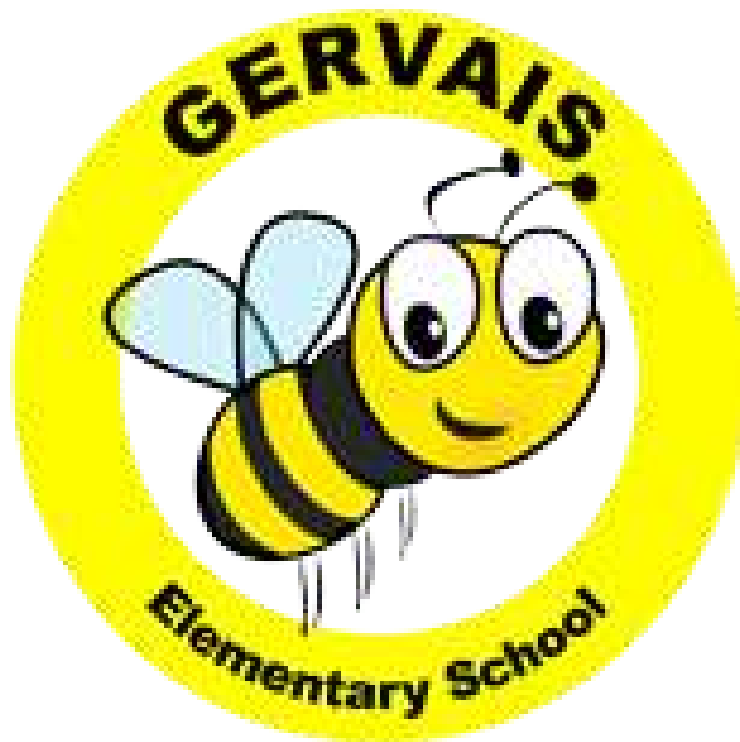


# **GES Student-Family Handbook**



**BEEES**

**2024-2025**

August 2024

Dear GES Students and Families,

We are very excited to serve you throughout the 2024-2025 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, a 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 GES Student-Family Handbook has been prepared to provide you with some basic information about our school expectations, policies, and procedures. 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 prevent the GES administrative staff from making different policy and procedure decisions that are in the best interest of GES students and families. We want to be very consistent and transparent in school decision-making while also being flexible to the specific needs of individual students and families. If you would like additional information about any of these expectations, policies, and procedures, feel free to schedule an appointment with us through 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**” with students “**reaching for GREATNESS everyday**”. Please do not hesitate to reach out to the school with any questions or concerns.

Thanks,  
Dusty Price, GES Principal  
Sarah Bradley, GES Assistant Principal

## GES Expectations

These behavior expectations apply to students on school premises, at school-sponsored activities, and in adjacent areas both during the regular school day and immediately before and after. They can also apply to student behavior off-campus or online if it impacts the school's ability to provide a safe learning environment for each student. GES students and families should refer to the GSD Guidelines for Student Conduct to review a more extensive list of rights and responsibilities, along with disciplinary actions. There are also many relevant school board policies listed in the GSD Online Policy Manual that can be very helpful for families to review.

**1. Behavior Expectations:** GES encourages students to be safe, respectful, and responsible. GES staff will teach and reinforce these behavior expectations throughout the school and will review what students should see, hear, do, and feel in each of these spaces (e.g. classroom, hallway, bathroom, recess, cafeteria etc.).

- **Be Safe**
  - Always walk on campus (except when and where directed at PE or recess)
  - Follow safety rules (especially with PE and recess equipment)
  - Use classroom tools or utensils appropriately
  - Do not hurt others or interfere in their personal space
  - If you see something unsafe, say something to an adult
- **Be Respectful**
  - Use kind words that build and encourage others
  - Use appropriate voice levels for the designated space and activity
  - Listen to and follow directions carefully
  - Use only appropriate physical touch (e.g. handshakes and high fives)
  - Do not mess with the personal items of other students or staff
- **Be Responsible**
  - Come to school every day on time and ready to learn
  - Engage in learning activities with a positive growth mindset
  - Complete lesson assignments to the best of your ability
  - Be accountable for your choices and willing to make things right
  - Take care of personal belongings and school property

**2. Student Discipline:** It is important to remember that students make many mistakes. Some of these mistakes are harmless and have little impact on other students, but some student choices and behavior can be very hurtful to other students, staff, and even the entire school community. The severity and/or frequency of the student behavior will determine the appropriate disciplinary action. GES always approaches student discipline in a way that maintains individual dignity and privacy, student and staff safety, and a focus on healthy relationships and restorative practices. We want students to learn from their mistakes and to have opportunities to repair relationships and give back to the school community. We always strive to turn these into positive learning experiences that strengthen relationships of trust. We want to foster belonging, engagement, and accountability.

