

Gervais Middle School

Student Handbook:
a guide to student rights and responsibilities



2023-2024

GERVAIS MIDDLE SCHOOL:

ALL STUDENTS PROFICIENT AND PREPARED FOR HIGH SCHOOL AND BEYOND



Our Mission:

With in our growing, diverse community we sow the seeds of opportunities to raise prepared resilient students.



Our Vision:

Graduating resilient, responsible students whose learning extends to the global community beyond Gervais.

GERVAIS MIDDLE SCHOOL CODE OF STUDENT CONDUCT

BE SAFE

I will:

- Act in a manner that does not endanger myself or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Not bring dangerous or distracting things, such as lighters, toys, fireworks, tobacco, drugs, or alcohol
- Report unsafe situations and conditions to an adult
- Follow rules about safety:
 - Refraining from making threats
 - Using school equipment in a safe manner
 - Being where I am supposed to be at all times

BE RESPECTFUL

I will:

- Treat everyone with dignity and respect
- Use appropriate language
- Take care of our environment, including personal property and school property
- Attend school regularly and on time
- Follow rules and directions of adults
- Do my schoolwork and homework neatly and completely
- Learn from the consequences of my behavior
- Dress in a way that is appropriate for the learning environment (Please see “Learning-Ready Dress”)

BE RESPONSIBLE

I will:

- Follow through on commitments
- Keep focused on my work
- Come to school prepared to work
- Participate in class activities and discussions
- Complete my own schoolwork and homework
- Use my planner to organize time and assignments
- Keep my cell phone, ear buds, or any other electronic device off and in my locker during school hours unless I have permission to have it

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

School-Wide Reinforcement and Acknowledgement System

What is School-Wide Reinforcement and Acknowledgement?

A school-wide reinforcement system means staff provide rewards and recognition to students who are displaying desired school-wide expectations, behaviors, or rules (Be Safe, Be Respectful, and Be Responsible).

Why develop a school-wide reinforcement and acknowledgement system?

- Increases the likelihood that students will display the positive behaviors
- Focuses staff and student attention on desired behaviors
- Promotes a positive school climate
- Reduces the need for having to deal with a lot of misbehavior which contributes to the principal's happiness

Components of our School-Wide Reinforcement and Acknowledgement System

- We will give immediate/high frequency/tangible reinforcements
 - Delivered throughout our school while teaching new behaviors
 - Delivered in our classrooms for variety of reasons (based on effort, being on time, turning in your work, etc.)
 - Examples of: Tickets, "Pawsitive Notes", treats, Fun Fridays
- Long-Term Celebrations
 - Based on established criteria that all students can earn
 - All students and all staff can be included in the celebrations.
Examples: "Student of the Month", quarterly reward trips, learning goal parties, dances, honor roll celebrations, assemblies, etc.

SUPPORTING THE CODE OF STUDENT CONDUCT LEVELS OF INTERVENTION AND CONSEQUENCES

While considerable attention will be placed on promoting positive behaviors, when certain misbehaviors occur, there will be logical interventions. The **Code of Student Conduct** shall apply to all Gervais Middle School students at all times and on all school property and during any school sponsored activity, including:

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

Levels of Interventions for Violations of the Code of Student Conduct

As with any incident of student misbehavior, staff must exercise judgment as to whether a student's actions constitute a violation of the Board policy and/or the Code of Student Conduct. To assist staff, students and parents, the levels shown on the following page illustrate the progressive interventions GMS will use to intervene when students misbehave.

GMS staff always has the option to use an intervention from a lower level. If a behavior is potentially a criminal offense, the consequences may be expulsion from the Gervais Middle School. Expulsion means you may not attend GMS. If the misbehavior is destruction or theft of school property, the student and his or her family may be required to make restitution (pay for) for the loss or damage of the property.

