

Parent/Student Handbook



**2021-2022
School Year**

Parent/Guardian & Student Signature Page

PLEASE DETATCH THIS PAGE FROM THE HANDBOOK, COMPLETE THE INFORMATION BELOW, AND RETURN IT TO THE SCHOOL OFFICE NO LATER THAN SEPTEMBER 15, 2021.

*The Parent/Student Handbook is available on-line at: <https://www.gervais.k12.or.us/gervais-elementary-school/>

By signing below, I acknowledge I have accessed the school handbook and I acknowledge that my child is responsible for adhering to these policies and may face consequences for failing to comply. If I have any questions about the content of this handbook, I know that I can contact the building principal by emailing him at Creighton_Helms@gervais.k12.or.us or calling him at (503) 792-3803 x1020.

Student's Name (Print): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

**If the student is too young to sign for themselves, the parent/guardian may sign for them.*

To be filled out by office only with copy kept on file.

Date this hardcopy was received by the office.

**Gervais Elementary School
Parent/Student Handbook
2021-2022 School Year
503-792-3803 Ext. 1030**

Dear Parents and Students,

This handbook has been prepared to provide you with some basic information about our schools, staff, and programs. We kindly request that you will spend time going through this handbook with your child. Please know that although this handbook is thorough, it is not all-inclusive, nor does it serve as binding policy on procedures and decisions made by the administrative staff at Gervais Elementary School. If you would like additional information, please do not hesitate to call the front office.

Please reference Appendix A at the end of this handbook for information specific to how we, as a school, are responding to the ongoing COVID-19 pandemic.

We believe that the most effective education occurs when the school, parents, community, and student are working together. Clear communication between the school and home is actively encouraged. Please feel welcome to visit the school or arrange for a conference with your child's teacher. There are also opportunities for parents to participate in various school activities or serve as volunteers in the classroom. Our school office staff will be happy to assist in finding you an opportunity to serve. For more information call the front office.

We are looking forward to a full and challenging year, and hope that you will join with us to make this the most productive year yet for your child.

Best,

Dr. Creighton C. Helms
Principal, Gervais Elementary School

1. Expectations Regarding Student Behavior

An outline of student behavior expectations is the first section of this handbook for two reasons: (1) we have high standards and expectations for student behavior; and (2) we want to be confident that all parents and students fully understand those standards and expectations.

1. When and Where. It is important to know that when student conduct is discussed in this section, it is referring to:

- action that occurs while a student is on the school premises and areas adjacent to the school during or immediately before-and-after school hours.
- action on the school premises at any other time when a school-sponsored group is using the school.
- action off the school grounds during any school-sponsored activity.
- action during non-school hours and/or away from school property that has a detrimental impact, as determined by the building principal, on the delivery of an effective education in a safe environment for any student, at any time. This is chiefly important, but is not limited to, matters of the misuse of social media (i.e., cyberbullying), and is fully supported by the Oregon Compilation of School Discipline Laws and Regulations, Oregon Department of Education.

2. Expected Behavior: It is expected that students will follow the “Three Be’s” at all times: Be Respectful, Be Responsible, and Be Safe. Although it is impossible to list every single expected behavior, and conversely every possible example of misbehavior within this parent/student handbook, the spirit of these “Three Be’s” captures student behavior expectations. Again, this is not an inclusive list; all determinations of potential misbehavior are ultimately made by the building principal:

- **Be Respectful**
 - Use kind words and kind actions in all circumstances (which includes the internet and social media).
 - Use appropriate voice level, as directed by GES staff members and signs posted in various spaces.
 - Ask permission to go anywhere or do anything that is beyond the current directions/expectations given to students by a GES staff member.
 - Listen and follow directions given to you by GES staff member.
- **Be Responsible**
 - Be where you are supposed to be, when you are supposed to be there.
 - Take care of your personal belongings, and do not touch the personal belongings of others without permission.
 - Take care of school property; if you damage school property (accidentally or purposefully), or you discover damaged school property, report it to a GES staff member immediately.
 - Turn in completed assignments on time.
 - Be accountable for the choices you make and accept the consequences of your actions.
- **Be Safe**
 - Unless directed otherwise, always walk when on GES property (in and outside of the buildings).
 - Maintain your personal space and respect the personal space of others.
 - Work and play safely. If something seems unsafe, report it to a GES staff member immediately.

