

# Gervais School District #1



# GUIDELINES FOR STUDENT CONDUCT

Parents and Students: After reading this booklet, please complete and return the signature page (located on the last page of this booklet).

**District Superintendent**  
*Dandy Stevens*

*In order to assist parents and students in the pursuit of a quality education, Gervais School District has established "Guidelines for Student Conduct." These guidelines are designed to create an enjoyable and safe environment for all students in GSD schools.*

*2022-2023 School Year*

# RIGHTS AND RESPONSIBILITIES

**Right:** A privilege to which one is justly entitled.

**Responsibility:** An obligation one has to behave appropriately.

## **Rights of Students:**

- ❖ To attend school.
- ❖ To attend school in a secure academic and social climate, free of discrimination, fear, violence and disruption from other students.
- ❖ To examine personal records upon reaching the age of sixteen or completing the 10<sup>th</sup> grade.
- ❖ To be fully informed of school rules and regulations including due process.

## **Responsibilities of Students:**

- ❖ To attend school, at a 95% attendance rate or better, and classes regularly and on time.
- ❖ To be prepared for class with the appropriate materials and work.
- ❖ To know and obey school rules and regulations.
- ❖ To treat all school staff members and classmates with respect.
- ❖ To respect the rights and property of school personnel, fellow students and the public in general.
- ❖ To demonstrate pride in the appearance of school buildings and grounds.
- ❖ To benefit from their educational effort.
- ❖ To immediately report to a teacher, staff member or principal knowledge or suspicion of the presence of alcohol, tobacco, drugs or weapons, or other illegal or potentially dangerous behavior or situation in or near a school or a school event.

## **Rights of Parents/Guardians:**

- ❖ To expect that their children will spend their time at school in a protected, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of dedicated staff members.
- ❖ To have assurance that school personnel will work cooperatively with parents.
- ❖ To be informed of district policies, regulations and school rules.
- ❖ To review their child's record with a licensed staff member providing assistance.

## **Responsibilities of Parents/Guardians:**

- ❖ To support their children in attaining a 95% attendance rate or better.
- ❖ To assure that their children arrive at school on time and prepared for school each day.
- ❖ To visit school periodically and to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.

- ❖ To treat school staff members with respect (including on social media and at extra-curricular events and athletic competitions.)
- ❖ To provide supportive action by making sure that children have enough sleep, adequate nutrition, appropriate clothing and school supplies before coming to school.
- ❖ To maintain consistent and adequate control over their children and to support reasonable control measures as applied by school personnel.
- ❖ To work with school staff members to ensure that their children receive the best possible education.
- ❖ To provide the school staff members with current information regarding legal address, phone, medical data and other facts that may help the school serve their children.
- ❖ To become familiar with district policies, school rules and regulations.

**Rights of Staff Members:**

- ❖ To expect and receive the attention, effort and participation of the students attending their classes.
- ❖ To have parental and administrative support when enforcing rules designed to provide an optimum learning climate.
- ❖ To teach with minimal interruptions.
- ❖ To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

**Responsibilities of Staff Members:**

- ❖ To respect the worth and dignity of each student.
- ❖ To hold students and themselves accountable for their actions at all times.
- ❖ To recognize divergent ideas, opinions and expressions and deal with them in a balanced and unbiased manner.
- ❖ To initiate and enforce individual classroom rules consistent with school and district policies.
- ❖ To make decisions based on the best information available.
- ❖ To treat parents, patrons and students with respect.
- ❖ To attempt to equip each student with the knowledge, skills, attitudes and values required for a successful and meaningful life.
- ❖ To keep parents and students informed with timely or periodic reports.

**Rights of Administrators:**

- ❖ To initiate such control measures as needed to establish and maintain an environment in which safety, and optimum learning and teaching conditions prevail.
- ❖ To make decisions primarily on the basis of what is best for the students.
- ❖ To hold students accountable for their conduct and to take prompt and appropriate action.
- ❖ To expect that all school employees recognize and fulfill their role in terms of campus control.

**Responsibilities of Administrators:**

- ❖ To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- ❖ To treat students, parents, staff members and patrons with respect.
- ❖ To provide leadership that will establish, encourage and promote good teaching and effective learning.
- ❖ To request assistance from the district's support services and community agencies and resources.
- ❖ To be sensitive and responsive to concerns expressed by students, staff members, parents and community.
- ❖ To make decisions based on the best knowledge.
- ❖ To seek the advice and support of others, as the administrator deems appropriate, to assess and act on all threats.