Discipline Levels

Level 1 Incidental	Level 2 Minor Referral	Level 3 Major Referral	Level 4 Illegal Violations
Minimal interference with instructional process Staff managed and not recorded	Minor interference with instructional process Staff managed and recorded on a referral form	Severe disruption with instructional process – Parent notified Principal managed and recorded on a referral form	Principal managed and recorded on referral form – parent and police notified State reportable offense
-Running in the hall -Talking during work time but easily redirected -Throwing garbage from your seat rather than getting up to throw garbage away -Not bussing your tray in the cafeteria	-Repeated Level 1 behaviors -Disruptive in class -Cussing by accident (not directed at anyone) -Tardy (first 4 times) -Cell phone visible	-3 minor referrals for the same behavior between Fun Fridays -Fighting (pushing, punching, kicking) -Harassment -Severe disrespect towards staff -Bullying -Cussing at another person	-In possession of drugs, alcohol, or tobacco -Bringing a weapon to school (knife, box cutter, gun) -Threatening bodily harm to another person -Arson (fire setting) -Assault (physical attack of another person)
Possible Interventions	Possible Interventions	Possible Interventions	Possible Interventions
-Verbal Redirection -Staff moves closer to student -Verbal warning -Seat Change -Maintain flow of instruction – give no attention	-Change seats -Send to Buddy Room -Hallway Timeout -Write an apology -Loss of classroom or computer privileges -Lunch detention -Written contract -Parent contact	-Complete a project related to behavior issue -Suspension -In school -Out of school -Problem solving sheet -Develop plan to make it up to the person who was hurt -Complete community service -Loss of privileges including sports participation -Work with staff	-Suspension -In school -Out of school -Possible Recommendation for Expulsion -Modified school day (different start and end times) -Restrictions on unstructured times like lunch and breaks -Placement in another setting (outside GMS)

	CLASSROOM	GYM	HALLWAY
BE SAFE	<p>Keep personal items in assigned areas</p> <p>Keep pathways clear</p> <p>Walk</p> <p>Be safe with tools & equipment; use correctly</p>	<p>Walk to & from areas (including bleachers)</p> <p>No "Tag" Games in the gym</p> <p>Keep your hands & feet to self</p> <p>Refrain from grabbing or hanging on backboards</p>	<p>Walk to & from areas (stay right)</p> <p>Keep your hands & feet to self</p> <p>Keep personal items in assigned areas (locker)</p> <p>Be aware of your surroundings</p>
BE RESPECTFUL	<p>Be kind & encourage others</p> <p>Offer help without reminders</p> <p>Listen when others are speaking</p> <p>Use appropriate voice levels</p> <p>Respect student & staff property</p>	<p>Demonstrate good sportsmanship</p> <p>Participate actively & appropriately</p> <p>Listen & follow directions correctly</p> <p>Help others find seats during assemblies</p> <p>Allow room for people to pass</p> <p>Respect the flag & Pledge of Allegiance</p>	<p>Use appropriate voice levels</p> <p>Respect other's property & privacy</p> <p>Allow room for people to pass</p> <p>Be kind & encourage others</p> <p>Listen & follow directions correctly</p> <p>3 second rule at the water fountain stay lined up against the wall</p>
BE RESPONSIBLE	<p>Be on time, prepared & organized</p> <p>Raise hand & wait to be called on before speaking</p> <p>Actively listen & participate</p> <p>Use time wisely to complete work; turn in quality work</p> <p>Help keep our school clean, pick up</p>	<p>Use equipment correctly & safely</p> <p>Use provided equipment & store properly</p> <p>Set a proper example for others</p> <p>Help keep our school clean, pick up</p> <p>Leave food, gum, & drinks outside the gym</p>	<p>Help keep our school clean, pick up</p> <p>Be seated correctly in class before bell rings</p> <p>Stand or walk quietly</p>