3. Defining the term ‘Discipline:’

- Henceforth, the term ‘discipline’ is defined as the use of corrective action on behalf of a Gervais School District/Gervais Elementary School staff member (adult) to correct a violation of the school’s code of

behavior, both as explicitly defined in this handbook and as determined by the building principal (or his direct representatives). **Our default approach to all discipline is restorative in nature: a whole-school, relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.**

- Discipline typically comes in one of two forms:
 - Level I: discipline that corrects misbehavior that is minor in nature, non-systemic, and can be corrected on-the-spot by the witnessing adult. This includes, but is not limited to, low intensity levels of disrespect, defiance, disruption, and inappropriate language. In these cases, the witnessing adult may contact home (parent/guardian), but the witnessing adult does not have to contact home. It is the expectation, however, that the witnessing adult inform the building principal (or his direct representatives) of this infraction. It is important for parents/guardians to know that they will not be contacted in the case of every Level I discipline infraction; parents/guardians are encouraged to maintain regular communication with their student’s teacher and regularly ask if there are any concerns with their student’s behavior at school.
 - It is the intent of the building principal to give latitude to the school staff to deal with and solve offenses of this type. If in-school solutions have proved unsuccessful, a referral will be made to the front office, the school counselor, or designee for further action.
 - Level II: discipline that is more serious in nature, may be systemic (repeated infractions of the same expectation over time), and is only addressed at the level of the building principal (or his direct representative). This includes, but is not limited to, repeated instances of disrespect, defiance, disruption, and inappropriate language. It is the expectation of the building principal that all instances of Level II discipline will be communicated home to parents/guardians within 24-hours of the incident becoming known to the front office.
 - In the case of pending suspension, the parent or guardian shall be notified by telephone or home visit of the suspension and the reasons for the action. If that person cannot be contacted, the decision to send the student home, to allow the student to remain on the school premises or to refer the student to the proper authorities must be made with consideration to the student's age, maturity and nature of the misconduct causing the suspension.
 - Please note again: Our default approach to all discipline, which includes Level II whenever possible, is restorative in nature: a whole-school, relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

4. Bullying/Harassment: With the desire to keep a positive environment, and to help ensure student and staff safety, Gervais Elementary School adopts a “zero-tolerance” policy towards harassment and bullying. Harassing and bullying behaviors often include, but is not limited to, physically hurting or threatening to hurt someone; purposeful social exclusion; insults; name calling; mean gossip and rumors (in-person and online); and unwanted intimate behavior*. Bullying is intentional, one-sided, and intended to cause harm to another (physical, emotional, social, etc.). It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

At GES, we agree that it is everyone’s responsibility to stop bullying. It is up to each of us to make sure that bullying does not take place. We:

- treat others with fairness and respect
- find ways to help others join games and other activities
- speak out against bullying
- refuse to let other be bullied
- report bullying to an adult

- refuse to bully others
- be responsible upstanders who are part of the solution (check out our “Cool 2 Be Kind” club for more information about what this means
- help others feel safe and comfortable at our school

*Although there is a difference between mutual and unwanted intimate behavior, for the sake of defining harassment and bullying, any intimate behavior between students (holding hands, kissing, etc.) is strictly forbidden at GES. Intimate behavior of any kind is a Level II behavior violation.

5. Personal Electronics: All personal electronic devices, to include cell phones, tablets, smartwatches that have internet/Wi-Fi/Bluetooth capabilities, are strictly forbidden to be accessed by students when they are at school. If one of these items is brought to school, students may either (a) keep them in their backpacks until school hours are over; or (b) turn them into the office for safekeeping. The school recommends option (b), given that the school is not responsible for the theft, loss, or destruction of personal electronic devices. If student is in violation of this policy, a GES staff member has full authority given to them by the building principal to confiscate the device, where the parent/guardian of the student who violated the policy must pick it up in person. Multiple offences of this policy will likely result in suspension. Additionally, we feel the buses are an extension of the school and personal electronics can cause a lot of disruptions and issues on the bus at the elementary school level. Therefore, this policy of electronic devices not being accessible during school hours applies on the busses as well (for elementary aged students).