**Rights of the Gervais School District Board of Directors:**

- ❖ The powers and rights of the GSD Board of Directors are conferred by Oregon statutes. In general, the Board of Directors is empowered to direct the transaction of all business coming within the district, including the establishment of rules for the governance of schools and students.
- ❖ These rights are exercised by adopting policies and hiring administrators and staff members charged with the duty to perform their tasks in accordance with the policies of the district. Thus, the Board of Directors retains the overall right to govern the activities of the school district, and delegate to administrators and staff members the details of such governance, subject to the Board of Director's overview and supervision.

**Responsibilities of the Gervais School District Board of Directors:**

- ❖ Consistent with the rights established by statute, the Board has the responsibility to carry out its duties consistent with the law and the rules and regulations adopted by the State Board of Education.
- ❖ The Board of Directors will establish rules, including rules relating to student behavior, as part of its overall governance responsibility.

## Definition of Terms

<b>ALCOHOL - POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Possessing, using, transmitting, or being under the influence of alcohol. Students are not allowed to possess paraphernalia of any type. This would include items that are intended to be used for the ingesting of alcohol possession of any items that promote the involvement or use of alcohol or any items, drawings or signs that indicate or promote involvement in alcohol.
<b>ARSON*</b>	Use of fire to destroy, or attempt to destroy, student, staff or district property.
<b>ASSAULT*</b>	Physical attack by a person or a group.
<b>ATTENDANCE OR TARDINESS</b>	Arriving late to school or class, or not coming to school at all. Students who leave school grounds without authorized approval are considered truant.
<b>CHEATING, PLAGIARISM OR FORGERY</b>	Using another's paper as your own, not following the rules of an activity, copying without permission.
<b>DRUGS – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs. This includes misuse of over-the-counter drugs. Students are not allowed to possess paraphernalia of any type. This would include items that are intended to be used for the smoking, inhaling or injecting of any drug not prescribed for the student, any items that promote the involvement or use of drugs or any items, drawings/signs that indicate or promote involvement in drugs.
<b>FIGHTING*</b>	Physical contact with another person with the intent to inflict harm.
<b>GAMBLING*</b>	Playing in games of chance for the purpose of exchanging money or anything of value.
<b>GANG RELATED*</b>	Possessing any items, drawings, signs or engaging in any behaviors that indicate or promote involvement in gangs.
<b>INAPPROPRIATE BEHAVIOR</b>	Any behavior that does not honor the expectations within the student handbook, or disrespects a person.
<b>INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION</b>	Displays of affection, or otherwise engaging in physical behaviors and conduct, which are inappropriate in an educational setting.
<b>INSUBORDINATION</b>	Refusing to follow / comply with directions or guidance from a staff member.
<b>MISUSE OF ELECTRONICS/ TECHNOLOGY</b>	Accessing inappropriate content through the Internet, or being at a site without permission of a GSD staff member. Unlawful hacking into or damage to district technology equipment or computer programs. Breaking copyright laws while using district computers and programs. Students will follow individual building policies regarding use of personal communication devices and accessing social media. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or is in opposition to guidelines set forth by a GSD staff member.
<b>PROFANE LANGUAGE - USE</b>	Using profane or indecent language either verbally or in writing.
<b>THEFT*</b>	Taking or attempting to take property owned by another or being in possession of stolen property.
<b>THREAT, HARASSMENT, INTIMIDATION, BULLYING, OR CYBERBULLYING*</b>	Threatening, harassment, intimidation, bullying, or cyberbullying by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in this district. Promoting, attempting or threatening to cause harm or injury (threatening, or intimidating another person physically or verbally), including bullying. <ul style="list-style-type: none"> <li>• Cyberbullying – Using personal communication devices and/or social media to harass, bully or threaten another person.</li> <li>• Discrimination – Harassment directed toward an individual or individuals of a specific race, ethnic group, religion, sexual orientation or disability.</li> <li>• Physical – Uninvited or offensive physical contact.</li> <li>• Sexual – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Using text messages to send pictures of a sexual nature (sexting).</li> <li>• Threats/Intimidation – By word or conduct, threatening another person or persons with physical harm.</li> <li>• Verbal – Abusive words or gestures that could elicit a negative response or that could be considered threatening or intimidating.</li> </ul>
<b>TOBACCO – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Possessing, using, or distributing to others tobacco in any form, or being in possession of any object that could be used with tobacco. This would include items that are intended to be used for the smoking, or inhaling of tobacco, that promote the involvement or use of tobacco, or drawings or signs that indicate or promote involvement in tobacco.
<b>TRESPASSING*</b>	Being present on any district property without prior permission.
<b>VANDALISM, DESTRUCTION OF SCHOOL PROPERTY*</b>	Causing, or attempting to cause, damage to student, staff or district property.
<b>VAPING – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	The use of any type of vaping equipment, possession of any kind of vaping equipment, or the distribution of any type of vaping equipment while on district property is prohibited at all times.
<b>WEAPON, DANGEROUS OBJECT, OR WEAPON REPLICA – POSSESSION OR USE*</b>	Possessing or attempting to use any object, weapon or replica that could be considered dangerous or disruptive.

