

***“GO COUGARS”***

**Gervais High School**

**Student Handbook**

**2023 – 2024**

Andrew Aman ~ Principal  
Douglas Loiler ~ Vice Principal/Athletic Director  
Andrea Oropeza ~ Counselor/College & Career  
Laura Zurita ~ Counselor  
Becky Miller ~ Office Manager  
Melissa Ayala ~ Office Secretary

300 E Douglas Ave  
PO Box 195  
Gervais, OR. 97026  
503.792.3803 Phone  
503.792.3770 Fax  
[www.gervais.k12.or.us](http://www.gervais.k12.or.us)

Office Hours  
8:00 am – 4:00 pm

School Hours  
8:00 am – 1:00 pm

Students will be released at 1:00 pm on days labelled “ER”.  
Please see the calendar on page 7

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## GHS 2023-2024 Bell Schedule



### **Regular Schedule (M, T, TH, F)**

<b>1</b>	<b>8:00-8:54</b>
<b>BREAKFAST</b>	<b>8:54-9:07</b>
<b>2</b>	<b>9:11-10:05</b>
<b>3</b>	<b>10:09-11:03</b>
<b>4</b>	<b>11:07-12:01</b>
<b>5 (Advisory)</b>	<b>12:05-12:35</b>
<b>LUNCH</b>	<b>12:35-1:04</b>
<b>6</b>	<b>1:08-2:02</b>
<b>7</b>	<b>2:06-3:00</b>

### **Wednesday – Early Release**

<b>1</b>	<b>8:00-8:41</b>	<b>2-Hour Delay</b>	
<b>2</b>	<b>8:45-9:26</b>		
<b>3</b>	<b>9:30-10:11</b>	<b>1</b>	<b>10:00-10:43</b>
<b>4</b>	<b>10:15-10:56</b>	<b>2</b>	<b>10:47-11:30</b>
<b>6</b>	<b>11:00-11:41</b>	<b>3</b>	<b>11:34-12:17</b>
<b>LUNCH</b>	<b>11:45-12:15</b>	<b>4</b>	<b>12:21-1:04</b>
<b>7</b>	<b>12:19-1:00</b>	<b>LUNCH</b>	<b>1:04-1:30</b>
		<b>6</b>	<b>1:30-2:13</b>
		<b>7</b>	<b>2:17-3:00</b>

# ***“Gervais Students Deserve It!”***



## **Student Goals**

The state of Oregon has developed goals for guiding each school's learning programs. These goals were developed through involvement of staff, parents, community members and state educational agencies.

Prior to graduation each student will demonstrate the ability to:

1. Reason and apply knowledge critically, creatively and reflectively in making decisions and problem-solving.
2. Communicate through reading, writing, speaking and listening to a variety of audiences.
3. Apply Math and Science concepts to systems in our world.
4. Apply healthy behaviors that maintain personal wellness.
5. Be a self-directed learner.
6. Deliberate on public issues as a politically and culturally literate citizen.
7. Recognize the dignity, rights and worth of all individuals.
8. Use appropriate technology to enhance product or process.
9. Be a contributing team member to attain group goals.
10. Interpret human experience through literature, and the visual and performing arts.

All students, by the time they complete 12<sup>th</sup> grade, should expect to demonstrate mastery of these state-mandated goals.

### **Special Needs Contact Statement**

Persons with special needs or requests for accommodations should contact the Director of Special Programs at the Gervais School District Office, 290 First St. Gervais, OR 97026. Phone 503.792.3803. Please try to make contact at least 48 hours in advance of any event for which an accommodation is needed.

### **NONDISCRIMINATION NOTICE**

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. For additional information and/or compliance issues please contact the Director of Special Programs

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*

*(2) fax: (202) 690-7442; or*

*(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

**Dates in "yellow" are subject to change.**

Important Dates for Calendar 23-24			
8/10/2023	Sports Sign	TBA	Forecasting Sheets Distributed(paper only)
8/14/2023	1st Day of Fall sports	TBA	Visitation of 8th Grade Classess
8/31/2023	Open House	4/12/2024	No School/Workday
9/5/2023	Freshman Orientation	4/18/2024	8th Student/Parent Orientation
9/6/2023	1st Day of School	TBA	Electronic Forecasting Open
9/7/23-9/14/2023	Handbooks to Advisory	4/23/2024	Spring Blood Drive
9/12/2023	Fall Bus Evac	TBA	Prom
9/15/2023	Club's Day Assembly	5/6/24-5/10/24	Staff Appreciation Week
9/14/23-9/17/23	O'Fest	TBA	Mr/Ms. Gervais Pageant
TBA	FFA Leadership Conference	TBA	Class Election Videos
TBA	District Soils	TBA	Class Election Videos
9/29/2023	Fall Sports Assembly	TBA	Arts Night
9/29/2023	Homecoming Assembly	TBA	FFA Banquet
10/1/2023	Hallway Decorations(Afternoon)	TBA	Latino Night
10/1/23-10/7/23	Homecoming Week	TBA	Mayfest
10/2/2023	Picture Day	5/24/2024	No School or Make Up Snow Day
10/7/2023	Homecoming Dance	5/27/2024	Memorial Day No School
10/11/23-10/12/23	Fall Conferences	5/29/2024	Senior Awards Night
10/13/2023	Teacher Inservice	6/5/2024	Seniors Last Day
TBA	FAFSA Night	6/7/2024	Graduation Practice
TBA	PACT	6/8/2024	Graduation
11/7/2023	Living History Day	6/10/2024	9-11 Awards Assembly
11/10/2023	Veteran's Day (no school)	6/14/2024	Students Last Day of School
11/13/2023	1st Day of Winter Sports	6/18/24-6/28/24	Summer School
TBA	Ag Sales		
11/20/23-11/24/23	Thanksgiving Break		
11/28/2023	Winter Blood Drive		
12/18/23-1/2/24	Winter Break		
1/2/2024	Teachers Back/Worday		
1/3/2024	Students Back		
1/15/2024	MLK no school		GSA
2/1/2024	End of S1/Early Dismissal		Inkling
2/2/2024	No Students/Workday	Tuesdays	Art Club
2/2/2024	3pm Final Grades	Tuesdays	Drama Club
2/13/2024	Spring Bus Evac	3rd Thursdays @Lunch	NHS All Member Meeting
2/19/2024	President's Day.no students	Thursday's @ Lunch	NHS Leadership Meeting Rm#3
2/26/2024	1st Day of Spring Sports	1st Wednesday Monthly	FFA Alumni Meeting
3/4/24-3/8/24	Classified Appreciation	2nd Thursday	6:30 FFA Monthly Meeting
3/15/2024	Spring Conferences	2nd Tuesday Monthly	noon Agulas de Oro Meeting
3/25/24-3/29/24	Spring Break		(Club dates are subject to change)
			Drills (Lockdown, Lockout, Earthquake)