	CAFETERIA	BATHROOM	OUTSIDE
BE SAFE	<p>Sanitize hands before eating</p> <p>Walk at all times</p> <p>Clean up or report spills</p> <p>Keep your hands & body to yourself</p> <p>Stay correctly seated</p> <p>Use the utensils & packaging for its intended purpose</p>	<p>Report problems to an adult</p> <p>Wash & use good hygiene</p> <p>Keep water in sink; report spills</p> <p>Leave lights turned on</p> <p>One person per stall</p>	<p>Keep your hands & feet to self</p> <p>Leave rocks, sticks, snow, ect. on the ground</p> <p>Walk to & from areas</p> <p>Use equipment correctly & safely</p> <p>Be aware of your surroundings</p> <p>Listen to the universal signal; Freeze, Listen, Silent</p> <p>Stay in the designated area or field & remember cross walks</p>
BE RESPECTFUL	<p>Speak quietly</p> <p>Use proper table manners</p> <p>Be respectful to yourself & others</p> <p>Take what you will eat; eat what you chose</p>	<p>Flush toilets</p> <p>Provide privacy</p> <p>Use inside voices</p> <p>Keep bathroom clean</p>	<p>Take turns & share</p> <p>Treat others as you want to be treated</p> <p>Follow the rules</p> <p>Listen respectfully to others</p> <p>Use appropriate language; encourage others</p>
BE RESPONSIBLE	<p>Clean up after yourself</p> <p>Put your waste in appropriate containers</p> <p>Get adult permission before leaving</p> <p>Line up, move forward, & sit in an orderly manner</p>	<p>Use bathroom for bathroom needs</p> <p>Use bathroom during passing & meals</p> <p>Put paper towels into the garbage</p> <p>Put toilet paper in the toilet</p> <p>Return promptly to class</p> <p>Report problems; lack of supplies, vandalism</p>	<p>Use provided equipment & store properly</p> <p>Report & avoid damaged or unsafe equipment & areas</p> <p>Help keep our school clean, pick up</p> <p>Dress responsibly for activity & weather</p> <p>Report problems to an adult promptly</p>

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

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

ABSENCES

A written excuse or telephone call from a parent or guardian must be given to the office either prior to the absence, or when you return to school following an absence. The excuse must be given to the office where the student will receive an admit slip. A student who is absent from school or from any class without permission may be considered skipping and may receive an intervention such as parent contacted, detention, and/or ineligibility to participate in athletics or other activities.

ACADEMIC SUCCESS

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

ALCOHOL/DRUGS

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

APPROPRIATE LANGUAGE

In today's world swear words & put downs are common in our movies and personal conversations. That being said, it is **NOT** appropriate at school! Remember where you are and use appropriate language at all TIMES.

ASSEMBLY BEHAVIOR

Assemblies are our time to be together as a community; we want our assemblies to be fun and we need all students to follow our school-wide expectations (Be Safe, Be Respectful, Be Responsible). Demonstrating these behaviors shows we take pride in our school and ourselves. Here are our basic expectations during assemblies:

- Sit quickly and quietly in designated area
- Listen to the speaker by being quiet
- Follow the directions of all staff members
- Clap or cheer when appropriate, but don't scream

- Use appropriate language and volume
- Remember all school rules apply

ASSESSMENT AND GRADING

Report cards are issued every 18 weeks; and students and parents will receive 9-week progress grades. Our teachers will conduct weekly grade checks with all students. In addition, students and parents may check our online Parent Portal site at any time:

<https://gervais.powerschool.com/public/home.html>

The traditional grading system for middle school students is the A, B, C, D, F rating. *Student-Led Conferences are held in October and March. Students are expected to be directly involved in understanding and tracking their progress in each class.

ASSISTANCE AND COUNSELING

Students have the responsibility to seek help if needed to resolve personal disputes in a peaceful manner. A counselor is available to students and parents to help with the resolution of significant student problems. Students may make appointments with the counselor by dropping by the behavior office during break times. Parents may set up appointments by telephoning or emailing the counselor.

In addition to our counselor, teachers, the principal, and other school staff want to support students. Please feel free to seek help from any staff member.

ATHLETICS

A variety of team sports are offered at Gervais Middle School. 7th & 8th grade students have the opportunity to participate in soccer, football, volleyball, basketball, wrestling, and track. Depending on the number of 7/8 athletes, 6th graders may be allowed to also join. All sports stress positive social and skill development, sportsmanship, and participation.