6. Assault on School Personnel: A student who assaults (physical and aggressive contact) school personnel will not be returned to the classroom until after a reinstatement conference. At the school's discretion, homework will be provided. Expectations to this may be made by the building principal, based on the student's age, maturity, and nature of the assault.

7. Behavioral Contracts: Dependent on the age of the student and the seriousness of the offense, the student may be placed on a behavior contract. This contract may specify a course of consequences that are less or more restrictive than the general discipline policy outlined in this handbook.

- **No-Contact Contract:** When two or more students demonstrate an inability to coexist amicably, they may be placed on a no-contact contract, which prevents all contact and communication (at and away from school) with each other. The duration of this contract is set by the building principal. If two or more students are placed on a no-contact contract, a goal may be established for the students to work with the building principal and/or school counselors to resolve their differences through mutually agreed upon conditions.

8. Transportation Code of Conduct: It is the expectation of the building principal that Gervais Elementary School students will use the same appropriate behavior on our busses as they use in school. The building principal will regularly liaise with the district transportation coordinator to discuss student behavior and activities on the busses and determine discipline, should a violation of behavior expectations occur by a Gervais Elementary School student.

2. General Policies

1. Entrance into Kindergarten: the child must be five years of age on or before September 1st of the start of the school year to be admitted to kindergarten. Early entrance requests (children who turn five years of age on or after September 2nd) will not be considered and exceptions will not be granted.

2. School Attendance: Starting in 1st grade, Oregon State Law requires regular student attendance at school. The Gervais Elementary School front office, by way of the building principal, is responsible for enforcing the compulsory school attendance laws of the State of Oregon. Every effort shall be made to keep students in school. The state recognizes the following for excused absences:

- Medical, Dental and Counseling Appointments, student illness, religious holidays, family emergencies that require student presences or a death in family.
- Illness (parents are responsible for contacting the school office as soon as possible).
- For an excused absence, students are required to return with a parental note.
- Absences, family trips, may be excused in advance by school officials.
- Student's homes will be contacted when a pattern of irregular attendance is identified, and a meeting will be scheduled with the school and the family.
- Irregular attendance is considered to be 4 unexcused absences in any four-week period.
- Parent's knowledge or approval of student's absence does not excuse the absence except as provided under ORS 339.065.

3. The School Day: The regular school day at Gervais Elementary is scheduled from:

- 8:00 a.m. to 2:30 p.m. for grades K-5. During the 2021-2022 School Year, breakfast is served in the classroom each morning for all students.
- Early Release Wednesdays, students are released at 1:10 p.m.

4. Leaving School: The following procedures are used when students leave school during the school day:

- Students must have a note from home and that note must be cleared through the front office.
- Parents/Guardians must sign out the student at the office prior to the student's dismissal.
- If students are changing their usual dismissal routine in any way, the office needs to be notified no later than one hour prior to dismissal. If another person is picking up your child, that person's name must be on the registration/emergency information sheet. This is for your child's safety.

5. Campuses are closed from the time of arrival until classes are dismissed at the end of the school day. No student is to leave at any time, for any reason, unless a specific need is verified by parent and approved by the administrator (discussed above). Students who leave school grounds without authorized permission are considered truant (parents and/or police will be contacted, circumstances depending).

Furthermore, students are not allowed to be contacted during school hours without first clearing it with the office (this includes contacting personal cell phones, which if used by your student would put them in violation of the personal electronics policy listed above). The use of the school telephone is intended for school business calls only. However, in emergencies, students may use the telephone, subject to the approval of the principal (or his direct representative).

6. Lost Clothing. All clothing should be labeled with the student's name. Twice a year (at the start of winter break and summer vacation), lost and found items will be donated to a local charity.