GES staff will communicate with families about any student behavior issues at school. The school wants to partner with families to support their students in making good choices to be safe, respectful, and responsible both in and out of school. We encourage families to communicate any questions or concerns with the front office so that we can best work together to support our students and keep everyone safe.

The following GES Student Behavior Matrix is used to guide our response to student behavior issues and to provide GES staff with a variety of tools to approach student discipline:

## Gervais Elementary School

### Student Behavior Matrix

<p>Handled by <b><u>Classroom Teacher</u></b> or <b><u>IA</u></b>.</p> <ul style="list-style-type: none"> <li>• <b>Defiance</b>- failure to follow directions</li> <li>• <b>Disruption</b>- interrupting class or group</li> <li>• <b>Inappropriate Language</b>- profanity, crudity</li> <li>• <b>Physical Contact</b> - pushing, hitting, holding hands, hugging</li> <li>• <b>Technology Violation</b>- unapproved or off-task</li> <li>• <b>Plagiarism</b></li> </ul>	<ul style="list-style-type: none"> <li>• Nonverbal cue</li> <li>• Verbal redirection</li> <li>• Reteach expectations</li> <li>• Practice procedures</li> <li>• Redo activity or assignment</li> <li>• Warning</li> <li>• Calm down space</li> <li>• Seat change</li> <li>• Loss of classroom privilege</li> <li>• Teacher buddy at recess for 5 minutes</li> <li>• Time in buddy classroom</li> <li>• Written/verbal apology to other student</li> <li>• Reflection sheet</li> <li>• Student behavior tracker</li> <li>• Classroom community service</li> <li>• Family communication or meeting</li> </ul>
<p>Handled by <b><u>Assistant Principal</u></b>. Requires GES Student Behavior Referral.</p> <ul style="list-style-type: none"> <li>• <b>Continuation</b> of above behavior after 3 teacher interventions, parent communication</li> <li>• <b>Defiance</b>- continued failure to follow directions, interrupts classroom learning</li> <li>• <b>Disruption</b>- constant disruptions</li> <li>• <b>Inappropriate Language</b>- threat of harm, sexual content</li> <li>• <b>Physical Contact</b>- minor student injury, kissing</li> <li>• <b>Technology Violation</b>- inappropriate content (violent or pornographic)</li> <li>• <b>Bullying, Property Damage, Theft</b></li> </ul>	<ul style="list-style-type: none"> <li>• Calm down space</li> <li>• Alternative assignment</li> <li>• Alternative recess</li> <li>• Loss of privilege or technology</li> <li>• Incentive plan</li> <li>• Behavior plan</li> <li>• Student expectation poster</li> <li>• Student calls family</li> <li>• Written/verbal apology</li> <li>• Classroom community service</li> <li>• Family communication or meeting</li> </ul>
<p>Handled Immediately by <b><u>Assistant Principal</u></b> or <b><u>Principal</u></b>. Requires a _____</p> <ul style="list-style-type: none"> <li>• <b>Defiance</b>- refuse to be supervised, runner</li> <li>• <b>Disruption</b>- stops instruction, room clear</li> <li>• <b>Inappropriate Language</b>- threat of harm</li> <li>• <b>Physical Contact</b>- serious student injury, fighting</li> <li>• <b>Technology Violation</b>- imminent threat of harm</li> <li>• <b>Self-Harm, Violence, Drugs, Weapons, Arson</b></li> </ul>	<ul style="list-style-type: none"> <li>• Confiscated item</li> <li>• Alternative recess and/or lunch</li> <li>• Written apology</li> <li>• Behavior project</li> <li>• Family communication or conference</li> <li>• Threat Assessment, Sexual Incident Response, Suicide Assessment</li> <li>• In-school suspension (ISS)</li> <li>• Out-of-school suspension (OSS)</li> <li>• Reentry plan</li> <li>• Police Report</li> <li>• Call to DHS</li> </ul>