*\*Since these problems may be violations of law, school officials reserve the right to notify police authorities.*

## **DISCIPLINARY ACTIONS**

Students demonstrating problem behavior will be subject to disciplinary action. Depending upon the seriousness of the behavior, one or more of the following actions may be taken by school officials (teachers, administrators or other school district employees). These disciplinary actions may include the creation of a behavior support plan with the student. Students on Individual Education Programs (IEPs) will be subject to appropriate federal and state established rules and procedures.

### **CONFERENCE**

A conference is held between the student, and one or more school officials. These conferences can take multiple forms, from teacher led to administrator led, and from parents absent to parents present. During a conference, the student's recent behavioral choices will be reviewed and better options will be discussed. A plan for appropriate behavior will be developed and agreed upon. When appropriate, parents may be included in a conference.

### **DETENTION**

A student may be kept at school, but held out of one or more classes, his/her lunch recess, and/or kept after school. In the case of an after school detention parents/guardians will always be notified.

### **PARENT / LEGAL GUARDIAN CONTACT**

A parent or other legal guardian is notified by telephone, personal contact or letter. The student may be the one completing the call under the direction of a school official. A conference may be conducted between the student, his/her parent / legal guardian, appropriate school officials and other necessary individuals.

### **ACTIVITY EXCLUSION**

The student is reassigned away from usual activities with the school. This may include, but is not limited to a schedule change or a temporary suspension from extra-curricular activities (athletics, clubs, etc.). A shortened school day could also be a consideration. The student may be asked to help create a plan for appropriate behavior.

### **COMMUNITY SERVICE**

Students may be assigned a specific number of community service hours to complete projects around campus (washing windows, sweeping floors, cleaning whiteboards, etc.). Community service may be assigned after school or on the weekends. In the case of any after school assignment, parents/guardians will always be notified.

### **RESTITUTION**

It is expected that property wrongfully taken, damaged or destroyed will be returned to the rightful owner and/or payment made to the owner commensurate with the value of the item(s) damaged/destroyed.

### **SUSPENSION**

Suspension is a temporary withholding of the right to attend school and school activities for a specified period, not to exceed ten continuous school days. Suspension may be imposed in serious cases of rule violations, as outlined in these guidelines, or in cases where other means of

correction have failed (repeat offenses), or when keeping the student in school would be detrimental to the general welfare of the school and its students.

The school principal or other administrative officials may order a suspension. A “short suspension” is a period of up to five school days. A “long suspension” is a period of six to ten school days. In both cases, the student is excluded from school and all school activities and is served with a criminal trespass warning for the suspension period.

Before being suspended, the student shall be told what specific rule(s) have been violated, informed as to the evidence of the violation, and allowed to present evidence in support of his/her position. If the student is suspended, the student shall be informed of the reasons for the suspension, the period of the suspension, and any conditions for reinstatement.

Parents shall be notified of the suspension, reasons for the action and given the opportunity to meet with the administration to discuss the decision. If the matter remains unresolved, the student or legal guardians may appeal the decision to the school principal, and then to the district superintendent.