7. Classroom Rewards, Parties, Celebrations, etc.:

- Teachers are encouraged not to use food or beverages as rewards for academic performance or good behavior, especially candy or other foods of non-nutritional value.

- Foods offered should meet Dietary Guidelines for Americans.
- Food for student birthday parties and celebrations is provided through the front office via prepared “Celebration Baskets.” These baskets can include various snacks and drinks that meet dietary and health guidelines and are sensitive to various allergen concerns. Please call the front office to inquire more about costs and details.
- Foods brought from an outside source (parent/guardian), whether store-bought or home-cooked, are not permitted for class parties and celebrations.

8. Report Cards. There will be two grading periods this year. Notices will be sent home in the school newsletter telling parents when to expect Progress Report Cards and teachers will meet with parents in both the Fall and the Spring of the school year. However, any parent or guardian is invited to arrange a conference with a teacher at any time throughout the year, by appointment.

9. Food Service Program

- There will be no charge for students eating breakfast or lunch.
- Parents, grandparents and other significant adults are encouraged to join us for lunch. Adult lunch is \$3.50. Arrangements must be made in advance to enter the cafeteria and eat with the children.
- Students are sent home with a lunch menu every month. It is also available on the district web site.
- **Candy and Gum:** Candy and gum are not allowed on school grounds at any times.

10. Volunteerism

- Parents are encouraged to visit/volunteer school and classes. Arrangements must be made with the teacher. Please check in at the office upon entering the building. Volunteer forms need to be filled out and approved before visiting/volunteering at least one month prior to the first date of volunteerism.
- Citizens who voluntarily contribute their time and talents to the improvement and enrichment of public schools’ instructional programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of the building principal (or his direct representative).
- The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the principal. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

11. Special Programs and Services. In addition to our regular educational programs, the following special programs and services are offered to help meet the needs of students, parents, and the community:

- Lunch Assistance: Free meals are offered for all students, grades K-5.
- Title I: Services provided school-wide to support reading and math.
- Title I Migrant: This program provides services to eligible students and families; accident insurance program for students, and support services for families.
- ELL: English Language Learner program provides language and academic support for second language learners.
- Communications: Services of a specialist are available to screen students for hearing, speech and language problems and to provide services.
- Counseling: Services provided by a full-time K-5 counselor.
- Extended Day Programs:
 - Academic support for math, reading and/or language (participation based on need)
 - Latchkey; affordable childcare from the end of the school day until 5pm.

Requests for services and/or evaluation should be made through the school Family Support Team process or directly to the Director of Special Services, Dr. Creighton Helms ((503) 792-3803 x1020) or the Director of Special Programs, Sylvia Valentine-Garcia at ((503) 792-3803 Ext. 4010).

12. Dress Code. The Gervais School Board Policy prohibits the wearing, possessing, or displaying of any objects that are distinguished to be gang apparel or activity. The district also prohibits clothing that promotes drugs or alcohol. Finally, the following is a list of specific clothing that will not be allowed on school property:

- Bandannas
- Clothing with any insignia that is gang-related
- Short shorts (shorter than two inches above knee)
- Crop tops (tops where cleavage or stomach shows)
- Cleats
- Hair spray or make-up should be left at home
- Spaghetti strapped tops are not school attire
- Flip-flop shoes
- Hoods, hats, or other head coverings cannot be worn during school hours.

This list is not all-inclusive. This principal (or his direct representatives) reserves the right to address any student who may be dressed inappropriately at school, per his discretion.