Students participating in athletics must have a physical examination before they are allowed to play or practice. Physical exam forms are available from the office and must be signed by both the parent or guardian and doctor. Exams are valid for two years. To be eligible to play in competitions, students must be present at school during the day, have no major referrals and have passing grades in all classes. Positive sportsmanship will be required at all times. Failure to comply may result in removal from the team.

ATTENDANCE

Oregon Law requires regular attendance. GMS staff places a high priority on regular and punctual school attendance. Our school day begins at 8:00AM and ends at 3PM and on early release Wednesdays from 8:00AM – 1PM. The gym doors will be open at 7:30AM. Please do not show up to school before this time, as there is no supervision. Being to class on time is expected and habitual tardiness will not be allowed. Parents need to call the office (503-793-3803 x2020) if a student is going to be absent.

If you are continually late to school or you miss school often, you can expect to meet with the school resource officer, our attendance secretary, or principal, to create an *Attendance Plan*. In addition, the school resource officer may come to your house to check on you if you are not in school.

“Attendance Fridays” are positive reward times given to students with good attendance. Students with good attendance will get an extra recess activity. Students who struggle with good attendance will have a 30-minute study hall during this time. Poor attendance and poor grades often go together. *Good attendance means: 1 or less tardy per week and 1 day or less excused absence per week.

BACKPACKS, TOTE BAGS and PURSES

All students are expected to leave backpacks, tote bags, purses and non- academic items in their lockers in the morning and take them out after school.

BULLYING

All students have the right to experience a positive and safe learning environment at our school that is free of bullying. GMS defines bullying as:

Unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are four types of bullying:

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

Incidences of bullying will be addressed quickly, and parents will be notified. Depending on the severity of the incident, there may be more serious consequences for acts of bullying. You may report bullying on behalf of yourself or on someone else’s behalf.

CELL PHONES

All cell phones while on campus, during school hours, will be turned off and put inside your locker as soon as you have access to your locker. It will remain turned off and inside the locker until school is dismissed. There are **NO** exceptions to this rule.

Below are the interventions for possessing a cell phone during the school day.

Each Semester:

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

Second Offense – Item is confiscated and turned into the office, parent will be contacted, and device will be returned at the end of the day.

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

Fourth Offense - Possible in-school suspension or other consequences.

CHEATING

Be sure that the work you are doing is your own or you may end up with interventions for cheating. You should not copy more than five words in a row from any source without using quotation marks. This is called plagiarism and it is considered cheating. This includes the information you get off the internet. Copying others' work is also cheating, and those who give their work to others to copy can also receive interventions. Referrals will be written and depending on the severity consequences will be given to the students involved.

CLOSED CAMPUS/SIGNING OUT PROCEDURE

We care about our students' safety. For that reason, students are NOT allowed to go off campus after arriving on the school grounds, unless accompanied by a parent/guardian, and only after the student checks out through the office. This includes leaving campus after school (if you are involved in an after-school activity) to go to the market or to try to catch the bus at the elementary school. Students must present a note from a parent/guardian stating the reason for leaving school. If they return during the same day, they need to sign in at the office when they return. If you leave campus w/o permission, you may not be allowed to compete in afterschool activities.

DESTRUCTION OF PROPERTY AND VANDALISM

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

Do not bring your personal markers or sharpies to school. Staff will supply these items should they be needed for projects. If seen by a staff member, the item will be confiscated and returned at the end of the semester.

DISRUPTIONS IN CLASS

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

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

DRESS CODE

The primary responsibility for student 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..

Students Cannot Wear:

- Violent language or images.
- Gang-affiliated clothing. Previous indicators of gang affiliation expressed through clothing choices included things such as:
 - Hair nets
 - Long belts hanging down
 - Numbers; 13, 14, 18
 - Names of gangs
 - Pants 2 or more sizes too big

The Gervais School District engages in constant communication with local law enforcement including the Marion County Gang Task force and receives updates and guidance regarding gang behaviors. Based on their information, the district will determine if behaviors and items are gang affiliated.

- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography.
- Images or language that creates hostile or intimidating environment based on any protected class or consistently marginalized group.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Slippers (hard sole required)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Hoods on sweatshirts and hoodies must be kept off all areas of the head while the person is on campus.

Adjustments to the dress code may be made on a case-by-case basis for a student's IEP, or 504, or for specific, school-sponsored dress up days. These dress code guidelines shall apply to school days and summer school days, as well as any school-related events including field trips.

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

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

Cameras of any type are excluded, except for school related projects/activities.

8TH GRADE PROMOTION

At the end of 8th grade, there are several events to celebrate the end of middle school. The activities include a promotion ceremony and special field trip. The ceremony will be open to all students, families, and friends. The criteria for participating in 8th grade promotion are: Earning a 60% (D-) or better all school year (both ending semester grades) in **all** letter graded classes. This includes core classes: Language Arts, Math, Science, History, and PE/Health. It also includes all electives and homeroom. Any classes graded as pass/no pass must be passed to participate in

the ceremony. Negative behavior by an 8th grade student may affect his/her ability to participate in the promotion ceremony. Students who do not meet the criteria will not be able to participate in the activities.

EMERGENCY HEALTH SITUATIONS

If a major health emergency occurs which requires immediate action, we will first attempt to notify parents or guardians. If we are unable to reach parents, we will contact the emergency contacts and we may contact 911 if it is deemed a health emergency.

FRAGRANCE-FREE CAMPUS

The Gervais School District Administration recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is important in creating a healthy learning environment for students to participate in the educational process. Students are not allowed to spray perfumes and colognes, in the school. In addition, cleaning products with strong scents will only be used during off-peak school hours.

GANG ACTIVITY

Gervais Middle School has a strong commitment to keeping all gang activity out of our school. For the safety of all students, students are prohibited from displaying anything related to gangs, including bandanas, markings associated with gangs, gang symbols, smile now/cry later, etc. Flashing or displaying gang signs or anything like them is strictly prohibited. We understand that most students select clothing items because they like the style, not because they want to be identified as a gang member. Our goal is to teach students what is appropriate for school. Please respect staff guidance by not coming to school wearing prohibited clothing. Please refer to the Dress Code on page 12.

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

GETTING EVEN

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

HALL CONDUCT

Our hallway is very narrow; please access your locker and move on to class. Do not block the hallway by standing and talking. Remember our school-wide expectations (Be Safe, Be Respectful, and Be Safe):

- Hands and feet to self
- Appropriate language and volume
- Gather needed materials for class
- Place all materials inside your locker (never on top of your locker)

HALL PASS

Each student will be given a hall pass with 10 punches at the start of each quarter.

Your pass will be used:

- By only you
- To leave the classroom

*Should a student need additional passes due to an IEP or 504 individual exceptions are by the discretion of the principal, Sped Teacher, or counselor.

HARASSMENT

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

We would like our students to use the Stop, Walk, and Talk approach to putting an end to bullying or harassment.

1. Ask the student to STOP the bullying
2. If the student does not stop, WALK away without saying anything further
3. If the behavior continues, find a staff person and TALK to them about what is happening.

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

There are other things you can do:

- Treat everyone with respect
- Most times other students are bystanders. We want our students to stand up and speak out against all forms of bullying and harassment.
- Examine yourself, your actions, and your attitudes

When responding to complaints of harassment, we act quickly, investigate thoroughly, protect the rights of all parties involved, and administer discipline accordingly. We want Gervais Middle School to be a safe, welcoming place for all of our students.

HATE SPEECH

Hate speech is defined as abuse or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.

Such speech is unacceptable and not allowed at GMS. Use of such speech will result in consequences and parents will be notified. The school resource officer and Gervais PD may also be contacted.

HOMEWORK POLICY

Any teacher may give homework assignments on a daily basis. Homework provides practice and offers parents an opportunity to participate in the learning process. Homework is never assigned as a punishment. Homework helps students succeed on tests and is included in the overall grade.

