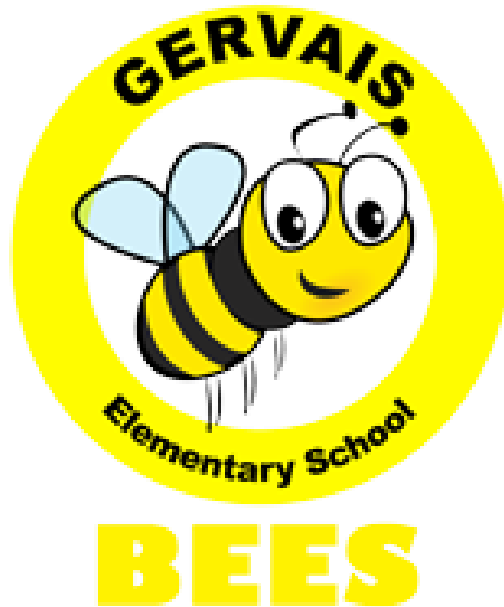


Student/Family Handbook



**2023-2024
School Year**

**Gervais Elementary School
Student/Family Handbook
2023-2024 School Year
503-792-3803 Ext. 1030**

Dear GES Students and Families,

We are very excited to serve you throughout the 2023-2024 school year. We want each student to feel safe and supported in our school every day. We provide an amazing classroom experience with high-quality curriculum and instruction, variety of specials, targeted academic interventions, and counseling support. We also have some exciting after school clubs, assemblies, field trips, and monthly family activities planned at GES and think that our students are going to have an incredible experience.

This handbook has been prepared to provide you with some basic information about our schools, staff, and programs. We kindly request that you spend time going through this handbook together. 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 GES administrative staff. If you would like additional information about any of these policies or procedures, please call the front office.

We are looking forward to a great school year and want to do anything we can to support our students and families. We have an amazing staff that works incredibly hard to make Gervais Elementary a place “**where each person BEElongs**”. Please do not hesitate to reach out to the school with any questions or concerns.

Thanks,
Dusty Price
GES Principal

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 students and families 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 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.
- **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.

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 informs 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
- 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 a 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 offenses 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 buses 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 buses 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 a 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 AM to 2:30 PM for grades K-5. Breakfast is served in the classroom each morning for all students.
- Early Release Wednesdays, students are released at 1:10 PM.

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 the 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 student allergies and religious dietary restrictions. 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 2 semester grading periods. 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 time. No energy drinks.

10. Volunteerism

- Parents are encouraged to visit/volunteer at school and in 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 5:00 PM.

Requests for services and/or evaluation should be made through the Director of Special Services, Dr. Creighton Helms 503-792-3803 x4020.

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 accidents 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 a 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 3 cars in the morning, and first 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. This can present a significant safety hazard if a student exits to the left without knowing. Loading in our car zone requires patience. Your child's safety is our priority.

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 AM.

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**.

7. Health Guidance for Going to School

A. Please follow the “Health Guidance for Going to School” guidelines published by the Oregon Department of Education and Oregon Health Authority. These guidelines encourage families to send their students to school if they are “generally healthy and well” and “can participate in usual day-to-day activities”. Some reasons why a student should stay home instead include:

- fever (within 24 hours)
- vomiting or diarrhea (within 48 hours)
- new coughing or trouble breathing
- rash
- eye redness and drainage

B. If you hold your child home from school for any of these reasons, please let our office know.

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, or update those changes on the PickMyKid app. We cannot make changes to transportation plans later than **1:30 PM** on Monday, Tuesday, Thursday, and Friday, and no later than **12:10 PM** on Wednesdays.

1. Arrival and Dismissal

Arrival

For students taking the bus:

- Buses are scheduled to arrive at GES by 7:30 AM. Bus drivers will release students from the bus in an orderly, socially distant manner. Students will then sit by grade level inside the gym until 7:45 AM when they will be released to class.

For students being dropped off in our Car Zone:

- Car Zone gates will open at 7:30 AM.
- GES staff members will be prepared to accept students 3 cars at a time in the morning. Please do not release your student from your car without a staff member present at your vehicle to assist.

Walkers:

- Walkers are not permitted to enter the building until 7:45 AM. There will not be an entrance to the school open to them and they will need to wait outside campus without school supervision.
- **All K-2 student walkers will enter school through the K-2 building front doors.**
- **All 3-5 student walkers will enter school through the main building front doors.**

Dismissal

For students taking the bus:

- Students are escorted to the buses by teachers directly from their classes.

For students leaving from our Car Zone:

- GES staff members will be prepared to return students to their parents/caregivers, 4 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 front doors.** 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.
- **3-5 students will be released out of the main building front doors.** 3-5 Students 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).

Student/Family Handbook Signature Page

PLEASE DETACH THIS PAGE FROM THE HANDBOOK, COMPLETE THE INFORMATION BELOW, AND RETURN THIS SIGNATURE PAGE TO THE SCHOOL OFFICE.

This handbook is also available online 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 Dusty_Price@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.