# 2023/24 MIDDLE & HIGH SCHOOL CALENDAR

July 2023					August 2023					September 2023					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F													
	3	H		5	6	7		1	2	3	4				W												
	10		11	12	13	14		7	8	9	10	11															
	17		18	19	20	21		14	15	16	17	18															
	24		25	26	27	28		21	22	23	24	25															
	31							ORIE	WW	IW	IW																
Class Days 8					Class Days 18					Class Days 18					Totals												
Other					Other J=1.5 W=1.5					Other H=1 Other= .5 W=1.5					18	1.5	1	3	0	0.5	24						
October 2023					November 2023					December 2023					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F													
	2	3	ER	5	6			ER	2	3					1												
	9	10	W/C	W/C	I	6	7+	ER	9	H	4	5	ER	7	8												
	16	17	ER	19	20	13	14	ER	16	17	11	12	13	14	15												
	23	24	ER	26	27	20	21	22	H	24	18	19	20	21	22												
	30	31				27	28	29	30		H	26	27	28	29												
Class Days 19					Class Days 16					Class Days 11					Totals												
Other J=1.5 C=2 W=5					Other H=2					Other H=1					46	1.5	3	0.5	2	0	53						
End of 1st Quarter: November 7, 2023 (42 days)																					Totals						
January 2024					February 2024					March 2024					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F													
	1	W		3	4	5			ED/W	W					1												
	8	9	ER	11	12	5	6	ER	8	9	4	5	ER	7	8												
	15	16	ER	18	19	12	13	ER	15	16	11	12	ER	14	W/C												
	22	23	ER	25	26	19	20	ER	22	23	18	19	ER	21	22												
	29	30	31			26	27	ER	29		25	26	27	28	29												
Class Days 20					Class Days 18.5					Class Days 15					Totals												
Other W=1					Other W=1.5					Other C=.5 W=.5					53.5	0	0	3	1.5	0	58						
End of 2nd Quarter: February 1, 2024 (42.5), End of 3rd Quarter: April 12, 2024 (42.5)																					Totals						
April 2024					May 2024					June 2024					C L A S S D A Y S	I N S E R V I C E S	H O L I D A Y S	W O R K D A Y S	C O N F E R E N C E S	O t h e r	T O T A L D A Y S						
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F													
	1	2	3	4	5			ER	2	3																	
	8	9	ER	C	W+	6	7	ER	9	10	3	4	ER	6	7												
	15	16	ER	18	19	13	14	ER	16	17	10	11	ER	13	EDW												
	22	23	ER	25	26	20	21	ER	23	24	W	18	19	20	21												
	29	30				H	28	ER	30	31	24	25	26	27	28												
Class Days 21					Class Days 21					Class Days 9.5					Totals												
Other W=1 C=1					Other H=1					Other W=1.5					51.5	0	1	2.5	0	0	55						
End of 4th Quarter: June 14, 2024 ( 42.5 days)																					Totals						
ER=Early Release (students leave approximately 2 hours early on these days) ED=Early Dismissal (students leave approximately 3 hours early on these days) Conferences on 10/11, 10/12, 3/15 are 8 hours totaling a 12 hour day for licensed staff only, 4/11 regular student contact day and an additional 4 hours for conferences Teacher Contract Begins: 08/29/23 Instruction begins grades 6 & 9: 09/05/23 Instruction begins grades K-5, 7, 8 & 10-12: 09/06/23 Teacher Contract Ends: 06/17/24 (unless make-up days are needed) Instruction ends: 06/14/24 (unless make-up days are needed) Possible snow make-up day: 05/24/24																					169.0	3	5	9	3.5	0.5	100.00
C-Parent Conferences, + End of Grading Period/Progress Report, H-Holiday, I-Inservice, W-Teacher Workday, 6 & 9 Grade Level Orientation, and ORIE-New Staff Orientation School Board Approved on: March 16, 2023																					Gervais School District #1 PO Box 100 Gervais, OR 97026						

## GHS Staff

Andrew Aman	Principal
Melissa Ayala	Front Office Secretary
Andre Brown	Instructional Assistant,
Tim Bowman	Teacher, Social Studies
Tucker Brack	Teacher, Physical Education
Suzanne Bustamante	Teacher, Special Education (Functional Learning Classroom - FLC)
Amber Enfield	Teacher, Social Studies and Building/District AVID Coordinator
Sophie Ferreira	College & Career Advisor
Ricardo Ferreira	Instructional Assistant, Functional Learning Classroom (FLC)
Dawn Fike	Instructional Assistant, Functional Learning Classroom (FLC)
Grant Funderburg	Teacher, Special Education (Academic Assistance)
Sofia Garcia	Teacher, Spanish
Norma Guzman	Food services
Holly Hamlin	Teacher, Math, National Honor Society (NHS) Advisor
Becky Hilton	Secretary, Instructional Assistant
April Joy-Koer	Teacher, Science
Madeline Kramer	Instructional Assistant
Becki Lader	Librarian, WCA Liaison, Freshman Class Advisor
Kate LaFollette	Teacher, Language Arts
Lecia Liege	Teacher, Math, Junior Class Advisor
Douglas Loiler	Vice Principal/Athletic Director
Lindsay McCargar	Teacher, CTE (Construction & Technology)
Katelyn Metzger	Teacher, CTE (Agriculture) and FFA Advisor
Becky Miller	GHS Office Manager, District Registrar
Estella Moreno	Instructional Assistant (ELD), Junior Class Advisor
Gustavo Munoz	Lead, District Maintenance/Custodial
Andrea Oropeza	Academic Counselor/Emotional Support Counselor, Senior Class Advisor
Sarah Orschel	Teacher, CTE (Art & Graphic Design), Sophomore Class Advisor
Samantha Palmer	Teacher, Language Arts
Benjamin Poff	Teacher, Alternative Education Classroom (P.A.W.S.)
Tami Pizer	Instructional Assistant, Academic Assistance
Julie Powers	Athletics Secretary
Adelita Ruiz	Instructional Assistant (ELD)
Rechelle Schimke	Teacher, English Language Development (ELD)
Graciela Schroder	Instructional Assistant, Functional Learning Classroom (FLC)
Kristen Shirley	Teacher, Science
Brad Simmons	Teacher, Math
Ben Schultz	Instructional Assistant, Functional Learning Classroom (FLC)
Marisol Valle	Instructional Assistant (ELD)
Pam Weidemann	Instructional Assistant, Functional Learning Classroom (FLC)
Whitney Wrinkle	Teacher, Language Arts/Social Studies
Laura Zurita	Emotional Support Counselor



# Parents and Students, Welcome to Gervais High School!

Students,

Our commitment to you, as a new or returning member of Gervais High School, is to provide you with an education that is relevant, engaging, rigorous and prepares you for college, a trade school, or employment.

You are a member of a school district that is rich in tradition, generous in its support of education, and sincere in its concern for your educational welfare.

Parents,

Thank you for entrusting us with the education of your child, and thank you for reading through this handbook and becoming familiar with school guidelines. We look forward to working with you in the education of your child. We welcome your input.

The guidelines that follow have been created with student safety and academic achievement as our primary goals. We encourage all parents and students to read, understand, and follow these guidelines.

## Use of Technology

Your phone and other electronics are great tools - use them wisely!

During class time (including when you're in the hallway during class time) your electronics are under the control of school staff. Have permission before you use them, even to see what time it is. If you are not following school guidelines in the use of electronics any adult on the GHS campus may ask for your device(s) at any time.

Your phone and other electronics may **never** be out while you are in a restroom or locker room.

First offense - Taken to the office returned to you at the end of the day

Second offense - Taken to the office returned to your parent at the end of the day

Third offense - Taken to the office and returned to your parent. Your phone will then either stay home or be checked in at the office from 9-4 every school day for the remainder of the Semester or School Year.

If school returns to an online format, please log in on time and only as yourself, keep your verbal and written comments (chat) positive and focused upon the topic. You may keep your camera off.

Please keep yourself muted except when responding to a teacher or asking a question.

On all social media platforms keep your posts positive.

Accessing inappropriate content through the Internet, or being at a site without permission of GSD staff is wrong, as is unlawfully hacking into or damaging district technology equipment or computer programs, or breaking copyright laws while using district computers and programs. Students must follow GHS policies regarding use of personal communication devices and accessing social media. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or is in opposition to guidelines set forth by a GSD staff member.

## Checking Grades

We want you to be checking your grades frequently. Please see "Parent Portal" for instructions.

### **Semester Scheduling**

We will maintain a standard semester schedule for 2022-23. This means students will have two sets of classes per year, receive progress reports twice per year (Nov., April) and receive official grades twice per year (Feb, June). Students have 6 classes per term, with each class approx. 53 minutes long, depending on the schedule for that day.

### **Proficiency-Based Grading**

All teachers continue to move toward "proficiency-based grading", where grades are based upon a student's mastery of the state standards for that course. Formative assessments (practice) are now less important (30% of a final grade) and summative assessments (tests, quizzes, final projects) are much more important (70% of a final grade). Many assessments can be re-taken.

### **Attendance**

Every day of school matters, it really does. Those who attend school the most get the best grades and have the best overall experience. We must follow what Oregon state law defines as an excusable absence: student illness, medical appointments and family emergencies are excusable. By state law a family vacation is not an excusable absence, nor is a parent request.

(For further information see the detailed attendance information beginning on page 18.)

### **College Credit**

Many of our junior/senior level classes are dual credit - students may receive high school **and** college credit for successfully completing the same class. We encourage students to do so, please work with your teacher on this option.

## **Parent Involvement**

### **GHS Leadership Team**

This group of staff and parents meets monthly to help determine teacher trainings, discuss pressing matters in the school and other issues of importance. To volunteer please contact Mr. Aman.

### **Senior Parents**

Made up of parents of senior students this devoted group raises funds throughout the school year in order to provide our senior students with a drug/alcohol free graduation party. To volunteer or for more information please contact the school office and we will provide contact information. 503.792.3803, ext. 3030.

### **Booster Club**

This parent group raises funds to strengthen our athletic programs and provide college scholarships for seniors. For more information please contact the school office and we will provide contact information. 503.792.3803, ext. 3030.

### **Volunteering\***

Throughout the year teachers have need of a parent volunteer. Possible duties include: preparing class supplies for a project, reading to a student, listening to a student reading, chaperoning an activity and more. To volunteer at any of the GSD schools, please contact the school office. And thank you!

\*In order to ensure the safety of our students all community members who work with students must fill out an application, submit to a background check (criminal history verification) and be fully vaccinated. Also, each volunteer is required to complete Safe Schools training as well. Each school office can provide further information and forms. We do ask that all visitors sign in at the front office at each visit and get a visitor's badge each time before going to a classroom.