13. Fragrance Free Statement: 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.

14. Student Health Information:

- **Insurance Disclaimer.** Gervais School District does not carry student medical or dental insurance to cover student accidents or illness. This is a parental responsibility and student insurance may be purchased through a district approved insurance company. Gervais School District assumes no insurance liability for student accident or illness.
- **Accident Insurance.** Families may purchase student insurance through the school district. If you are interested in learning more, please contact your school office.
- **Student Health and Protection.** The school shares the concern that parents have for the health of their children. Efforts are made at school to maintain a healthy environment. Children with suspicious rashes, sores, fever, appearance or complaints of illness or pain may be dismissed from school.
- **Accidents and Illness.** In case of serious accident to your child, we shall do our best to contact you or the emergency number you have given us (please make sure your accurate contact phone numbers are in our system). If we are unsuccessful in contacting you, we will call 911 on your behalf. No care beyond First Aid may be given at school.
- **Medications.** For school staff to administer medication to any student, the medication must be in its original container, and a signed permission form should be on file. Parents/Guardians are responsible for the transporting of medication to and from school. Students are not to carry their own medication. Once the medication is at school it will be kept in the school office.
- **Immunization Requirements.** Oregon law requires that students be fully immunized against certain diseases. Immunizations required are determined by the state and depend upon the student's grade. For detailed information you may contact the school office.

15. Lockers, Backpacks, and Electronic Devices. Students should know that they have no rights of privacy with respect to their lockers, backpacks, or electronic devices when on school property. In the State of Oregon, the standard for schools to search lockers and backpacks is called “reasonable suspicion.” Reasonable Suspicion is defined as having grounds to suspect a search will turn up evidence that a student has violated, or is violating, the law or the rules of the school. Reasonable suspicion is determined by the building principal (or his direct representatives). If an electronic device is password protected, the building principal would like to ‘search’ this device pursuant to reasonable suspicion, and the student refuses to unlock the device, the student will be placed on immediate in-school suspension, the device will be confiscated, and a parent will be contacted to come to school to (a) meet with the principal (or his direct representatives); (b) submit to the request to unlock the device on behalf of the building principal; and (c) assist in the search pursuant to reasonable suspicion. Refusal to comply on behalf of the student and/or the parent may result in further suspension and complete loss of privilege to bring the electronic device to school for the remainder of the school year.

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

17. Playground Safety. Playground equipment must never be used in a way that endangers the safety of the student, other students, or equipment. All members of the staff will enforce rules of safety everywhere on the school premises regardless of grade or assignment. Playground rules will be reviewed each year by the school staff.

18. Car Zone Policies. (A) Students should only exit from or enter cars that are within the first two (2) cars in the morning, and first four (4) cars in the afternoon (fewer staff available in the morning). Students are never allowed to run alone to their cars and shall be escorted to or from their cars by a school staff member to ensure their safety and security as they arrive at or leave school for the day. (B) Parents and children should never exit or enter their vehicles on the left (driver's) side. (C) Parents may never pull to the left to get out of line and pass cars on their right to leave the car zone. Although it is against policy, on occasion we have parents and students who will exit their vehicles on the left side, so having cars driving to the left of the car zone line presents a significant safety hazard.

Your child's safety is our priority. I understand that loading in our car zone requires patience. The layout and design of our school do not currently facilitate a more efficient car zone process (from a physical space perspective). However, if you have any suggestions that would help make this process more efficient for you (as a parent), please do not hesitate to call the office and share your ideas with the principal.

19. Bicycles/Skateboards. The following guidelines will be observed: (1) All bicycles are to be parked and locked in the bicycle rack near the map, by the cafeteria; (2) It is the student’s responsibility to bring a lock and use it; (3) Bicycles (or any other type of personal transportation) will be off limits to students during the school day; (4) Skateboards need to be dropped off at the office at the start of the day, and not taken out during the school day; (5) All bicycles or skateboards are to be walked while on campus; and (6) the staff of Gervais Elementary School does not assume any responsibility for damage or theft. Gervais School District highly encourages students to wear helmets when riding bicycles or skateboards to and from campus.

20. Care of District Property by Students. During the year, students may use district property, such as library books and Chromebooks. All students are encouraged to enjoy using district property, as it is intended to be used and with proper permission and to take good care of it. Students are responsible for returning any district property they use; students may be required to pay for damage to the property due to personal negligence or misuse.

21. Medications. For school staff to administer medication to any student, the medication must be in its original container, and a signed Medication Administration Permission form should be on file. Parents or guardians are responsible for the transporting of medication to and from school. Students are not to carry their own medication. Once the medication is at school it will be kept in the school office in a locked medication cabinet. For any questions regarding medication administration, or student health concerns, please call the school office and a GSD Nurse will contact you. Gervais School District Nurses are available to help and address any questions or concerns.