*\*Assistant principal or principal may take over staff duties, when appropriate, so staff can leverage their relationship with the student(s) to better respond to the misbehavior.*

**3. Bullying/Harassment:** To maintain a safe and positive learning environment for each student, there is a zero-tolerance” policy towards harassment and bullying. The [Anti-Bullying Alliance](#) provides the following

definition: “The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.” [StopBullying.gov](https://www.stopbullying.gov) identifies three types of bullying:

- **Verbal bullying** is saying or writing mean things:
  - Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm
- **Social bullying** is hurting someone’s reputation or relationships:
  - Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public
- **Physical bullying** is hurting a person’s body or possessions:
  - Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone’s things, making mean or rude hand gestures

At GES, we agree that it is everyone’s responsibility to stop harassment and bullying. We encourage GES students and families: “If you see something, say something.” Each of our staff is trained to identify signs of bullying and to help students find solutions and repair relationships. We also have an amazing support team at GES with a behavior specialist, counselor, and social worker that can work with students that have been involved in bullying.

We will always try to model kindness, respect, and civility as a GES staff and encourage families to do the same. As many issues in the community and on social media have become increasingly divisive, many adults have continued to model inappropriate behavior for our students. Many students have been exposed outside of school to rude and mean behavior, vulgar and offensive language, and pornographic material through online content, social media, video games, music, movies, and interactions with family and friends. Stopping bullying is a collective effort of the entire community to better model for our students how to interact with others with kindness, respect, and civility.

**4. Electronic Devices:** GES provides all electronic devices needed for learning and ensures that all technology use has an educational purpose and is safe and age appropriate. All personal electronic devices are strictly forbidden to be accessed by students when they are at school. This includes cell phones, tablets, and smartwatches. If a student brings a personal electronic device to school, they can either keep it secure in their backpack until after school or turn it into the office for safekeeping. We encourage students to leave these devices at home instead because the school is not responsible for their theft, loss, or destruction. If a student violates this policy, GES staff have the authority to confiscate the device and will invite the family to pick it up in the front office after school.

**5. Bus Expectations:** The same behavior expectations at school apply on the buses. The Mid Columbia Bus Company contracts with GSD and has the following school bus rules:

- Follow the directions of the driver.
- Sit in your seat correctly.
- Keep hands, feet, and objects to yourself at all times and inside the bus.
- Use quiet voices.
- No name calling, teasing, swearing, harassment, or put-downs.
- Keep the bus clean: No eating, drinking, or chewing gum.
- All personal items should be put away (e.g. toys, pens etc.) except a reading book.

If a student violates these school bus rules, they will be issued a referral by the bus driver that must be signed by a parent/guardian before riding the bus again. If student behavior continues to be an issue and interferes with the safety of the driver and students on the bus, a student can lose the privilege of riding the bus.

## GES Policies

**6. Kindergarten Registration:** Families can register their students for school at either the Welcome Center or at Kinder Roundup. A child must be five years of age on or before September 1<sup>st</sup> to be admitted to kindergarten. Though typically not encouraged, early entrance into kindergarten may be considered for a child born later in September based on their cognitive, social, and physical development. There is a screening process that is administered by the school psychologist. Requests for early entrance must be submitted to the front office by April 15<sup>th</sup> before Kinder Roundup.

**7. Attendance and Excused Absences:** Showing up to school every day is critical for a student's well-being, engagement, and learning and supports higher levels of academic achievement. Oregon state law (ORS 339.010) requires students to regularly attend school. The school is responsible for enforcing these compulsory school attendance laws and will partner with families to ensure their students are in school every day. Families should make every effort for their student to be in school every day on time. This may require them to adjust their evening and morning routines to ensure that students are rested and ready for school each day.

Oregon state law (ORS 339.065) allows an absence to be excused by the principal or teacher if it is caused by the student's sickness (including mental or behavior health), sickness of a family member, or an emergency. An absence can also be pre-excused for medical, dental, or counseling appointments or religious holidays. It is the family's responsibility to call the front office (503-792-3803 ext. 1030) as soon as possible to pre-excuse or excuse a student absence. A robo call will go out at 8:30 AM each morning for every absent student to remind families to call in and excuse the absence.