## **Clubs and Activities**

Athletics; Contact Mr. Douglas Loiler at [douglas\\_loiler@gervais.k12.or.us](mailto:douglas_loiler@gervais.k12.or.us)

Aguilas de Oro; Contact Ms. Ruiz at [adelita\\_ruiz@gervais.k12.or.us](mailto:adelita_ruiz@gervais.k12.or.us)

Drama Club; Contact Ms. Palmer at [samantha\\_palmer@gervais.k12.or.us](mailto:samantha_palmer@gervais.k12.or.us)

FFA (Future Farmers of America); Contact Ms. Katelyn Metzger at [Katelyn\\_metzger@gervais.k12.or.us](mailto:Katelyn_metzger@gervais.k12.or.us)

NHS (National Honor Society); Contact Mrs. Hamlin at [holly\\_hamlin@gervais.k12.or.us](mailto:holly_hamlin@gervais.k12.or.us)

Journalism Club "The Inkling"; Contact Mrs. LaFollette at [kate\\_lafollette@gervais.k12.or.us](mailto:kate_lafollette@gervais.k12.or.us)

Most of these people can also be reached by phone at 503.792.3803

### **Contact Information:**

Attendance Issues	Asst. Principal	Mr. Loiler	792-3803, ext. 3090
Discipline Issues	Principal	Mr. Aman	792-3803, ext. 3010
Athletics	Athletic Director	Mr. Loiler	792-3803, ext. 3090
Graduation	Principal	Mr. Aman	
	Counselor	Mrs. Oropeza	792-3803, ext. 3024
	Senior Class Advisor	Mrs. Oropeza	793-3803, ext. 3024
Scholarships/College Info/Trades		Mrs. Ferreira	

## Gervais High School



### Community Service

In order to help each Gervais High School student develop an increased sense of social responsibility, develop a heart for giving back to the community and helping others, and practice applying academic learning to real human needs, all Gervais High School students will be expected to complete community service annually. **In the senior year completion of this requirement will be required prior to June 1<sup>st</sup> of the year of graduation.** (In the case of anyone applying for early graduation the requirements must be met at least one week prior to your expected graduation date).

#### Requirement

For school year 2023-24, and all subsequent years, the required hours will be:

Freshman – 10 hours

Sophomores – 10 hours

Juniors – 15 hours

Seniors – 15 hours

#### Community service could include:

- volunteering on any school campus in any district (tutoring, mentoring, providing support for an event like the Doernbecher Pageant, volunteering for your class, being a team manager, assisting a custodian, attending a club meeting, etc.).
- volunteering at a community or church event (nursery duty, mentoring youth, volunteering to help at the Gervais 4<sup>th</sup> of July activities, or the annual city of Gervais Clean-Up day, or the annual Latino 3 on 3 Tournament, etc.).
- attending club meetings
- working at a club or group fundraiser (GHS concession stand, Bauman Farms, class car wash, etc.) where the group earns money, but the individual student does not.
- any activity approved by a GHS administrator, preferably before an event.

#### Community service would **not** include:

- an activity for which a student is paid or receives some tangible, individual benefit
- an activity for which a student receives high school or college credit
- an activity completed for your own family

#### Tracking

Community service hours will be tracked by a student's Advisory teacher.

Upon completion of community service, a student should provide a signed note by the activity's sponsor verifying that student's participation and indicating how many hours are to be credited.

Should the number of community service hours not be fulfilled in any given year then the missing number of hours will be added to the next year's total. For example, if a freshman student needing 10 hours of community

service only verified 5 hours, then he/she would be short 5 hours. These missing 5 hours would be added to the sophomore requirement of 10 hours resulting in a requirement of 15 community service hours (10 + 5) as a

(2)

sophomore. Hours will continue to roll-over until the senior year when all requirements **must** be fulfilled by June 1<sup>st</sup>.

Students may 'bank' 5 extra community service hours per year. For example, if a freshman completed 20 hours, but only needed 10 for the year, then 5 of the extra 10 hours could be counted toward the sophomore year. The goal is to spread the community service requirements out over the high school years hoping that community service will become an enjoyable habit and not just a one-time activity.

### Miscellaneous

Service hours will be credited for services rendered to the community, like to your neighbors. We hope that you will be able to serve your family as well, but those hours will not count toward this requirement.

A student participating as an **officer** for a class or ASB may be credited with a 5 hours of community service per year. This must be signed off by June 1<sup>st</sup> of any school year.

Students unsure whether an activity counts toward his/her community service hours may ask a GHS administrator for confirmation.

### Community Service Projects

It is up to each student to create their own service projects and fulfill their community service hours. Occasionally in the daily announcements community service possibilities will be offered. Most years GHS will have a "Community Service" bulletin board on which service projects will be posted. Ask parents, classmates, coaches and advisors for ideas. Get involved with your class activities, like Homecoming.

Revised: 9/27/2023

## **Suicide and Mental Health Crisis Phone Lines**

**\*Information on these websites does not replace the advice of a mental health professional. If you notice unusual changes in your student's mood, if he/she is unusually withdrawn or depressed, seek professional help by calling the crisis information contacts below.**

**If there are immediate safety concerns call 9-1-1.**



National Suicide Prevention Lifeline

Call **1-800-273-TALK** (8255)

Crisis Text Line: **Text HOME to 741741**

Deaf and Hard of Hearing: 1-800-799-4889



Red Nacional de Prevención del Suicidio en español

**1-888-628-9454** —Lifeline ofrece servicios gratuitos

24 horas /7 días ala semana en español. **No es**

**necesario hablar inglés si usted necesita ayuda.**



Lines for Life

call **1-800-273-8255** or text **273TALK** to 839863

Preventing Substance Abuse and Suicide, and

Promoting Mental Wellness



Oregon YouthLine

Call 877-968-8491 or text **teen2teen** to 839863

*A service of Lines for Life*



Marion County Youth and Family Crisis Services

Call **503-576-HOPE** (4673)

3867 Wolverine St. NE, Building F, Salem, OR 97305





#### Psychiatric Crisis Center

**503-585-4949** Are you experiencing a mental health crisis? We are here to help, 24 hours a day, seven days a week —

Estas pasando por una Crisis de Salud Mental o Emocional? Estamos aquí para ayudarte 24 horas al día y 7 días a la semana **Recurso bilingüe disponible**

The Trevor Project – Saving Young LGBTQ Lives  
Call **1-866-488-7386** available 24/7



TrevorText — **Text "START" to 678678**

**TrevorSpace** — An online international peer-to-peer community for LGBTQ young people and their friends.



#### Trans Lifeline

Call **1-877-565-8860** for the crisis line. Trans Lifeline is a trans-led organization that connects trans people to the community, support, and resources they need to survive and thrive.



Youth ERA — Youth ERA works to empower young people and create breakthroughs with the dedicated systems that serve them.



Rainbow Youth — Serving LGBTQIA+ Youth in Marion & Polk Counties.

Rainbow Youth creates safe and welcoming spaces for LGBTQIA+ youth and their friends to find connection, support, and friendship. We promote Sexuality And Gender Acceptance (SAGA) through weekly gatherings, social activities, and individual support.

Rainbow Youth on Facebook

## Safe Oregon

<http://www.safeoregon.com> or 844 - 472 - 3367

SafeOregon gives kids, parents, schools and their communities a way to report safety threats or potential acts of violence, including bullying.



Call 211. For food, shelter, medical guidance.  
(It is still 911 for emergencies!)

## Senior News...

Congratulations!

Represent yourself, your family and your community well.

Take care of business in the classroom (assignments, grades) first and foremost.

Spend a lot of time this year thinking - thinking about who you are, what your skills/abilities are and what your dreams are. Plan your last sets of courses and your activities to get yourself trained for whatever is next.

Your senior year will rush by quickly. Get involved in clubs and activities to make memories. Don't forget to take a few deep breaths and look up occasionally, especially during the busiest and most stressful times.

You are the upper classmen. Lead us well. Be excellent role models for the underclassmen.

Select your words thoughtfully, act with compassion, offer forgiveness. And, of course, be yourself, continue finding your niche, let no one eat alone, post positive and make it your goal to improve 1% per day. We hope you have a great year!

## Senior Deadlines/Due Dates

You will have many deadlines this year!

Write them down in your planner, set reminders in your phone.

Note: Once you have earned your diploma there is nothing you can do that can take that from you.

However, in order to participate in graduation exercises and walk across the stage,  
by June 5<sup>th</sup> you **MUST:**

- Complete any and all **coursework**.

- Complete all Essential Skills work samples. (None required for the Classes of 2022, 23, 24).

#### By June 5<sup>th</sup>

- Have all face-to-face classes successfully completed.

#### On June 7<sup>th</sup>

- Attend and participate in the graduation rehearsal

#### By June 5<sup>th</sup>

- Have completed the check-out process and paid any outstanding fees.