The above procedures may be delayed/postponed in emergency situations, when the student’s presence endangers persons or property, or poses a disruption to the academic process.

### **SHORT SUSPENSION**

The student is excluded from school and/or related activities for up to 5 school days. Parents will be notified of the action taken. During a suspension period the student is not allowed on any school district property, and is not allowed to attend any school activities, home or away. Further information concerning suspension can be found in GSD School Board policy JGD. A plan may also be developed for appropriate behavior. All applicable legal requirements will be followed.

In the case of bus violations, a student may be suspended from riding the bus for one to five days.

### **LONG SUSPENSION**

During a long suspension the student is excluded from school and all related activities for a period of six to ten school days. During a suspension period the student is not allowed on any school district property, and is not allowed to attend any school activities, home or away. Parents will be notified of the action taken. Further information concerning suspension can be found in GSD School Board policy JGD. A plan may also be developed for appropriate behavior. All applicable legal requirements will be followed. In the case of bus violations, a student may be suspended from riding the bus for six to ten school days.

### **EXPULSION / EXPULSION PROCESS**

The principal, or administrative designee, may recommend that a student be expelled for severe or repeated violations of the “Guidelines for Student Conduct.” When this occurs, the student will be informed that he/she is immediately suspended from school, and that a recommendation for expulsion will be made.

A hearing will be scheduled in front of the “district hearings officer.” The student and his/her legal guardian will be notified in writing of the pending expulsion. Information about his/her rights under due process will be explained, including the right to attend the hearing where evidence of the wrongdoing will be presented. At the hearing the student will be advised of district alternatives, and have the right to present evidence.

An expulsion includes the removal of a student from school, from school activities and all related school functions. The length of time that a student is expelled is determined by the hearings officer or by state statute, may be altered by the district superintendent, and may be for up to one calendar year. The length of the expulsion, in most cases, will be for the remaining days in the current school term, or may extend to the next school term, if the expulsion occurs late in the term. An expulsion shall not exceed beyond one calendar year. A one year expulsion is mandatory in a firearms possession.

Further information concerning expulsion can be found in Board Policy JGE. All applicable legal requirements will be followed.

In the case of bus violations, a student may be expelled from riding the bus for the remainder of the school year or up to one calendar year.

Note: If a serious violation occurs near the end of the school year, the expulsion consequences may be carried over to the next school year. Also, the district may deny admission to a student who is expelled from another school district. The district will deny admission to a student expelled from another district for violation of the federal Gun-Free Schools Act.

Students may be suspended or expelled for their actions occurring during non-school hours, away from school property or school related events.

If a student engages in acts of violence or aggression against persons or property, or violations of drug or alcohol laws, whether or not he/she is arrested or convicted, he/she is subject to possible disciplinary action by the school – wherever those acts may have occurred. This would include violations occurring electronically, in whole or in part.

For serious and/or repeated infractions district administrators may also choose to recommend to the Oregon Department of Motor Vehicles (DMV) that a student’s driver’s license be suspended.

## **PROCESS FOR APPEAL OF DISCIPLINARY CONSEQUENCES**

Contact the superintendent’s office in writing of your desire to appeal any disciplinary consequences. You will be contacted within three school days.

## **DRESS/GROOMING GUIDELINES**

The primary responsibility for a student’s attire resides with the student and his/her parent(s) or guardian(s). School staff are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.



Any dress, grooming or appearance which disrupts the education process, or affects the health or safety of individuals shall be prohibited, including but not limited to, any attire or accessories that promote the use, possession or transmission of alcohol, tobacco, drugs or an illegal substance. Students are prohibited from carrying, wearing or displaying material, devices, identifying markings or paraphernalia that indicate membership or support for gangs. Wearing attire displaying profane language, weaponry, anything pornographic or inappropriate behavior is prohibited.

### **GANG PARTICIPATION OR AFFILIATION**

A gang is a group of people who interact among themselves to the exclusion of other groups, have a group name, may claim a neighborhood or territory and engage in criminal behavior. Participation in gang activity is prohibited. Students are prohibited from carrying, wearing or displaying material, devices, identifying markings or paraphernalia that indicate membership or support for gangs.

# RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

<b>PROBLEM AREA</b>	<b>STUDENT RESPONSIBILITY</b>	<b>PARENT RESPONSIBILITY</b>	<b>SCHOOL RESPONSIBILITY</b>	<b>DISCIPLINE ACTION***</b>
<b>ALCOHOL - POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Bring no controlled or banned substances to school, in any form. They are not allowed by law. (OAR 581-22-413)	Teach your child the harm to themselves and to others of alcohol involvement. Support school guidelines. Seek counseling or medical help for your child if needed.	Report all violations. Contact parents. Ask parents to seek counseling for their child, if appropriate.	Minimum – Confiscation Parent Contact  Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>ARSON*</b>	Respect all property. Bring no flammable or incendiary materials to school.	Teach your child to respect property. Enforce school restrictions on the bringing of flammable / incendiary materials to school.	Identify all violations, contact parents, as well as contact appropriate legal authorities when necessary. A psychological evaluation may be requested.	Minimum – Suspension Parent Contact  Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>ASSAULT*</b>	Respect each person. Learn non-aggressive conflict-resolution methods, Note: Physical assault is not allowed by law. (OAR 581-21-0055)	Teach your child to respect others. Teach non-aggressive methods of conflict-resolution. Seek counseling help for your child when needed.	Report all violations. Contact parents, as well as appropriate authorities when necessary. Ask parents to seek counseling for their child, if appropriate.	Minimum – Suspension Parent Contact  Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>ATTENDANCE / TARDINESS</b>	Come to school each day and be in class on time.	Teach your child that “Everyday Matters”. Ensure your child gets up in the morning and arrives at school on time, each day.	Keep records of student attendance/tardies. Notify parents of non-attendance or tardiness issues.	Minimum – Conference  Maximum – Attendance Court hearing. Possible suspension from school activities and/or suspension of driver’s license.
<b>CHEATING, PLAGIARISM, OR FORGERY</b>	Do their own work and be honest with all adults and peers.	Stress the importance of honesty and completing schoolwork that reflects their own efforts.	Treat each student fairly and honestly. Set clear guidelines and expectations for student work.	Minimum – Conference  Maximum – Activity Suspension or Community Service
<b>DRUGS – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Bring no controlled or banned substances to school, in any form. They are not allowed by law. (OAR 581-22-413)	Teach your child the harm to themselves and to others of drug involvement. Support school guidelines. Seek counseling or medical help for your child if needed.	Report all violations. Contact parents. Ask parents to seek counseling for their child, if appropriate.	Minimum – Confiscation Parent Contact  Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>FIGHTING</b> *	Seek to resolve conflicts in non-aggressive ways. Seek help when needed.	Help your child develop alternative methods of resolving conflict and seek assistance from staff members when necessary.	Provide a safe , confidential environment in which students may seek help to resolve conflict. Enforce school guidelines against fighting.	Minimum – Conference  Maximum – Expulsion Contact appropriate authorities.
<b>GAMBLING</b> *	Participate in no ‘games of chance’ on school campuses.	Support school prohibitions on games of chance. Seek counseling, if appropriate.	Provide appropriate games for students. Ask parents to seek counseling for their child, if appropriate.	Minimum – Conference  Maximum – Activity Suspension or Community Service Contact appropriate authorities.