The [Oregon Health Authority](#) encourages families to send their students to school if they are generally healthy and well, and can participate in day-to-day activities. Students can go to school even if they have a cold (runny or stuffy nose and cough) or stomachache, but families should keep the student home for the following reasons:

- Fever (within 24 hours)
- Vomiting or diarrhea (within 48 hours)
- New cough or trouble breathing
- Rash
- Eye redness and drainage

If a student becomes ill at school, the secretary or school nurse will determine if they need to be sent home and will communicate with families to come pick up their student. We want students to be in school every day and will do everything we can to help keep them healthy and well. Families can help too. Adequate sleep (10-12 hours each night) and hydration (5 cups of water a day) are important to keep students healthy.

Students are considered chronically absent when they attend less than 90% of school days, which is missing more than 1 day per week. Repeated absences (whether excused or not) and tardies lead to students falling behind in school. The school will use the following Student Behavior Matrix in working with families to improve student attendance:

## Gervais Elementary School

### Student Attendance Matrix

<p>Handled by <b><u>Classroom Teacher</u></b> or <b><u>IA</u></b>.</p> <ul style="list-style-type: none"> <li>• 1 <b>unexcused absence</b></li> <li>• 2 <b>tardies</b> in a week</li> </ul>	<ul style="list-style-type: none"> <li>• Message family in Class Dojo</li> <li>• Call family</li> <li>• Check in/Check out</li> <li>• Parent-teacher meeting</li> </ul> <p><u>Positive Incentives:</u></p> <ul style="list-style-type: none"> <li>• Bee Bucks</li> <li>• Class Reward</li> <li>• Lunch with teacher</li> </ul>
<p>Handled by <b><u>Secretary</u></b>.</p> <ul style="list-style-type: none"> <li>• 2 consecutive <b>unexcused absences</b></li> <li>• Repeated <b>tardiness</b></li> <li>• <b>Chronic absenteeism</b> (90%)</li> </ul>	<ul style="list-style-type: none"> <li>• Call family</li> <li>• Email family</li> <li>• Letter/postcard home</li> </ul> <p><u>Positive Incentives:</u></p> <ul style="list-style-type: none"> <li>• Bee Bucks</li> <li>• Family Reward</li> <li>• Lunch with a counselor</li> </ul>
<p>Handled by <b><u>Assistant Principal</u></b> or <b><u>Principal</u></b>.</p> <ul style="list-style-type: none"> <li>• 3+ consecutive <b>unexcused absences</b></li> <li>• Chronic <b>tardiness</b></li> <li>• <b>Chronic absenteeism</b> (85%)</li> </ul>	<ul style="list-style-type: none"> <li>• Call/text family</li> <li>• Check in/Check out</li> <li>• Home visit</li> <li>• Provide learning packets</li> <li>• Attendance success plan</li> <li>• Attendance letter to family</li> <li>• Home visit from police officer</li> <li>• Attendance court citation</li> </ul> <p><u>Positive Incentives:</u></p> <ul style="list-style-type: none"> <li>• Bee Bucks</li> <li>• Family Reward</li> <li>• Lunch with Assistant Principal</li> <li>• Recognition at Assembly</li> </ul>

**8. Report Cards:** GES is committed to provide regular feedback to families that measure student academic achievement and growth. Families are encouraged to access the gradebook in PowerSchool to track student progress. Students will also receive end-of-quarter progress reports in November and April and end-of-semester report cards in January and June. Teachers will also meet with students and families in October and March for parent-teacher conferences. Families can schedule a special conference at any time throughout the year to discuss their student's academic progress. In addition to submitting grades and comments in PowerSchool, teachers will also share regular updates with families on Class Dojo about what students are learning in class.

**9. Volunteers:** Families are encouraged to visit and volunteer at school. There are a lot of ways to get involved in and out of the classroom. We want to create a positive environment where families feel welcomed and wanted in our schools...a real sense of belonging. The [Volunteer Application Form](#) can be found on the district website. The district typically needs 2 weeks to process these before approving a volunteer to help in the school, including field trip chaperones. Please contact the GES front office with any questions or need for assistance.

**10. Classroom Celebrations:** GES teachers should not use candy for student rewards, but are encouraged to incorporate fun classroom celebrations into learning with the school providing approved treats for these special occasions. Treats for student birthday celebrations can also be provided through the front office in a prepared "celebration basket." These baskets 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 at least a day before to purchase a basket for \$15.

Foods brought from an outside source (parent/guardian), whether store-bought or home-cooked, are not permitted for class parties and celebrations. We cannot have students bring treats or candy from home to share. This includes any candy or treats for Halloween or Valentine's Day. The school will provide treats for these class celebrations that are sensitive to student allergies and religious dietary restrictions.