#### ACT

- For testing information and dates you can go to <http://www.act.org/content/act/en/products-and-services/the-act.html> or check outside the counselling office.

#### Advisors

Andrea Oropeza is the Senior Class Advisor. Don't hesitate to ask her any questions you currently have about graduation and graduation planning (senior pictures, graduation announcements, class rings, etc.)

#### College Credit

Many of our junior/senior classes are dual credit. You may receive high school and college credit for successfully completing the same class. Ask your teachers or Mrs. Oropeza.

#### College and Career Programs Coordinator

Sophie Ferreira can answer all College and Career questions you may have.

#### College Applications

What are you interested in? Research schools that focus upon what you enjoy. Pay attention to when their application is due and what is required. Usually there is an early notification deadline and a regular notification one. Ask Mrs. Oropeza or your Advisory teacher if you have any questions.

#### FAFSA/FAFSA Nights

FAFSA is the "Free Application for Federal Student Aid". If you're planning to go to college next fall completing your FAFSA is a requirement. Mrs. Oropeza will be hosting FAFSA nights where students and parents can use our computers in the presence of experts who know the FAFSA and help you complete it. Mrs. Oropeza and Mrs. Ferreira will announce all FAFSA nights and other important college dates on the bulletin board outside the counseling office, in Mr. Bowman's senior classes, in senior Advisory classes, and over the announcements.

#### Alternative Education/P.A.W.S.

P.A.W.S. is an alternative education program within Gervais High School. The focus of P.A.W.S. is to help students reach academic and personal goals. P.A.W.S. utilizes online learning, significant staff support, and a reduced class size environment. Students can choose to be in the program for a year or multiple years. How do you join P.A.W.S.? Speak with an administrator or a member of the P.A.W.S. team in Room 22.

### Scholarships

Scholarship due dates are spread throughout the year. Look on the bulletin board outside the counselling office, network with your friends, ask older brothers or sisters.

### Trade Schools

In your Advisory class complete your career inventory carefully - Find Your Grind. Look outside the counseling office for information - contact CTE teachers - Mr. McCargar, Ms. Metzger, or Ms. Orschel. Or contact Mrs. Oropeza or Mrs. Ferreira.

# GHS Student Handbook

## Academic Recovery

To help students we offer "Academic Recovery" sessions after school on various afternoons. You **may** stay to complete class work with helpful teachers. If you have any failing grades from previous terms, you will be **requested** to attend.

## Academic Requirements for Participation in Extracurricular Activities - Athletics and Clubs

The Oregon Schools Activities Association (OSAA) requires each student to have passed at least 5 classes during his/her previous semester and be enrolled in, and passing, all classes during his/her current semester. Student athletes must be on track to graduate at all times.

Gervais High School eligibility includes the OSAA requirements **AND each** student athlete must be passing all classes he/she is currently enrolled in - at all times. Each student athlete will be subject to a grade check every three weeks of the school year. Grade checks are generally completed on Fridays or the last day of the week. The result of the grade check will take effect on the following Monday or first day of the week.

1 <sup>st</sup> Grade Check	"F" Grade	Probation 2 weeks (can compete, can practice)
2 <sup>nd</sup> Grade Check	"F" Grade	Ineligibility 2 weeks (cannot compete, can practice)
3 <sup>rd</sup> Grade Check	"F" Grade	Remove from team

## Accidents, Injuries

Please report all injuries to the teacher/adult in charge. Parents, please provide us with accurate home and work phone numbers in the event that we must contact you or your child's emergency contacts.

**Note:** Emergency contacts will **only** be notified in emergency situations.

## Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. The district may deny regular school admission to a student who is expelled from another school district.

## Alternative Education Programs / P.A.W.S.

Alternative education programs have been established and approved by the board to meet the individual needs of students. These programs will be made available: when a student is not benefiting from our educational program due to irregular attendance, or when the student's support team believe an alternative educational setting is in the best educational interests of the student.

All placements in alternative education will be done with prior approval of school administration and notification of the parents/guardian.

For further information see the entry for PAWS, our alternative education program.

## Address Change

Please notify the school office of all address (and phone and e-mail) changes in writing.

# Attendance/Absences

All children between the ages of 6 and 18 years of age, that have not completed the 12<sup>th</sup> grade, **are required to attend school during the entire school year.**

Students may only be excused for the following reasons:

- Student illness
- Illness of an immediate family member when the student's presence at home is necessary;
  - An emergency situation that requires the student's absence;
  - Field trips and school-approved activities;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made at least 10 days in advance of the absence;
  - Medical (dental) appointments. Confirmation of appointments is required.
  - Religious holiday.

All absences, including caring for younger siblings, oversleeping, or family vacations on school days, that do not meet the above qualifications, must be regarded as unexcused by state law.

In accordance with ORS 339.065 any student may be excused from attendance by the school for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Eight unexcused one-half day absences, or four full day absences, in any four-week period during which the school is in session shall be considered irregular attendance and will result in attendance letters being sent home. Continuous poor attendance will result in a citation, a required court appearance, and possible community service.

## Returning from Absences

Notes from parents/guardians are to be presented at the school office with 48 hours of the absence and must contain the following information:

- Date the note was written
- Date of absence(s)
- Name of pupil
- Brief reason for absence\*

\*See the "Attendance/Absence" section above for a list of excusable absences

- Complete signature of parent/guardian

**Students will be held responsible for arranging with teachers to make up work missed for absences.**

## Pre-Arranging an Absence

After bringing a note from home (signed by a parent/guardian), which explains the upcoming need for an excused absence, students should obtain a "Pre-Arranged Absence" form from the front office. Students are responsible to get this form signed by all teachers, and returned to the office.

All pre-arranged absences are subject to administrative approval.

## Truancy

Truancy is defined as being absent from a scheduled class without a valid excuse. (It is a tardy if a student arrives late to a class.) A truant student is subject to school disciplinary procedures to include parental contact, detention/making up missed time, community service at school and online courses.

## Leaving School/Checking In or Out

Students leaving school during the school day must **check out in person with the office** before leaving the building. Students will only be allowed to check out of school with parent permission (not an emergency contact). A student will be considered truant if these checkout procedures are not followed.



### After-School Activities

Students must be in attendance for a full school day in order to participate in any afterschool activities, including, but not limited to athletic practices/games, dances, and any other extracurricular activities. If you have an appointment (doctor, dentist, orthodontist, etc.), that will take you off campus during the school day, a note must be provided.

### Athletics

GHS offers a wide variety of athletic opportunities each year.

Fall - Football, Boys Soccer, Girls Soccer, Girls Volleyball, Boys and Girls Cross Country

Winter - Boys Basketball, Girls Basketball, Wrestling

Spring -Girls Softball, Track

Questions??

Contact Mr. Gabor, GHS Athletic Director or Julie Powers, GHS Athletics Secretary

### Bicycles/Skateboards

The following guidelines will be observed:

- All bicycles are to be parked and locked in the bicycle rack at the front of the school. It is the student's responsibility to bring a lock and use it.
  - The bicycle or skateboard will be off limits to students during the school day.
  - Skateboards need to be locked in a locker, and not taken out during the school day.
    - All bicycles or skateboards are to be walked while on campus.

The staff of Gervais High School do not assume any responsibility for damage or theft of any bicycle or skateboard left in their possession.

### Biliteracy Seal

The State School Board created the Oregon State Seal of Biliteracy (OSSB) to recognize and value the native language/s students speak and bring to their English academic studies, to value language programs in schools, and to encourage students in the study of languages. This award recognizes student literacy in reading, writing, listening, and speaking in one or more World Languages, in addition to English.

The OSSB has recognized students who speak 47 different primary languages and earned the Biliteracy Seal in over 22 different languages, including Chinuk Wawa, Nez Perce, and Umatilla, three of the languages spoken by students from two of the nine federally recognized Tribes in Oregon. In addition, students who use ASL have also earned the OSSB. The Oregon State Seal of Biliteracy was the first in the nation to collaborate with post-secondary institutions to offer the Seal. Currently, two state universities and one community college offer the OSSB to their students.



To earn the seal students must indicate mastery of two different languages. To do this requires passing an assessment in each language or building a portfolio. Students who believe they could earn the seal should contact our World Languages teacher.

### Bullying

It is absolutely not OK for students to pick on other students, participate in name calling, unwanted physical contact, glaring or mean looks, threatening gestures or words, spreading rumors, or making unkind remarks. No one is allowed to put down another student's gender, race, color, age, disabilities sexual orientation or religion. **This includes cyberbullying** (posting negative/critical information on social media, text messages, or any other electronic mode of communication).

If you feel threatened in any way, please tell an adult immediately - a teacher, Mrs. Oropeza., Mrs. Zupita or an administrator, who will investigate the matter. If you have seen such behavior occur on campus, please report that also.