HOMEWORK REQUESTS

In the case of extended illness and/or absence (minimum of two days), parents/guardians may call the school and request homework for the student. Teachers need one full day to complete homework requests. Students are responsible for finding out what they missed when absent

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

HORSEPLAY

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

ILLNESS DURING SCHOOL HOURS

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

IN-SCHOOL SUSPENSION

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

Rules for ISS:

- Show up at designated time
- Bring supplies and homework
- Work entire period, no head down
- Be quiet, no talking
- Ask politely if you need help
- Take quick breaks as scheduled by the staff on duty
- You will be assigned a lesson to help improve your behavior. This lesson will be completed during ISS.

LATE WORK POLICY

All teachers will have due dates for homework assignments. It is an important skill to meet deadlines. A skill employers look for in their employees. If you are not able to meet a deadline speak with your teachers for a possible extension. If you are not able to turn an assignment in on time, it may lose points for being late or incomplete and affect your overall grade.

LOCKERS

Lockers will be assigned at the beginning of the school year. Lockers are the property of the school and students are expected to use them responsibly. Do not post any item that refers to alcohol, drugs, or other inappropriate material. Do not write on or in your locker. Lockers are subject to inspection at any time since they belong to the school. It is important that you keep

your locker combination confidential and that you do not trade lockers without permission from the office.

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

“LOITERING” AFTER SCHOOL

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

LOST, FOUND AND STOLEN ITEMS

Students are urged to make certain that their name is clearly marked on all personal items. This will make it easy to identify any item that is misplaced. All found items should be placed in the lost and found. Items not claimed in lost and found will be periodically donated to charity.

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

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

MEALS

Breakfast and lunch are free to all students at Gervais Middle School. We encourage all students to eat both meals daily. If you are eating a meal provided by the school, you may not bring outside food or drink. If you bring your own lunch, you may not share your food with other students. Please eat only during designated mealtimes and not during breaks or passing time. Food or drink that is seen in the hallways will be taken away.

MEDICATIONS

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

MESSAGES TO STUDENTS

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

MESSAGES TO TEACHERS

We promote a close relationship with our parents and families and hope you stay in touch often. The ideal way to contact teachers is through email. Our email is: firstname_lastname@gervais.k12.or.us. If you need to talk to a teacher, they may be reached by calling the Gervais Middle School office at 503-792-3803 x2020. These calls are transferred to the teacher's voice mail. Though every effort will be made to return your call within 24 hours, we ask for your understanding of the professional judgments that teachers must make when dealing with multiple requests from students, colleagues, and parents.

NOTES, ARTWORK, AND OTHER MATERIALS

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

PHONE CALLS

Make arrangements for after-school transportation and activities before coming to school. If you are a part of the after-school activities, the times you are dismissed remain consistent. Remember those times so you can let your parents know without needing to make a phone call. **The office phone should be used for emergency calls only.** You are not allowed to use your cell phone during school hours.

PHYSICAL AGGRESSION, FIGHTING, ASSAULT AND THREATS

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

Students who "stir the pot" to keep an issue alive are helping continue or aggravate the problem may also face consequences for their role. You are responsible for what you do or say. Your teachers, the counselor, and principal are here to help you resolve problems in a positive way. Seek help when needed.

What is self-defense? It means doing the least you can to get out of a bad situation. Unless you are backed into the wall, you can probably get away and find help. If you stay to argue or fight, you can expect the school to give you consequences even if you didn't start the fight.

POSITIVE REWARDS

All staff will periodically hand out positive tickets to students demonstrating they are being Safe, Responsible or Respectful. These tickets can be used throughout the year to buy various items, or win end of week prizes.

POSSESSION OF DANGEROUS OBJECTS

Students are not allowed to bring dangerous objects to school or school-sponsored activities. Such objects include, but are not limited to, the following: box cutters, knives, guns, parts of a

gun or ammunition, matches, paint guns, firecrackers, lighters, chains, laser lights, or any object that is considered to be a weapon. Aerosol cans of any type are not allowed.