22. Yellow Communication Folders. Every Wednesday, please check your child's backpack for their yellow communication folders. In it, you'll find any notes from the office or your child's teacher that needs to go home for you to see. At their discretion, teachers will communicate individual news or more timely information by way of ClassDojo (<https://www.classdojo.com/>), e-mails, or phone calls home (whichever way you, as the parent/guardian, have indicated you prefer). However, please check their yellow folder every Wednesday and make sure it is returned to their backpacks the next day.

23. Assignment of Students to Classes. The building principal is responsible for the assignment of students to individual classrooms, and ultimately, their daily schedules. Assignment of students to the appropriate classroom is to be based upon the educational needs of the student, and the staff and facilities available. Parents may provide information regarding the preferred placement of their child; however, requests are never promised and are always ultimately made by the building principal. Requests are to be made to the front office no later than June 1st of each school year.

3. Emergency Notification Systems

Gervais School District uses School Messenger as an emergency notification system. School Messenger is a tool that enables the district to contact parents and staff nearly simultaneously with emergency or informational messages. Message delivery can be sent to phones (voice or text message) or e-mail.

In case of school closures due to bad weather or building problems, parents can call the district's automated phone system (503-792-3803) for updates on whether schools will have delayed openings or be closed. Follow the voice menu to access emergency closure information. This system can also be used to direct dial a specific phone or check on high school sporting information.

The school district also highly encourages parents, guardians, and community members to go to the iOS or Android app store on your smartphone and download the "Gervais School District" messenger app. You can set up messages to be received from the entire district or just from specific schools, content can be automatically translated into Spanish, and you can find important information about district programs and initiatives. The most important benefit for you may be the ability to receive push notifications directly from your phone, which will get critical updates to you in the timeliest manner possible.

In the event bad weather disrupts school bus traffic in the mornings, emergency information will be announced on local radio channels and television stations at approximately 6:00 a.m.

4. Nondiscrimination Notice

Gervais School District does not discriminate based on 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 issues; Section 504 of the rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais School District Office for additional information and/or compliance issues:

Title II Coordinator, Title IX Coordinator and Section 504 Coordinator:
Director of Special Programs
290 First Street
Gervais, OR 97026
503-792-3803 x2010

5. Reporting of Suspected Child Abuse

All district employees are required to notify the Oregon Department of Human Services who has reasonable cause or reasonable suspicion to believe that any child has suffered about of neglect as defined by state law.

6. Notice Regarding Insufficient Funds

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**.

Appendix A: Information Specific to the COVID-19 Pandemic 2021-2022 School Year

A. If your child is experiencing any of the following symptoms, do not send them to school and consult your primary care physician for more information and support:

- Persistent Cough
- Fever or Chills
- Shortness of Breath
- Difficulty Breathing
- Diarrhea

B. If you hold your child home from school for any of these reasons, please let our office staff know as quickly as possible (we request to know the morning of) so we can work with our school nurse and the local public health authorities to determine how long your child may need to stay home from school.

You can reach our office staff at: (503) 792-3803 x1030

C. Additionally, please contact our office as early in the day as possible if your child's dismissal transportation plans change. We cannot make changes to transportation plans later than **1:30 p.m.** on Monday, Tuesday, Thursday, and Friday, and no later than **12:10pm** on Wednesdays.

1. Arrival and Dismissal

Arrival

For students taking the bus:

- Buses are scheduled to arrive at GES on/around 7:45am. Bus drivers will release students from the bus in an orderly, socially distant manner.
- As students are released, they will go into one of two lines under the covered area by our gymnasium. GES staff members at the end of each line will do a visual wellness check on each student, and they may ask them the standard three wellness questions approved by the CDC/OHA/GSD.
 - If a student reports that they are doing fine and the staff member agrees, the staff member will let them pass, the student will take a breakfast in a paper bag and walk directly to class.
 - If a student reports that they are not feeling well, or the staff member has notable concerns about the student's health, they will be immediately directed to our wellness isolation room.
- Regarding bus safety protocols:
 - Buses will be cleaned between each route or in-between different groups of students. Frequently touched surfaces such as handrails and seats along the walkway will be disinfected multiple times daily as usage and time allows. Disinfectant will be food-grade and non-toxic.
 - Seats will be assigned to a student or household and when possible, students will be socially distanced in their seats.
 - Weather permitting, windows will be cracked open to accommodate additional airflow through the bus.
 - Drivers and students shall wear face masks while on the bus.