It is also possible to report anonymously through Safe Oregon <http://www.safeoregon.com> 844 - 472 - 3367 SafeOregon gives kids, parents, schools and their communities a way to report safety threats or potential acts of violence, including bullying.

### Child Abuse

All school employees are "mandatory reporters". This means that Oregon law **requires** school employees to report any suspected child abuse to the Department of Human Resources. Therefore, if a child is accidentally injured at home, in such a way as to resemble possible child abuse, parents are encouraged to notify an administrator and explain the injury before the school reports that injury.

### Class Advisors

9<sup>th</sup> - Mrs. Lader

10<sup>th</sup> - Ms. Orschel

11<sup>th</sup> - Mrs. Morneo

12<sup>th</sup> - Mrs. Oropeza

### Classroom Behavior

Respect your teachers, respect your classmates, respect our facilities and equipment. Arrive on time, be prepared, work hard, ask questions, assist others - do your best at all times.

Class begins and ends when a bell rings. If the dismissal bell rings while your teacher is directing an activity then wait for your **teacher to dismiss you, not the bell.**

Bring required materials to class every day: three-ring notebook, textbooks, paper, pen/pencils - whatever materials your teachers require.

Abide by the behavior expectations of all teachers (See "Classroom Management").

Teachers will enforce all school & district policies in classrooms, hallways and all other areas of campus.

Online you are expected to log in on time, log in as yourself, and stay focused upon the lesson.

### Classroom Management

This refers to the rules, guidelines, consequences and strategies teachers use within their classrooms to ensure a safe and productive learning environment. Teachers post their rules and discuss them each term with students.

When in-class remedies prove ineffective at stopping a particular behavior that interferes with education, then the next step would be to inform parents/guardians. After that a behavioral referral may be written.

### Class Ranking

For those interested in such things, your class rank can be found on your transcript.

### Closed Campus

Students are **not** allowed to leave the school campus any time during the school day unless they are released by a parent. A 'closed campus' also means that the parking lot is off limits during school time unless permission is granted by front office staff. An emergency contact may not release a student during school hours, except in the case of an emergency.

### Clubs / Extra-Curricular Activities

We expect the following clubs to be offered for 23-24

FFA Ms. Metzger

NHS Mrs. Hamlin

Aguilas de Oro Ms. Ruiz  
The Inkling Mrs. LaFollette

In addition, there may be a Chess club, Drama Club, Music Clubs, GSA Club, among others.  
If you are interested in starting a club, please contact a teacher or a GHS administrator.  
Each fall we schedule an Activities Day where you may speak with all club advisors.  
Ask your Advisory teacher for more information.

## College & Career Information

For all information about scholarships, college opportunities and trade school trainings please contact: Mrs. Oropeza, counselor, or Mrs. Ferreira, College and Career Advisor, or visit them in the offices in the library.

## Computer Use & Conduct

Students will be required to sign a Technology Agreement with the district.

Computers, i-pads and other electronics are great tools - use them well and wisely. Use of all computers on a school campus is a privilege, which can be lost.

Please stay on school approved websites and only be on your electronics with teacher permission. Passing times and lunch are considered 'open use' times. However, no electronics may ever be out while you are in a restroom or in a locker room.

On all social media platforms keep your postings positive

Accessing inappropriate content through the Internet, or being at a site without permission of a GSD staff is wrong, as is unlawfully hacking into or damaging district technology equipment or computer programs, or breaking copyright laws while using district computers and programs. Students must follow GHS policies regarding use of personal communication devices and accessing social media. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or is in opposition to guidelines set forth by a GSD staff member..

## Complaints

The GSD School Board recognizes the necessity for each school to develop and maintain an orderly procedure for resolving student complaints. The principal shall involve staff and students in establishing procedures which fairly and quickly resolve student complaints. Procedures established should allow for:

1. Informal conferences between the parties concerned;
2. Written appeal to the principal, requesting a hearing when step one (1) does not resolve the problem;
3. Written appeal to the superintendent, requesting a hearing when step two (2) does not resolve the problem;
4. Written appeal to the Board, requesting a hearing when step three (3) does not solve the problem.

It is the purpose of appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of appeals and hearings to provide a forum through which non-related issues are conveyed. It is recommended that as many student problems as possible be handled through informal conferences. Policy JFH.

## Conferences

Parent conferences are held twice per year - once in the fall and again in the early spring. Students are expected to lead their own conferences. Parents are welcome to call and make an appointment on those days... or anytime they feel a conference is necessary. Students and parents may e-mail teachers as well through the GSD webpage ([www.gervais.k12.or.us](http://www.gervais.k12.or.us)).

## Counseling

Our counselors - Mrs. Oropeza and Mrs. Zurita, are available to students and families for assistance in the areas of scheduling classes, academic issues, career education, and to help provide up to date information on scholarships

and federal financial programs to assist students with their post high school education. She may be able to assist families in contacting community agencies.

Parents and students are always welcome to contact Mrs. Oropeza with questions or concerns by phone or email. Confidentiality will be maintained at all times, unless the health and safety of someone are at risk. Please submit a statement in writing to the front office if you would like to opt your child out of school counseling services.

Furthermore, Mrs. Zurita is also available for students in need of specialized social and emotional support.

### Credits

Credits are the units by which academic progress is measured. Students earn 0.5 credits by passing each one semester class. Students have the potential to earn 6.5 credits per year. Students need to earn 24.0 credits, in the correct areas, to graduate from Gervais High School.

### Credit Recovery Program

All classes completed prior to August 31, 2023 will be considered final. Any failed courses will need to be taken over again, primarily through the P.A.W.S. program in Credit Recovery.

### CTE Courses

While all courses at GHS prepare students for their futures, a few courses are specially designed to prepare students for occupational fields. These are referred to as "Career and Technical Education" (CTE) courses. GHS currently offers courses in the following areas:

#### CTE Strand Area

Agricultural Science and Technology

Industrial and Engineering Systems Technology

Visual Design and Communication

#### Possible Occupations

Farming, Welding, Ranching, Animal care, Vet. Sciences

Construction, Drafting, Robotics

Artist, Graphic designer, Videogame design

The sooner a student gets started in these strand areas the sooner he/she can qualify for work experience opportunities. See page 7 for a sequence of classes for each CTE strand.

The YouScience Program, which all students take, is designed to help students navigate what career paths are conducive to their strengths.

### Crisis Information / Hotlines

If you are facing struggles you fear you cannot handle alone, please contact one of your teachers, Mrs. Oropeza, Mrs. Zurita, Mr. Aman or Mr. Brack. This could be a food shortage, lack of shelter, possible abuse, neglect or a need for emotional support. If none of these people are available, look online at:

<http://www.gervais.k12.or.us/counseling-and-social-emotional-support/>

### Custody Questions

The school does not wish to pry into the private issues of the family; however, if there are concerns about guardianship, please contact an administrator and discuss the situation. In certain cases the school may ask for proof of guardianship or custody. Note: The non-custodial parent has the legal right of access to their child, unless there is a court order preventing this on file in the school office.

### Cyberbullying

Bullying, harassing or posting something private or offensive toward another human being online is against school guidelines and anyone caught doing so is subject to consequences - whether this occurs during class time or not

While school exists online, please maintain proper behavior online at all times. Log in only as yourself, keep your verbal and written comments (chat) positive, and focused upon the topic.

On all social media platforms keep your postings positive - at all times.

If you see or hear of evidence of cyberbullying please let Mr. Aman or Mr. Gabor know or report to

<http://www.safeoregon.com> or 844 - 472 - 3367

SafeOregon gives kids, parents, schools and their communities a way to report safety threats or potential acts of violence, including bullying.

## Detention

Detention may occur before school, during lunch, or after school. For after school detention, each student and his/her family are responsible for transportation home, if there is no bus available. For this school year after school detention will be held on Tuesdays and Thursdays from 3:10 - 4:10 pm. Students not appearing at detention are then assigned to another detention - doubling their detentions. Students not appearing for detention at all then have further consequences issued by administration.

## Discipline

Behavioral guidelines at Gervais High School are designed to create an environment that is safe for all and conducive to learning. We expect all students to respect themselves, each other, all staff members and our facilities/equipment. Contact your teachers for details regarding classroom guidelines. In addition to this handbook, study GSD School Board policy JG-AR for the range of consequences for school infractions, as well as the "Guidelines for Student Conduct" published separately, and available online.

## Distribution of Materials on Campus

Audio and written materials may not be distributed or sold on district property without the approval of the administration. Posters and informational fliers may not be posted with approval of administrators as well.

## Dress Code

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

### A. Basic Principle

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

### B. Students must wear\*, while following the basic principle of Section A above:

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

\*Courses that include attire as part of the curriculum  
(for example, professionalism, public speaking, and job readiness)  
may include assignment-specific dress.

Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

### C. Students May Wear\*\*, as long as these items do not violate Section A above:



- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
  - Religious head coverings and religious headwear.
- Hoodie sweatshirts are allowed; however, hoods may not cover the head or ears.
  - Fitted pants (including opaque leggings, yoga pants and "skinny jeans").
- Ripped jeans (as long as pockets, underwear, and buttocks are not exposed).
  - Tank tops (including spaghetti straps; halter tops)
- Athletic attire. (Sports bras may not be worn as an outer covering)

**\*\*Visible waistbands on undergarments or visible straps on undergarments worn under other clothing may show as long as this is done in a way that does not violate Section A above.**

#### D. Students Cannot Wear\*\*\*:

- Violent language or images.
- Gang-affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography, or language about sexual intercourse
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
  - Swimsuits (except as required in class or athletic practice).
  - Pajamas.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

**\*\*\*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 regular school days and summer school days, as well as any school-related events including field trips.**

### Driving to School

Students are required to properly park their vehicle in the north parking lot, in the designated parking spaces in front of the school. Squealing tires, excessive speed, and reckless/careless driving are all prohibited on and around the school grounds. Students parking or driving improperly, may be ticketed by the school, have their parking privileges revoked or have their car towed.

### Drug/Alcohol/Tobacco Prevention Programs

In all instances involving drugs or alcohol at school, law enforcement is notified.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use on campus and to maintain a drug free educational environment. An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students within

Advisory class sessions.

Parents are encouraged to contact the building principal or counselor for information on district and community resources available to assist students in need.

A drug-sniffing dog from the Marion county Sheriff's Department will be welcomed on campus randomly, and without notification, throughout the school year.

Students and parents are informed that unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine, or both.



## Due Process

All students have the right to 'due process'. This means that if you disagree with a decision affecting you that you have the right to appeal that decision to a 'higher authority'. At school the usual sequence is: teacher, school administrator, superintendent, GSD School Board, judge.

In general, if you have a disagreement with someone, your first step is to discuss it with them.

## Early Graduation

It is possible to graduate in less than four years, though it does require a significant amount of pre-planning. The strength of receiving an education at GHS is being in classrooms with a teacher and classmates with whom you can interact. As such we require that students take classes in person - first.

For those considering early graduation there is an application to complete. Approval is required from a parent/guardian, a GHS administrator and the GSD superintendent if the request is prior to a student's final semester of high school. See Mrs. Oropeza for an application.

## Early Release/Late Start

Students in the 11<sup>th</sup> and 12<sup>th</sup> grade may apply for late arrival (no 1<sup>st</sup> period class) or early release (no 7<sup>th</sup> period class) through the counselor - if they have their own transportation, and if they are fully on-track to graduate. The number of late arrival or early release periods is not to exceed one per semester, without parent and administrator permission. Students gaining this approval may not be in the school building or on school property during unscheduled time. Approval will be revoked upon violation. (See the Late Arrival/Early Release approval form, available at the counseling office, for more information).

## Electronic Equipment

Student possession and use of personal communication devices on district property, in district facilities during the school day and while the student is in attendance at school-sponsored activities is subject to the limitations set forth in GSD Policy JFCEB... "Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take "photographs" or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee."

In general the use of electronic devices is not allowed in classrooms without the express permission of the teacher. Students are allowed to carry cell phones, but may not be in use in any area, including the hallways, during the time that class is in session - this includes bathroom breaks. No electronics may be out while a student is in a restroom or a locker room. Any staff may confiscate an electronic device that is improperly in use at any time, anywhere on campus. Students are subject to disciplinary action up to and including expulsion for using an electronic device in any matter that is academically dishonest, illegal or violates the terms of this policy. GSD assumes no responsibility for lost or stolen electronic devices.

If an electronic device is confiscated typical consequences are:

1<sup>st</sup> time - **Student** picks up item from the office.

2<sup>nd</sup> time - **Parent** picks up item from the office.

3<sup>rd</sup> time - **Parent** picks up item from the office and the item is left at home or is checked in to the office every school day (8 am - 3 pm) thereafter for the remainder of the semester/school year. Students are also given a detention.

On all social media platforms keep your postings positive.

Accessing inappropriate content through the Internet, or being at a site without permission of a GSD staff is wrong, as is unlawfully hacking into or damaging district technology equipment or computer programs, or breaking copyright laws while using district computers and programs. If a student is found on a website that is inappropriate then all computer privileges may be lost for the duration of the school year.

Students must follow GHS policies regarding use of personal communication devices and accessing social media. Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or is in opposition to guidelines set forth by a GSD staff member.

### Eligibility

For students to maintain athletic eligibility and compete on a school team there are specific academic, attendance, and behavioral standards, which must be maintained, as there are for extracurricular clubs, dances and other school events. For specific guidelines contact the coach or advisor of the activity.

### Emergency Information

In case of school closure due to bad weather or facility problems, parents may call the district's automated phone system (503) 792-3803 for updates regarding school hours, or may look on the district website [www.gervais.k12.or.us](http://www.gervais.k12.or.us). Follow the voice menu to access emergency closure information. School hours may also be announced on the radio or television by 6:00 am on the following channels and stations:

#### Radio

KOPB - 91.5 FM	KISN-910 AM
KWBC - 94 AM	KSHO-920 AM
KUPL-98.5 FM	KRKT-990 AM/99.9
KWJJ-99.5 FM	KWJJ-1080 AM
Z-100-100 FM	KEX-1190 AM
KINK-102 FM	KCCS-1220 AM
KKCW-103.3 FM	KLOO-1340 AM
KKRH-105.1 FM	KSLM-1390AM
KLOO-106.1	KYKN-1430 AM
KKBK-106.7 FM	KCKX-1460 AM
KXL-750 AM	

#### Television

KATU 2	KPTV 12	KOIN 6
KGW 8	KEZI-TV 56	

Emergency care procedures are reviewed and updated annually by school staff. Qualified first aid personnel are available in each building and one on each school bus.

Emergency medical information is obtained from each family at the beginning of each school year. This information is readily accessible in case of an emergency and is released to emergency medical personnel as needed. This information identifies name, address, phone number, parent's name, location of employment, additional emergency numbers, and pertinent medical information. It is important that this information is kept current. Please notify the office of any changes.

The school has a central location for providing first aid and emergency care for students. Classrooms have basic first aid kits. Additional first aid kits are located in areas such as kitchen, gym, and shops. School buses are all equipped with first aid kits as well.

### Emergency Drills

By Oregon law all students are expected to practice for the following situations:

- Fire (monthly)
- Earthquake (monthly)
- Bus Evacuation (twice/yr.)
- Intruder\* (twice/yr.)

- \*Lock-Out; all exterior doors are locked. No one is allowed to enter or leave the building. Students may move freely within the building.
- \*Lock-Down; no one is allowed to enter or leave the building and students are locked into whatever classroom/space they were in when the drill started.

### Expanded Options

A GSD fully paid for program in which Seniors complete a class at Chemeketa C.C., while also attending GHS part-time. See the GHS counselor or an administrator for more information.

### Expulsion

In rare cases students may be expelled from Gervais High School for severe or repeated violations of behavioral guidelines/policies. No student may be expelled without a hearing, unless the family waives their right to a hearing.

An expulsion shall not extend beyond one calendar year. The district will provide appropriate notification of expulsion procedures, student rights and alternative education provisions as required by law.

### Extracurricular Activities

Please join a sport or club, get involved in class activities, find a way to 'find your niche'. Contact your Advisory teacher for offerings or ask your friends!

### Field Trips

Field trips are scheduled for educational, cultural and other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means that students are subject to all student behavioral guidelines.

Students taking part in class field trips **are required to make up work for any missed classes**. Assignments should be secured before leaving and will be due at times designated by the teachers. Students who are not making satisfactory academic progress may not be allowed to participate in field trips.

### Food

There is a district-sponsored food program which provides free breakfast and free lunch to all GSD students. And some days after schools snacks as well!

All food coming into the classroom from home and for distribution to other students, must be store bought or prepared in a state licensed kitchen. No deliveries of outside food (fast food lunches, etc.) will be allowed, unless approved by school administration.

### Foreign Exchange Students

GHS is blessed to occasionally have a foreign-exchange student stay with a local family and attend GHS. Help every student to feel welcome so that no one eats alone here. Make a friend. Learn a new language.

### Fragrance-Free Zone

The Gervais School District's goal is to be sensitive to employees and students with perfume and chemical sensitivities. Individuals who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. To accommodate adults and students who are medically sensitive to the chemicals in scented products, the Gervais School District requests that you refrain from wearing scented products, including but not limited to colognes, perfumes, scented after-shave lotions, scented deodorants, scented body/face lotions, scented

hair sprays or similar products. The Gervais School District also asks you to refrain from the use of scented candles, perfume samples from magazines, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, cleaning compounds or similar products.