**11. Food Service:** Students are provided a free breakfast and lunch every day at school with a variety of healthy options that accommodate the health and religious needs of our students. We send the school menu home with students each month and post it on the district website. Parents, grandparents and other significant adults are welcome to join us for lunch. Adult lunch is \$4.75 and arrangements should be made in advance with the front office to eat with students in the cafeteria. Families that send their student with a sack lunch should include healthy food options. It is important to help students develop lifelong healthy eating habits. There is no sharing of food at school. Candy and gum are not allowed on school grounds at any time. No energy drinks or soda.

**12. Closed Campus:** Campus is closed and secured throughout the day. No student is to leave at any time, for any reason, unless approved by the front office. Students who leave school grounds without authorized permission are considered truant and families and/or police will be contacted.

Outside persons (including family) will not have contact with students during the school hours unless arranged through the front office. Parents/guardians should not call or message students directly on a personal cell phone; these should be kept off and secure in a backpack or the front office. Please call the front office instead.

**13. Bicycles and Skateboards.** Students can bring bicycles and skateboards to and from school but need to walk them on campus. Bicycles will then need to be parked and locked in the bicycle rack and will be off-limits during school hours. It is the student's responsibility to bring a lock and use it. Skateboards can be parked in the front office. GES staff are not responsible for any theft or damage to bicycles and skateboards. Students should wear helmets when riding bicycles or skateboards to and from school.



**14. Lost and Found:** Families are encouraged to label all sweaters, jackets, and clothing with the student's name. Any lost items will be collected and placed in the lost and found, which students and families can check as needed. Twice a year (at the start of winter break and summer vacation), any unclaimed lost and found items will be donated to a local charity.

**15. Dress Code.** Responsibility for appropriate dress and grooming rests primarily with students and their families. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

The district does not allow any clothing that displays obscene or offensive language or images, promotes drugs or alcohol, or can be identified as gang-related apparel.

GES students should dress in a manner that is modest, comfortable, and allows for active learning and physical activity at school. The following clothing items are also inappropriate for elementary school because they interfere with student safety and access to education:

- No hats or hoods inside the building
- No clothing that reveals undergarments
- No sagging pants below the waistline
- No flip-flops or shoes that do not adequately protect the feet during PE or recess

GES staff will address inappropriate student dress discretely to avoid any personal embarrassment. We will either invite families to bring a change of clothing or the school will provide an appropriate alternative (e.g. school shirt or sweater) for the student to wear.

**16. Fragrances:** GES strives to be a fragrance-free school for the health and comfort of each student and staff. Clean indoor air quality is important in creating a healthy learning environment for students. Staff and students are encouraged to avoid fragrances in personal care products (e.g. deodorants, body spray, and perfumes), scentsy pots or diffusers, and non-approved cleaning products.

**17. Latchkey:** GES provides an after school childcare program each school day until 5:00 PM. This Latchkey program costs \$75 a month for each student (\$50 for December and June). Students in Latchkey will receive a meal after school followed by a variety of engaging activities. Families can then pick up their students from the front office anytime before 5:00 PM. We begin accepting Latchkey registrations on August 1<sup>st</sup> for the 60 slots.

**18. Searches.** Students do not have rights of privacy with respect to their backpacks, lockers, or personal electronic devices when on school property. State law establishes "reasonable suspicion" as the standard for schools to perform a search. If there are grounds to suspect a search will turn up evidence that a student has violated, or is violating, the law or school rules, the principal will authorize this search in the privacy of the front office (when possible). If the personal electronic device is password protected and the student refuses to unlock the device, the device will be confiscated until the family can meet with the principal. If the student and family are unwilling to unlock the device, the student may lose the privilege of bringing personal electronic devices to school for the remainder of the school year.

**19. Child Abuse:** All district employees are "mandatory reports" at 503-nd are required to notify the Oregon Department of Human Services (DHS) any reasonable suspicion of child abuse or neglect as defined by state

law. GES staff do not notify families when these reports are made and will cooperate with DHS during any possible investigation. Volunteers are also under an obligation to report suspected child abuse or neglect. If a volunteer is unsure if they need to report an incident, or need help reporting an incident, they can contact the GES front office.