<b>PROBLEM AREA</b>	<b>STUDENT RESPONSIBILITY</b>	<b>PARENT RESPONSIBILITY</b>	<b>SCHOOL RESPONSIBILITY</b>	<b>DISCIPLINE ACTION***</b>
<b>GANG RELATED</b> *	Show respect to all staff members and classmates. Abide by all school restrictions on the display of gang symbols.	Monitor your child's activities and the people with whom they associate. Enforce school restrictions on the display of gang symbols / involvement.	Provide a school environment in which students feel safe and comfortable. Maintain clear guidelines / restrictions on the display of gang symbols.	Minimum – Conference Maximum – Expulsion Contact appropriate authorities.
<b>INAPPROPRIATE BEHAVIOR</b>	Respect each person's personal space.	Support your child in understanding appropriate conduct in relation to social and educational settings.	Provide a school environment in which all students feel comfortable and safe.	Minimum – Conference Maximum – Suspension Contact appropriate law enforcement authorities.
<b>INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION</b>	Show respect to all staff members and classmates. Learn what is an acceptable display of affection in public.	Support your child in understanding appropriate conduct in relation to social and educational settings.	Teach appropriate behavior. Provide a school environment in which all students feel comfortable and safe.	Minimum – Conference Maximum – Parent Contact, Activity Suspension and/or Community Service
<b>INSUBORDINATION</b>	Learn from mistakes and how not to become involved in misbehavior again.	Cooperate with staff members to improve your child's behavior, and help your child understand the importance of learning from previous mistakes.	Deal with repeated violations by developing a behavior plan in concert with the student, and parents where appropriate.	Minimum – Conference Maximum – Suspension
<b>MISUSE OF ELECTRONICS OR TECHNOLOGY</b>	Learn how to properly use all forms of electronics. Learn how to access your class content and school –related information.	Support your child in procuring the electronics needed to succeed in his/her classes. Review proper use guidelines, and discuss family guidelines about time spent on electronics, and which internet sites can be properly accessed.	Provide guidelines and training in the use of electronics. Deal with repeated violations by developing a behavior plan in concert with the student, and parents where Appropriate..	Minimum – Conference Maximum – Suspension
<b>PROFANE LANGUAGE - USE</b>	Show respect to other students and school staff members in words and actions.	Help your child develop a sense of respect for themselves and others.	Provide a school environment in which students feel safe, comfortable and free from harassment.	Minimum – Conference Maximum – Activity Suspension and/or Community Service
<b>THEFT*</b>	Keep all personal items locked in proper places. Use other peoples' items only with their permission.	Teach your child that taking what doesn't belong to the child is wrong. Understand that school district is not responsible for stolen items.	Keep classrooms neat and orderly. Limit the temptation for the students to take things that don't belong to them.**	Minimum – Informal Talk Restitution Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>THREAT, HARASSMENT, INTIMIDATION, BULLYING OR CYBERBULLYING*</b>	Show respect to the school staff members and classmates.  Report incidents to a staff member. May report anonymously.	Help your child develop respect for themselves and others.	Provide a school environment in which students feel safe and comfortable. Ask parents to seek counseling for their child, if appropriate.	Minimum – Conference Parent Contact Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>TOBACCO – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Bringing tobacco to school in any form is not allowed by law. (OAR 581-22-413)	Teach and discuss good health habits with your child concerning tobacco. Possession and use is illegal. (OAR 581-22-413)	Encourage students to participate in a program of good health and physical fitness. Discourage the use of tobacco products.	Minimum – Confiscation Parent Conference Maximum – Activity Suspension and/or Community Service Contact appropriate authorities
<b>TRESPASSING*</b>	Follow guidelines indicating where students can and cannot go.	Teach your child to respect areas that are off limits to students.	Teach students where they can and cannot go. Enforce consistently.	Minimum – Conference Parent Contact Maximum – Expulsion Contact appropriate law enforcement authorities.

<b>PROBLEM AREA</b>	<b>STUDENT RESPONSIBILITY</b>	<b>PARENT RESPONSIBILITY</b>	<b>SCHOOL RESPONSIBILITY</b>	<b>DISCIPLINE ACTION***</b>
<b>VANDALISM, DESTRUCTION OF SCHOOL PROPERTY*</b>	Respect all property. Damage or deface no property.	Teach your child to respect property.	Report all violations. Contact parents, as well as authorities when necessary Ask parents to seek counseling, if appropriate.	Minimum – Conference  Maximum – Expulsion Contact appropriate law enforcement authorities.
<b>VAPING – POSSESSION, USE, DISTRIBUTION OR PARAPHERNALIA POSSESSION*</b>	Possessing E-cigarettes or other inhalant delivery systems is not allowed by law (HB 2546 passed 5/2015).	Teach and discuss good health habits with your child concerning the use of E-cigarettes or other inhalant delivery systems. Possession and use is illegal. (HB 2546)	Encourage students to participate in a program of good health and physical fitness and discourage the use of E-cigarettes and inhalant delivery systems.	Minimum - Confiscation of items Parent Contact  Maximum – Activity Exclusion or Community Service Contact appropriate authorities.
<b>WEAPON, DANGEROUS OBJECT OR WEAPON REPLICA – POSSESSION OR USE*</b>	Bring no dangerous objects to school. Note: Possession of dangerous objects, weapons or weapon replicas at school in any form is not allowed by law. (OAR 581-21-0055)	Teach your child what is safe to bring to school. Enforce school guidelines. Seek counseling help for your child when needed.	Report all violations. Contact parents, as well as appropriate authorities when necessary. Ask parents to seek counseling for their child, if appropriate.	Minimum – Conference Parent Contact  Maximum – Expulsion Contact appropriate law enforcement authorities.