Our employees and students with medical chemical sensitivities thank you for your cooperation.

### Freedom of Expression

Students are entitled to express their personal opinions in a lawful and orderly manner that does not risk anyone's safety nor disrupt anyone's education. The use of profane/obscene language, gang related symbolism, or threats of harm to persons or property are prohibited. Willful disobedience or defiance of a school authority is not freedom of expression.

### Fundraising

Student organizations, clubs, classes, athletic teams, or parent groups may be permitted to conduct fundraising activities. All fundraising ideas must be submitted to administration for approval – prior to fundraising. District application/approval and cash handling procedures must be followed. Any school-sponsored on-campus fundraisers involving food or drink sales must meet district, state, and federal nutrition guidelines.

### Gang Activity

The presence of gangs and the violent/graffiti activities that often accompany gang involvement can cause a substantial disruption of school activities and a student's ability to meet curriculum and attendance requirements. No student on district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. Consequences may include detention, suspension, and/or expulsion.

Let's keep GHS safe and welcoming for all.

### Grading Practices

Report cards are issued every 18 weeks, with progress reports being issued approx. every 9 weeks. Students and parents may discover grade information from a teacher, or from our online Parent Portal site, at any time.

(See the "Parent Portal" section in this handbook)

Classes will be graded with: 70% of a grade based upon tests/final projects AND 30% of a grade based upon homework and practice. More and more teachers are basing course grades upon what is known as "proficiency-based" grading. In these classes a student's grade will be 100% based upon tests/final projects as compared to a list of nationally accepted standards for that course.

School-wide GHS uses an A, B, C, D, or F grading scale. In general:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 0 - 59%

In order to receive credit a student must earn at least a "D" (60%).

Special Note: Receiving an "F" grade in a core class at the high school level means that no credit has been earned **and that class must be repeated**, usually in an online format.

An "INC" on a report card indicates that your work for that term is incomplete and must be completed within two weeks\* or the grade will be changed to an "F". It is your responsibility to see that the necessary arrangements are made with the teacher to complete the work.

\*If you had an "INC" from spring of 2020 that course has now been deleted from your transcript, as per state guidance. No credit was earned from those classes, and you may be put into online courses to make up those missing

credits.

All failed classes prior to August 31, of that school year are considered final and will need to be retaken.

## Graduation

Graduating from high school is an opportunity for all, but one that must be earned. Participating in the graduation ceremony is a privilege. Study the "Cougar Curriculum Guide" and your transcript for more information. Speak to your Advisory teacher or Ms. Oropeza if you have specific questions not answered by those materials.

## Graduation Ceremony Participation

Seniors at GHS must complete the following graduation requirements by the necessary deadline each year in order to participate in the commencement ceremony - all Essential Skills, all community service hours, all online or credit recovery courses. All of 2<sup>nd</sup> semester's face-to-face classes must be completed at least three days prior to the commencement ceremony in order to participate.

Seniors earning college credits must be enrolled in an approved institution that grants college credit. Verification of completion of any credits from any institution, including online courses, must be confirmed by the counselor at least three (3) days prior to graduation.

Students graduating early may participate in commencement as long as they have notified the GHS counselor of their intent to participate when they complete their last course.

**Note:** early graduation must be applied for, and approved, by administration.

## Hall Passes

Staff members may refuse any student request. Hall passes will not be issued during the first ten minutes or the last ten minutes of each period. A classroom pass must be carried in the hallway.

## Harassment

It is the goal of all staff and students that our school campus be free from all harassment and intimidation. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted or demeaning comments/behavior related to racial, religious, national origin, marital status, gender, age, disability, or sexual orientation. Sexual harassment includes, but is not limited to, unwelcome sexual advances, sexual remarks, and physical contact. Other types of harassment include jokes, stories, pictures or objects that are offensive, alarm, annoy, or demean. This includes cyberbullying - bullying, harassing or posting something private or offensive toward another human being online is against school guidelines. Anyone caught doing so is subject to consequences - whether this occurs during class time or not.

If you feel that you have been harassed, bullied, or threatened, please contact your teacher, our school counselor, or the principal who will investigate the matter. If you have seen such behavior occur on campus, please report that also.

## Hazing

Any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team. Don't do it. Report anyone who tries.

## Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class and to aid in the mastery of skills. Homework amounts will vary by class. Students are expected to keep track of their homework and due dates. Students and parents are encouraged check the PowerSchool Portal on a regular



basis in order to track the grades, assignments and attendance.

### Honor Code/Plagiarism

Each student is expected to do his/her own work. Copying, sharing answers, or in any way presenting someone else's work as one's own (including taking information directly from an internet source) are examples of plagiarism.

Anyone caught plagiarizing should expect to meet with the teacher and an administrator. If possible the assignment/assessment/project will be redone. A 2<sup>nd</sup> offense will result in a parent conference. Further repercussions of a failing grade may happen as well.

All citations for research papers should follow MLA guidelines. These will be taught and reinforced in your classes.

### Immunizations

A student must be fully immunized against certain diseases or must present a statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be a personal record from a licensed physician or public health clinic. Immunization law requires that every student must have received a dose of each required vaccine to be allowed to start school. Any student not in compliance with Oregon rules and statutes regarding immunizations may be excluded from school (in February). Parents will be notified of their child's exclusion. For further information contact Celia Marquez at 503.792.3803, ext. 5072.

### Incomplete Grades

An incomplete grade (INC) must be made up within two weeks after the end of each semester or the 'INC' grade will automatically default to an "F".

### Infection Control and Training

Although the risk of contracting a serious disease such as HIV, AIDS and HBV is extremely small, the district requires that staff and students approach infection control using standard precautions. Staff is provided with annual training. Age appropriate plans of instruction about health related topics and infectious disease are presented annually to all students. Parents may view these curricular materials at any time and may choose to exclude their child from this instruction. Contact the building principal for further information.

### Insurance

Students are not covered by medical insurance through the school district. If parents want medical insurance for their child they must purchase it themselves.

Students wishing to play sports must show proof of medical insurance before being allowed to practice or play.

Students participating on overnight field trips must show proof of medical insurance.

Student medical insurance may be purchased fairly inexpensively through each school's front office, should parents desire to do so.

### Inter-District Transfer Students

Students residing outside the Gervais School District must file an inter-district transfer request with their resident district first and then seek approval from the Gervais School District superintendent. If the transfer request is granted students must maintain at least a 2.0 GPA and abide by the attendance and discipline policies of GHS. Failure to comply may result in a revocation of the transfer.

### Leaving School Early

GHS is a closed campus school. A student may not be released during school hours to any person without the approval of his/her parent, or as otherwise specified by law. All leave must be communicated with the front office.

Emergency contacts may only release students during the school day for emergencies.



## Library Books

All students are encouraged to check out books from the school library, to enjoy reading them and to take good care of them! Students are responsible for returning any books they check out and paying for any damage. This includes textbooks. If a lost library book is paid for and the book is later found, no money will be refunded. The book will be given to the student who paid for it.

## Lockers

The school provides lockers for students so that they have a convenient, and reasonably secure place, to put school materials and personal belongings. Lockers are the property of the school district and may be inspected at any time. All students are assigned lockers and are expected to use only their assigned locker. Each locker is to be kept neat and clean. Students will be responsible for the cost of repairs to a damaged locker. Students should not share locker combinations. Locks will be provided for those lockers which need them. A \$5 replacement fee will be charged to all students losing their issued locks. Expensive personal items should not be left in a school locker. The school is **not** responsible for items missing from lockers. The school has authority to search lockers at any time.

## Lost and Found

We collect a LARGE number of jackets, sweatshirts and other items of student clothing every year. If you have lost clothing check on the clothing rack outside the gym. If you have lost other personal items (glasses, jewelry, etc.) please ask in the front office. Eventually, we donate items to a local charity.

## Medicine at School

It is mandatory that any student needing medication (prescription drug or over the counter variety) during the school day, be provided the medication only through the school office. Parents must deliver medication personally, in an original container, to the school office along with medication instructions. The office staff will assist students who are on a medication schedule. (Please remember to claim unused medications at the end of the school year, otherwise they will be properly disposed of).

## Parent Involvement

- Education succeeds best when there is a strong partnership between home and school. We ask parents to:
- put a high priority on your children's education and commit to having them at school except in the case of illness or emergency.
  - Keep informed about district activities and issues. Events are posted on our webpage, and all athletic events can be found at [osaa.org](http://osaa.org). School board meetings are the 3<sup>rd</sup> Thursday of each month at 6:00 pm in the district office conference room.
  - Parents are encouraged to visit classes either to observe or volunteer. Please make arrangements with your child's teacher first and check in at the office before each visit
  - Participate in parent organizations. For high school, this is the Gervais Pride Association (GPA), Senior Parents or the GHS SITE Council. (See page 6 for details)

## Parent Portal

All parents and students can be given a login/secure password to gain access to our student accounting system (PowerSchool) in order to check student grades, assignments and attendance. For more information contact the school office or Celia Marquez at [celia\\_marquez@gervais.k12.or.us](mailto:celia_marquez@gervais.k12.or.us).