**20. Classroom Teacher Assignment:** The building principal is responsible for making classroom teacher assignments for each student. Grade level teachers suggest the class rosters in May/June for the following school year to ensure the best grouping of students. The principal then assigns a teacher to each class roster. Though GES does not guarantee a specific teacher request, the principal will meet with any family that wants to discuss the academic and social-emotional needs of their student to better inform the placement decision.

**21. Student Services.** GES provides a quality education for each student, meeting their individual needs through flexible classroom instruction, adaptive curriculum, intervention groups, learning and behavior supports, and extra-curricular activities. Each student receives targeted small-group instruction in reading, math, and English language development (ELD) that is designed at their level. The school regularly assesses and evaluates students to make sure they are receiving all the academic and social-emotional learning (SEL) supports they need. The school will communicate with families throughout this process if their students are needing additional services. Additional requests for student services and/or evaluation should be made through the Director of Student Services, Dr. Creighton Helms: [mailto:creighton\\_helms@gervais.k12.or.us](mailto:creighton_helms@gervais.k12.or.us) or 503-792-3803 ext. 4010.

## **22. Student Health:**

- **Accidents and Illness:** In case of a serious accident or illness to a student, we will try to contact the family immediately. It is important that families update their emergency contact information in PowerSchool by contacting the front office. Only basic first aid can be provided at school and GES staff will call 911 as needed. There is a school nurse on-call that can help make that determination.
- **Insurance Disclaimer:** GSD does not carry student medical or dental insurance to cover student accidents or illness and does not assume liability for student accidents or illness. This is a family responsibility. Families can purchase student insurance through a district-approved insurance company.
- **Medications:** For GES staff to administer medication to any student, the medication must be in its original container with a signed permission form submitted to the front office. 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 secure in the GES front office.
- **Immunization Requirements:** Oregon law requires that students be fully immunized against certain diseases to attend public school. Immunizations required are determined by the state and depend upon the student's grade. For more information, please contact the front office.

**23. School Notifications:** GES staff will use Class Dojo, PowerSchool Messenger (text, email and/or robo call), and Facebook to regularly communicate with families. We encourage families to opt-in to each of these communication tools.

In the case of late starts or school closures due to inclement weather, the district will send out the notification through multiple platforms, including a robo call to each home. Families can also call the district's automated phone system (503-792-3803 ext. 2) for late start or school closure information. Emergency information is also announced on local radio channels and television stations at approximately 6:00 AM.

## GES Procedures

**24. School Hours:** The regular school day is from 8:00 AM-2:30 PM for GES students grades K-5. We encourage families that walk or use the car zone to arrive 10-15 minutes before school starts. Students can go to their classrooms at 7:45 AM in the morning with breakfast provided for all students when they arrive at no cost. On early-release Wednesdays, students are dismissed at 1:15 PM.

**25. PikMyKid:** GES uses the PikMyKid school safety and dismissal platform to help with daily dismissal, regularly scheduled emergency evacuation drills, and any student-family reunification process following an actual emergency. This app should be downloaded and updated by every family to help ensure that we have the most accurate information and that only authorized individuals pick up students. Families need to update any changes to student dismissal (e.g. bus, car zone, walker) in PikMyKid at least 1 hour before dismissal. Families can also call the GES front office at 503-792-3803 ext. 1030 to make those changes.

**26. Student Arrival:** We encourage all GES students to arrive at 7:45 AM so they have time to grab breakfast and head to class. After 8:00 AM, all late car zone and walker students will need to enter by the front office.

**Bus:** Buses are scheduled to arrive at GES between 7:30-7:45 AM. Students will sit by grade level inside the gym until 7:45 AM when they are released to pick up a free breakfast on the way to class.

**Car Zone:** Car zone gates will be open between 7:30-8:00 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 at your vehicle to assist. Families should remain in the car during student drop-off. Please do not pull around cars in car zone. Unloading in car zone requires patience. Student safety is our #1 priority.

**Walkers:** Walkers should always use crosswalks. There will be crossing guards in front of the school to assist students 7:30-8:00 AM. Doors open at 7:45 AM and students will grab breakfast and head to class. Walkers arriving before 7:45 AM will need to wait outside without school supervision. K-2 walkers will enter through the K-2 building front doors and 3-5 walkers will enter through the main building front doors.