For students being dropped off in our Car Zone:

- Car Zone gates will open at 7:30am.
- GES staff members will be prepared to accept students two cars at a time (fewer staff available in the morning than in the afternoon). Please do not release your student from your car without a staff member present at your vehicle to assist.
- The staff member will ask the parent/caregiver how the student is feeling.

- If the parent/caregiver reports that the student is feeling well, the staff member will let the student out of the car, they will grab breakfast in a paper bag, and (a) go to the gym for students that arrive between 7:30am-7:45am; or (b) go directly to their class for students that arrive at 7:45am or later.
- If a parent/caregiver reports that the student is not feeling well, the staff member will instruct the parent/caregiver to not drop off their child (per direct instruction from Dr. Helms). If the parent/caregiver objects, the staff member will direct the parent and student to drive around, park in front of the school, and request to speak with Dr. Helms (school principal).

Walkers:

- Walkers are not permitted to arrive before 7:45am; there will not be an entrance to the school open to them and they will need to wait outside campus without school supervision.
- **All Kindergarten-2nd Grade walkers will enter school through the K-2 Building doors that face Douglas Ave.**
- **All 3rd-5th Grade walkers will enter school through the main building doors that face Douglas Ave.**
- A staff member will be stationed outside the doors. As students approach the building, the staff member will remind them to stay socially distant (signs and dots on sidewalks will be installed to remind them).
- The staff member will perform a visual check on each student and may ask them the three standard questions.
 - If a student reports that they are feeling well, the staff member will let them pass, they will grab breakfast in a paper bag (located on a table behind the IAs) and walk directly to class.
 - If a student reports that they are not feeling well, they will be immediately escorted to the isolation room.

Isolation Room (near the GES front office):

- Students who are directed to the isolation room will remain there until they are picked up by a parent/caregiver to go home. Parent/caregivers will sign-out and pick up their children from the elementary front office. Students in the isolation room will not be permitted to return to class, even if they self-report that they are “feeling better.” If a student is sent home from the isolation room, the office will call the parent/guardian by the end of the business day with information on how long the student is to remain home; the school nurse or Dr. Helms may follow up with additional communication the following day, if needed.

Dismissal

To stagger the release of students for bus, car zone and walkers (to prevent too many students in the same area at the same time), classrooms will be released in a specific order.

For students taking the bus:

- Students are escorted to the busses by teachers directly from their classes. Staff members will be spaced out, and along with bus drivers, will keep students socially distanced from each other as they load the buses.

For students leaving from our Car Zone:

- GES staff members will be prepared to return students to their parents/caregivers, four cars at a time. Please do not call your student to your car without a staff member present at your vehicle to assist.

Parent Pick-Up and Walkers:

- **K-2 students will be released out of the K-2 Building Douglas Ave doors.**
- **3rd and 4th-Grade students will be released out of the main building front doors**

- **5th Grade students will be released out of the side gate near the 5th-Grade classrooms on 1st-Street.**
- For K-2 students, when a staff member makes positive contact with a waiting parent/caregiver, they call out for the student; staff members in the hallway will help escort that student down the middle of the hallway and out the building.
- 3rd through 5th-graders will be released on their own. For these older students who are meeting up with their parents on Douglas Ave (who are waiting for younger siblings), they can meet their parents outside the K-2 building (or other designated area).

2. What will be our disinfectant procedures? For the '21-'22 school year, Gervais Elementary School aims to meet or exceed the state-mandated requirements regarding disinfecting requirements for public school spaces.

