loss. Parents of students who fail the screening will be given further information about suggested follow up.

27. INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV, and HCV has been included as an integral part of the Gervais School District health curriculum. Any parent may request his/her student be excused from that portion of the instructional program required by Oregon law, by contacting the principal for information and procedures.

28. PROGRAM EXEMPTIONS

Students may be excused from state-required programs or learning activities due to a disability, religion, or other reasons deemed appropriate by the district.

29. IDENTIFICATION OF TALENTED AND GIFTED (TAG) STUDENTS

The district serves academically talented and gifted students in grades K-12, including students from such special populations: ethnic minorities, economically disadvantaged, culturally different, underachieving gifted, and students with disabilities. Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through: Gervais School District Office, 290 First Street, Gervais, OR 97026. All complaints will be reported to the Director of Special Services, who will arrange for a review committee to meet.

30. TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

31. VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. Parking permits are required of all students who drive to school.

32. EMERGENCY DRILLS

State required emergency fire and earthquake drills will be conducted monthly, while "lock out" and "lock down" drills will be conducted annually. They will be scheduled by the school principal.

33. EMERGENCY SCHOOL CLOSURES

When weather or emergencies dictate a closure, the superintendent may alter school and bus schedules as is appropriate to that particular emergency.

34. DISTRICT PROPERTY

The Gervais School District declares its intent to hold students and parents responsible for the full costs of restitution including prosecution to the fullest extent of the law if such costs are not paid.

35. STUDENT FEES, FINES, AND CHARGES (GSD policy JN)

The Board recognizes the need for student fees to fund certain school activities which are not funded by the district. No students will be denied an education because of his/her inability to pay supplementary fees. No student is exempt from charges for lost or damaged books, locks, materials, supplies, and/or equipment. All student optional fees and charges, will be listed and described annually in the student handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges.

36. ASBESTOS

Gervais School District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The plan is available at the Gervais School District Office.

37. STUDENT EDUCATION RECORDS (Family Educational Rights and Privacy Act: FERPA)

Education records are those records related to a student, and maintained by the district. A student's educational records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws.

38. DIRECTORY INFORMATION

The district will give annual public notice of directory information to parents of students in attendance and students 18 years of age or emancipated.

The notice shall identify:

- a. The types of information considered to be directory information
- b. The district's option to release such information
- c. The district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information.

Such notice will be given prior to release of directory information.

The following directory information may be released to the public through appropriate procedures:

- a. Student name
- b. Student address
- c. Telephone listing
- d. Student photo
- e. Date and place of birth
- f. Major field of study
- g. Participation in activities
- h. Athletic weight and height
- i. Dates of attendance
- j. Degrees and awards
- k. Most-recent school attended

39. STUDENT MEDICATION

When students require the use of medication at school:

- a. All arrangements for the medication to be taken by the student are to be made with the school office and NOT the classroom teacher.
- b. Parents need to bring in the necessary medication.
- c. Parents must fill out appropriate forms authorizing the medication.
- d. Parents must leave appropriate instructions for the administering all medications.
- e. All medications must be administered at the school office.
- f. All medications must be in their original container or they will not be accepted. Prescriptions must have pharmacy information attached.
- g. Such requests MUST contain the name of the medication and specific written instructions.
- h. All medications will be kept in the office in a locked cupboard.
- i. Dispensation will be handled by a member of the staff.

40. STUDENT INSURANCE DISCLAIMER

Gervais School District does not carry student medical or dental insurance to cover student accidents or illness. This is a parental responsibility. Student insurance may be purchased through a district approved insurance company. Gervais School District assumes no insurance liability for student accident or illness. Informational fliers for the purchase of insurance will be available through all school offices.

41. REPORTING OF SUSPECTED CHILD ABUSE

All district employees who have reasonable cause or reasonable suspicion to believe that any child with whom they have come into contact has suffered abuse or neglect, as defined in state law, will immediately notify the Oregon Department of Human Services.

#### 42. DISTRICT WELLNESS PROGRAM

It is the intent of the Board that district schools are proactive in encouraging students to make healthy personal choices. Healthy eating patterns and increased physical activity are essential for students to achieve lifelong health and well-being. Each school will develop and practice better choices for nutrition and physical education. The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, including the triennial progress report, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy. (Policy EFA revised 6/15/17)

### **Wellness Policy Annual Notification**

#### **Gervais School District Community**

Starting July 2017 the Gervais School District updated their Wellness Policy to the new Federal and State requirements. The policy addresses nutritional standards for all foods and beverages available on the school campus as well as the marketing of food and beverages.

The policy follows the guidelines of the United States Department of Agriculture (USDA) and the Oregon Department of Education, with the guidance of the Oregon School Board Association.

Below are examples of how we have implemented the updated policy for the 2017-18 school year.

- Educating employees of the changes to the wellness policy
- Providing smart snack approved foods to school groups to sell to students
- Working with clubs and fundraising groups to promote healthy fundraising
- Marketing of foods and beverages that are not smart snack approved have been limited according to policy

For any questions, or if you would like to be involved in the local wellness policy please contact.

Melinda Fitz-Henry ([melinda\\_fitz-henry@gervais.k12.or.us](mailto:melinda_fitz-henry@gervais.k12.or.us)) 503-792-3803 ext. 5050

#### 43. NON-DISCRIMINATION 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 or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.

#### 44. EQUAL EDUCATION OPPORTUNITY

Every student of Gervais School District will be given equal educational opportunities regardless of race, color, national origin, religion, gender, age, marital status, sexual orientation, parental status, and disability. Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of gender as it pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

#### 45. EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity and treatment shall be practiced by the district in recruiting, hiring, training, retaining, transferring, and promoting of all employees regardless of race, color, national origin, religion, gender, age, marital status, sexual orientation, parental status, veterans status, genetic information, and disability that with or without accommodation is able to perform the essential functions of the position.

Equal opportunities in hiring, retention and advancement of employees will be based on the educational and organizational needs of the district, and the individual qualifications required performing specific duties. Continuous effort will be made by all district employees to improve interpersonal relationships and to eliminate conditions that result in discrimination.

In accordance with state goals, the district is committed to ethnic-racial equality. The district will support the goal of the state to increase the number of minority teachers, including administrators, employed by the district to a number approximately proportionate to the number of minority children enrolled in the district. To meet this goal, the district shall strive to recruit minority teachers and hire qualified minority applicants whenever possible.

The superintendent will appoint an employee to serve as officer in charge of compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

The superintendent will develop other specific recruiting, interviewing, and evaluation procedures as are necessary to implement this policy.

46. RADIO FREQUENCY IDENTIFICATION DEVICES

The district will notify parents 30 days before it implements a program to use Radio Frequency Identification Devices to locate, track, or take attendance of student. The notice will inform parents and students of the right to not participate and how to opt-out as well as the expectations of participation in the program.

47. POLICY FOR ACCEPTING CHECKS AND COLLECTING BAD CHECKS

Gervais School District has established the following policy for accepting checks and collecting bad checks:

For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee (\$30.00) by means of electronic re-presentment. For assistance please contact **Paytek at 866-399-4101**.

48. STUDENT AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS SYSTEM ACCOUNT

A student agreement must be signed each academic year by the student and parent. See following page for a sample parent letter.



## Sample Parent Letter

Dear Parents:

Your student has been selected to participate in the district's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts, and research subjects by the sending and receiving of messages using a computer, modem, and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation, and agreement form and discuss these requirements together. Inappropriate system use will result in discipline up to and including expulsion from school, suspension, or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

- An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
- The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to the school office indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

System Coordinator/Administrator