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

PROFICIENCY

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

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection in the school building or on the school grounds (including before and after school) are embarrassing to students and adults. It's not appropriate for the middle school setting. This includes, but is not limited to; hand holding, hugging, and kissing, as expressions of romance. Parents will be notified, and students may have to complete a community service activity, or more serious consequences.

RESPECT

All humans deserve to be treated with respect. All staff and students can expect to be shown respect at all times. If a student feels they have been disrespected, they should see the counselor or principal for help. If a student disrespects a staff member, this is an opportunity to educate and lead students to grow in a positive way. Consequences may occur.

SELLING OF ITEMS

Students are not allowed to sell items on school grounds unless it is a school approved fundraiser. The time to sell will be approved by the office or designated staff member who is in charge of the fundraiser.

Items brought to school to sell without permission will be confiscated. In addition, if the items are illegal criminal charges may be filed with the Gervais Police Department.

SMOKING/CHEWING/VAPING TABACCO

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

SPECTATORS AT AFTER SCHOOL ACTIVITIES

Students who want to watch an after-school activity are expected to report home first, and return on time for the game or activity. Our office phone is to be used for emergencies only, so remember to make arrangements in advance if transportation or permission to attend the event

is needed. Spectators are expected to remain in the event area only (field or gym) and are not to loiter in the building or on other parts of the school campus. School rules and expectations for behavior still apply for these events and parents will be notified if supervision of student spectators becomes a problem and students may not be allowed at future events.

SUBSTITUTE TEACHERS

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

TEXTBOOKS

The school provides books for our students. The maintenance of books, materials and equipment used by the student is her or his responsibility, and replacement cost may be charged to students if books, etc. are damaged or lost.

TARDINESS

Students are expected to report to school and to each class on time, prepared with the necessary materials. Students are given ample time between classes to arrive on time. Students coming into class after the music has ended will be given a tardy for that period. Consequences for tardies may include, but not limited to:

- Lunch detention
- After-school make up time
- Community service
- Assignment on the importance of punctuality

Continued Tardy to Class: Office calls parent, and arranges a meeting with student, parent, teacher and attendance secretary to develop an *Anti-Tardy Plan*. Consequences will be specifically tailored to the student. Examples include: prohibited from participation in sports or any other school sponsored activity within the school like leadership, or Yearbook and student has community service after school for each tardy.

TECHNOLOGY USE BY STUDENTS

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

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

Students shall:

- Use the provided school network account in an ethical, responsible, and legal manner for school-related tasks only.
- Communicate with others using appropriate language in a courteous and respectful manner.

- Maintain the privacy of their personal information, such as name, address, phone number, account passwords, and respect the same privacy of others.
- Use only GMS authorized accounts and passwords.
- Comply with and respect copyright law.

Students shall not:

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

THEFT

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

UNIFORMS

Team uniforms will be loaned to students participating on athletic teams. Students are expected to take proper care of school uniforms and equipment. The coach or the office will collect uniforms at the end of the season, and students are responsible to return them clean and in good condition. Unable to do so, the student may be charged for the damage or replacement cost.

VISITORS AND VOLUNTEER POLICY

For the safety and security of our students, we ask that all visitors check in at the office. If a parent wants to volunteer, please complete a volunteer form and a criminal background form. Both are available in the office. Parents and guardians are welcome to visit the school at any time, in fact we encourage you to, but we ask that you complete the volunteer process and arrange your visit ahead of time with the staff member.

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

WATER BOTTLES

Students are allowed to have reusable water bottles in school for their personal use only. If the water bottles become a distraction the privilege may be revoked.

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

Gervais Middle School

Acknowledgement of Reviewing the Student Handbook

My signature indicates that I have read the ***Gervais Middle School Student Handbook***. I understand these are the policies and procedures of Gervais Middle School. I also understand and agree that as a student I shall be held accountable for the behavior and expectations outlined in the Student Handbook while at school during the school day and at any school related activity, including while being transported on a school bus

Student Signature

Date

Parent Signature

Date

Please return this acknowledgement to your Homeroom Teacher after review and signature