Among other processes, we will ensure that:

- All frequently touched surfaces and shared objects will be cleaned at least three times per day.
- Door handles, desks and tables will be cleaned between cohort groups.
- At the top of every hour, students will have a 'disinfecting break,' where they will clean their desks, Chromebooks, and other items of use.
- The sharing of most learning materials will be prohibited. For those learning materials that are shared among students, they will be disinfected regularly.
- Box fans and open windows will be used in classrooms, when possible, to increase positive air flow.
- Ventilation systems will be checked and maintained monthly by maintenance staff.
- Touch-less hand sanitizer dispensers will be installed around the school in high-traffic areas.
- Every day after school, the custodial staff will clean all spaces per guidance from our local health authority.

3. Will Clubs and Activities, such as choir or Lego Robotics, still happen? The short answer is that we will do everything we can to ensure that extracurricular clubs and activities continue. However, student safety is our priority, so some clubs and activities may be delayed or postponed until we can put plans in place to protect our students as best as possible. If you have any questions or concerns about any specific clubs or activities, please contact Dr. Helms (school principal).

4. Will students still be able to use the school water fountains? No. Water fountains around the school will be turned off. We encourage all students to bring their own water bottle with them each day, which they can fill up with water from the sinks in classrooms or filling stations that will be installed in the hallways. Disposable cups will be available in classrooms for students who do not have water bottles. Gervais Elementary water bottles are available for purchase in the office for a reasonable price.

5. Will students and staff be required to wear face masks, face shields or other protective gear? Yes, per ODE's Ready School Safe Learners guidance and mandates from Governor Brown, the Oregon Health Authority, and ODE, staff members and any student that are 5-years of age or older will be required to wear mouth and nose-covering PPE while indoors. Current mandates (August 2021) permit students and staff to not wear masks while outdoors, at their own discretion. Contact the front office for the most updated information regarding face mask mandates.

6. Where will my child eat breakfast and lunch? Breakfast and snacks will take place in the classrooms. Lunch will take place in the cafeteria and a large outdoor tent connected to the cafeteria area. The tent will have secure walls on all four sides, appropriate flooring, and heating during the colder months. Look for more information and pictures of this tent on Facebook and the school webpage sometime this month.

7. Will the health of students be checked throughout the day, or just in the morning when they arrive? Yes. Students will be passively screened throughout the school day. Anyone displaying or reporting the primary symptoms of concern will be isolated (escorted to the isolation room by an adult). Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. Note that muscle pain, headache,

sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19 but are not enough by themselves to send a child to the isolation room. We will continue to follow our regular health 'best practices' as well (which includes sending children home for diarrhea and vomiting). If a student displays any emergency signs of COVID-19, the school may call 911 for immediate medical attention first, and then call parents /caregivers. Those emergency signs are:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face

8. Latchkey Afterschool Child Care. GES intends on continuing with our afterschool Latchkey program during the '21-'22 school year. However, due to ODE Requirements and Regulations, modifications to the Latchkey program are necessary to maintain the health and safety of student participants.

- Latchkey will run from dismissal (Mon-Fri) to 5pm.
- A limit of 45 students will be accepted into Latchkey. If all spots are taken, the office will maintain a waiting list.
- The cost to reserve a spot will be a flat rate of \$75 per student per month (Sep, Oct, Nov, Jan, Feb, Mar, Apr. and May), and flat rate of \$50 per student per month (Dec, Jun).
- Payment for participation will be due, in advance, on the 25th day of the preceding month. If payment is not received on-time, the spot for that student may be given to a student on the waiting list. Payment must be done in-person at the elementary school office.

Unfortunately, due to the need to plan, exceptions will not be given for any of the Latchkey program details listed above. Additionally, because of the uncertainties surrounding in-school learning under COVID-19 requirements and recommendations, the possibility remains that our afterschool childcare program discontinues if student and staff safety measures are unable to be maintained. If this decision is made, the school will give participating families as much advanced notice as possible to make accommodations and existing payments will be prorated back to families for any services that were not rendered that month. Please see the school website for more information about our Latchkey afterschool childcare program.