**27. Student Dismissal:** GES staff will use the *PikMyKid* app to help with student dismissal.

**Bus:** Students are escorted to the buses by teachers after class dismisses. We always load kinder students first. Students will have a tag on their backpacks indicating what bus they ride, and drivers will also check the roster.

**Car Zone:** GES staff will be prepared to return students to their families 4 cars at a time. Do not call your student to your car. GES staff will assist and escort them to your vehicle. Families should remain in the car during student pick-up. Do not pull around cars in car zone. Loading in car zone requires patience. Student safety is our #1 priority. Cars will line up for car zone along Birch St. without blocking 3rd St.

**Walkers:** GES staff members will be positioned at the front doors to release students. Students grades K-2 will only be released when GES staff have made positive contact with a waiting parent or designated caregiver. Students grades 3-5 will be released on their own. If older siblings need to walk with younger siblings, they will be released from the main building front doors and asked to walk down to the K-2 building front doors. K-2 walkers will be released out of the K-2 building front doors and 3-5 walkers will be released out of the main building front doors.

Here is the GES arrival and dismissal map:

## Gervais Elementary School

### Arrival and Dismissal Map

It is so important for students to come to school **every day on time**. We encourage families to bring their kids to school every day at **7:45 AM** so they have time to grab breakfast and head to class before school starts at 8:00 AM. To reduce traffic in front of the school and help keep our walkers safe, we need families driving their students to school to use the car zone on the side of the school. We will do our best to make this a quick process, but we ask for your patience as we are carefully getting students in and out of their cars. We dismiss school at **2:30 PM** (1:15 PM on Wednesdays) and will bring students to the designated dismissal area. If there are any changes to a student dismissal plan, please call the school office or update PikMyKid at least an hour before dismissal: 503-792-3803 x1030.

#### Walkers

Walkers should cross the street only at crosswalks. There will be crossing guards in front of the school to assist students across the street. Doors open at 7:45 AM and students will grab breakfast and head to class. Walkers arriving before 7:45 AM will need to wait outside without school supervision.

#### Car Zone

Car zone gates will be open between 7:30-8:00 AM for arrival and 2:30-2:45 PM for dismissal (1:15-1:30 on Wednesdays). Do not release your student from the car without a staff member at your vehicle to assist. Families should remain in the car during student drop-off and pick-up. Do not pull around cars in car zone. Unloading in car zone requires patience. Student safety is our #1 priority. During dismissal, cars will line up for car zone along Birch St. without blocking 3rd St.



#### Bus

Buses are scheduled to arrive at GES between 7:30-7:45 AM. Students will sit by grade level inside the gym until 7:45 AM when they are released to pick up a free breakfast on the way to class.

**28. Changes to Dismissal:** Families need to contact the GES front office as early as possible if a student's dismissal plan changes. You can reach our office staff at 503-792-3803 ext. 1030. Families can also update student dismissal changes on the *PickMyKid* app. We cannot make changes to student dismissal plans within 1 hour of dismissal (1:30 PM on Monday-Tuesday and Thursday-Friday; 12:15 PM on Wednesdays).

**29. Leaving School Early:** We encourage families to keep their students in school the entire school day. If a student needs to leave school early for any reason, the family needs to notify the office as soon as possible. The family will need to enter the school building and sign out the student at the front office before leaving. They will wait in the front foyer of the school while GES staff bring the student to the office. The school can only release a student to an adult listed as an emergency contact in PowerSchool.

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**30. GES School Shirts:** Every Friday we encourage staff and students to wear a GES shirt to show school pride. These GES shirts can be purchased in the front office for \$10. The 2024-2025 design is a powerful reminder that we are all “**reaching for GREATNESS everyday**” at Gervais Elementary. We are all striving to be the best versions of ourselves and to reach our full potential. We really want GES to be a place “**where EACH person BEElong**s”.





## GES Student-Family Handbook Signature Page

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

This handbook is also available online at <https://www.gervais.k12.or.us/gervais-elementary-school/>.

By signing below, we acknowledge that we have reviewed the GES Student-Family Handbook and understand that students and families are responsible for adhering to these expectations, policies, and procedures. We understand that if we have any questions or concerns about them, we can contact the building principal: Dusty\_Price@gervais.k12.or.us or 503-792-3803 ext. 1030.

Student Name (Print): \_\_\_\_\_, Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_, Date: \_\_\_\_\_

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

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**To be filled out by the GES front office only:**

\_\_\_\_\_

Date this signature page was received by the office.