*\*Since these behaviors may be violations of law, school officials reserve the right to notify law enforcement authorities.*

*\*\*The Gervais School District is not monetarily responsible for lost or stolen items.*

*\*\*\* The severity of consequences generally will depend upon:*

- a determination of student intentionality or premeditation versus events that are determined to be accidental or impulsive*
- whether the student behavior is of a repeated nature*

## **OFF CAMPUS AND OUTSIDE OF SCHOOL TIME CONDUCT**

Off-campus and outside-of-school conduct that violates the district's "Guidelines for Student Conduct" may be subject to discipline, if it disrupts or has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. This includes activities on social media and the internet outside of school that interfere or disrupt the learning environment at school.

## **USE OF ELECTRONIC DEVICES IN SCHOOL**

Students are to use electronic devices and personal communication devices only as described in school district policy. Such devices used in violation of district policy will be subject to confiscation and forfeiture at the discretion of the building administrator or designee. Students are required to relinquish their personal communication device(s) to a staff member, if at any time staff determine those devices are not being used at an appropriate time, or in an appropriate place or manner.

## **SEARCH AND SEIZURE**

Students possess the right of privacy of person, as well as freedom from unreasonable search and seizure guaranteed by the 4<sup>th</sup> Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students.

District officials may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any district official making a search will follow board policy (JFG-AR) and the guidelines below:

1. A search of a student's person and/or property should be limited to a situation where there is reasonable suspicion to believe that the student is hiding evidence of an illegal/unauthorized act or violation. School officials may also search if they have information that an emergency circumstance exists.
2. Prohibited items, including firearms, weapons, unauthorized drugs or other possessions determined to be a threat to the safety or security of the possessor or others, may be seized by school officials.
3. Items that disrupt or may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. General search of school properties, including, but not limited to, lockers or desks, backpacks and personal apparel, and may occur at any time. Any items belonging to the school, staff members, or other students may be seized. Advance notice may be given.
5. All illegal items seized shall be turned over to the proper authorities. Other items (lawful, but prohibited) may be claimed at the school office by the student's parent or legal guardian, unless needed in a disciplinary hearing. All items remaining unclaimed for a month, will be disposed of or donated.
6. There may be occasions when police and/or fire officials are called in to make an appropriate search.
7. Canine searches may be used at any time in a school in a search process to find contraband, illegal and/or unauthorized items.

## **ACCESSIBILITY**

It is the goal of the Gervais School District that the information contained on our website be accessible to individuals with visual, hearing or developmental disabilities. Good faith efforts have been made to ensure that our sites comply with the latest accessibility standards. To this end, we continually review our site and modify pages that are found to have accessibility issues.

The majority of pages in our site are available in HTML format that can be deciphered by screen readers. Some documents are in Adobe PDF format. To convert these documents to a more accessible format, please visit Adobe's online PDF conversion web page at <https://acrobat.adobe.com/us/en/acrobat/features.html>.

If you are unable to access any page(s) in our site, please e-mail our Webmaster at [tracy\\_lewis@gervais.k12.or.us](mailto:tracy_lewis@gervais.k12.or.us) with detailed information on the location of the page or document you were attempting to access. Be sure to include your name, email address and phone number so that we may contact you to provide the information in another format.

Dear Students and Parents/Guardians:

After reading the information contained in “Guidelines for Student Conduct”, and discussing the information with your son/daughter, please sign the form below.

Please print, sign and then return this form to the front office, or your child’s Advisory teacher.

If you have questions about any of the information, please contact a school administrator, a teacher or your child’s school office.

We have read, discussed and understand the expectations of the Gervais School District “Guidelines for Student Conduct.”

\_\_\_\_\_  
Student’s Full Name *(Please Print)*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent / Guardian Full Name *(Please Print)*

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date Signed

**\*\* Please return to school office or your child’s Advisory teacher \*\***