## Payments

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.

### Physical Examinations

In order to participate on a school sponsored sports team each student must have a physical examination performed by a licensed physician just prior to their freshman year and junior year, if they are new to sports, and possibly after a significant illness or surgery. Students may not practice with a team without a current, signed physical form on file. Getting a physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Records of the exam will be kept on file by the student's school.

### Police Involvement at School

We maintain a great relationship with our local law enforcement officers and welcome them to school often. Should a police officer ask to/need to question your child, we will do our best to notify you, except in the case of a Department of Human Services (DHS) visit. An administrator will sit in on the questioning.

### Public Displays of Affection (PDA)

Gervais HS recognizes that genuine feelings of affection will develop between students. We also recognize that different people and different cultures have their own standards for when a Public Display of Affection (PDA) crosses the line into inappropriate or unacceptable. An occasional hug between students is not the issue. PDA is repeated physical contact between two students, who are typically in a relationship. This physical contact includes, but is not limited to, intimate touching, fondling, cuddling, hugging, and kissing. Those in a relationship should understand that public displays of affection can make others uncomfortable. We expect that all students will refrain from PDA, while on campus, or attending a school sponsored activity. After an initial request to stop engaging in PDA, students repeatedly engaging in PDA should expect to be referred to the school counselor. Should the PDA continue after that initial conversation, Administration may step in and further consequences may take place.

### Publications

All aspects of school-sponsored publications, including web pages, newspapers and yearbooks are completely under the supervision of the teaching staff and administrators. Students will be required to submit all publications for approval.

### Purchases/Reimbursements

Students and parents will not be reimbursed for any purchases they make for school or club activities, even with the permission of a club or class advisor.

### School Resource Officer

The Gervais School District has partnered with the Gervais Police Department and has employed a School Resource Officer to assist the district. The officer will assist students, help counter any illegal activity on campus, and serve as the district's DARE Coordinator as well.

### Searches

District officials may search a student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such

searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of law, Board policy, administrative regulation or school rule has occurred. Searches will not be excessively intrusive in light of the age, gender, maturity of the student and the nature of the infraction. Items found which are evidence of a violation will be confiscated and turned over to law enforcement officials or to the rightful owner.

### Selling/Advertising at School

Students may not sell any items, raffle tickets, or services during school hours or at school activities, except those which are sponsored by the school or district. An administrator or club advisor must approve all advertisements which are posted, announced or distributed to students. The name of the advisor/coach should appear on all postings.

### Special Education Services

Students qualifying for special education services are placed on an Individual Educational Plan (IEP). Plans include specific, appropriate modifications, and/or accommodations that are implemented to assist students in achieving educational growth. Some students with an IEP may have an elective class in our Academic Assistance room, in order to receive more individual assistance and support for academic success.

Anyone believing they need Special Education services to be successful in their classes should contact Mr. Funderburg, Room 17.

### Staying After School

All students shall leave the school building at **3:00 pm** unless they are under the direct supervision of a teacher, coach, or activity leader for study, an activity or athletics. Students who stay after school are expected to be supervised. After school the building will be locked and students are expected to leave campus.

### Student Activities

Gervais High School offers a variety of extra-curricular activities that enhance the learning process and help students feel a part of the school. All students are encouraged to participate in as many school groups as they wish. Participants in clubs, activities and athletics must adhere to district and school policies, including the "Athletic and Activities Handbook".

### Student Council/ASB

GHS has an active Student Council, which coordinates student activities, including dances and student celebrations, throughout the school year. Elections are held in the late spring for the next school year's positions. Officers must maintain a GPA of at least 2.5 and have a letter of recommendation from a teacher.

For more information contact Becki Lader at [becki\\_lader@gervais.k12.or.us](mailto:becki_lader@gervais.k12.or.us) or Vice Principal Douglas Loiler at [douglas\\_loiler@gervais.k12.or.us](mailto:douglas_loiler@gervais.k12.or.us)

### Student Recognition Programs

We want to "catch students doing great things." Gervais High School recognizes students in several ways including academic achievement, as well as exemplary character, citizenship, and attendance. Students will be acknowledged through Good News postcards, prize drawings and celebration events. In addition, Advisory teachers will choose students from each Advisory class each month and they will be recognized for outstanding achievement.

### Student Records

All student records at GHS will be handled with confidentiality and in accordance with GSD and Oregon policy. Student photographs and what is known as directory information (student name, parent's names, address, telephone

number, date of birth, date of attendance and the most recent previous school attended) will be released to anyone upon request unless a parent request not to release this information is made within 15 days of the receipt of this handbook. Should your son/daughter enroll in another school district, a copy of your child's records will be sent to the receiving school upon request from the receiving school. You have the right to see your child's records.

### Student Rights

Students are responsible for conducting themselves properly. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Among the student rights and responsibilities are civil rights, including the right to:

- equal educational opportunity
- freedom from discrimination, the right to not be discriminated against
  - the right to attend free public schools;
- the right to due process of law with respect to suspension, expulsion and decisions which the student believes injures his/her rights;
- the right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
  - the right to assemble informally, the responsibility not to disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
  - the right to privacy, which includes privacy in respect to the student's educational records;
    - the right to know the behavior standards expected;
- the responsibility to know the consequences of misbehavior.

### Supplies

Materials that are part of the educational program are provided without charge to students. A student is expected to provide his/her own supply of binders, pencils, pens, paper, erasers, notebooks and all other supplies required by individual teachers. Students may be required to pay certain other fees or deposits including:

- Athletic fees
- Voluntary purchases of pictures and publications
  - Student accident insurance
- Fees for damaged library books, textbooks, or other school property
  - Lost locks or locker deposits
- Field trips considered optional to the district's regular school program
  - Admission fees for extra-curricular activities

### Suspension

A student may be suspended for up to 10 days at a time for willful violation of student behavioral guidelines/policies. An opportunity for the student to present his/her view of the alleged misconduct will be offered. Every reasonable effort will be made to notify the parents/guardians of the suspension. Parents should contact the school office and request a collection of schoolwork. Suspended students are not allowed on school grounds, nor are they allowed to participate in any school activities until the morning after the suspension ends.

### Talented and Gifted Programs

The district serves talented and gifted (TAG) students in grades K-12. Once a student is identified as "TAG", an individual educational program is crafted to try and enhance the educational opportunities available to that student.

### Tardiness

A student is tardy to class if he/she arrives after the tardy bell. After three tardies, during the same term, a

teacher will have a private conference with a student. 3 tardies in class equates to detention.. 5 detentions within a single quarter can result in a week of lunch detentions.

Detentions can impact extracurricular activities participation. If further detentions happen, Administration may give further consequences.

### Teacher Assistants

On-track juniors and seniors may request to serve as a teacher assistant (TA) for one period per semester. A **"TA Request"** form is available in Mrs. Oropeza's office. Students must obtain approval from the teacher first, and then the counselor. TA candidates must be on track to graduate, have excellent attendance and no history of behavioral referrals.

### Telephone Use

The telephones in the office and classrooms are business phones and are to be used by students for emergency calls only. Students must have permission to make a call during the school day. We do our best to notify students when parents call in with a message.

### Textbooks

Each student is responsible for the care of all books issued to him or her. Textbooks are public properties intended to be used for many years by a series of students. Books should not be marked or defaced. A fine will be charged for lost or damaged books. **Note:** Most textbooks now cost \$90 or more to replace.

### Tobacco Free Zone

All Gervais School District buildings and campuses are smoke free - this includes all forms of tobacco or vaping.

### Transcript

A transcript is your official, permanent record of achievement in high school. It is a document which includes attendance, grade point average, class rank, and grades for all courses taken in high school. All colleges and most scholarship programs require a transcript, some employers also request a transcript. Students may obtain a transcript by requesting one from the Registrar located in the front office.

### Transportation

The purpose of district-sponsored bus transportation is to provide safe and economical transportation for those students living beyond walking distances in our district established by the school board. To ensure that this service operates effectively, the school district enlists the cooperation of parents, students, bus officials and school administrators to help prevent and to quickly correct any problems that may arise.

Students being transported on a school bus are under the supervision, direction and control of school bus drivers (OAR 581-53-010). When a school district employee or parent is serving as a chaperone, that person shall support the bus driver. Riding a bus is a privilege and this privilege will be removed should a student choose to act improperly while riding. Any student behavior which reduces the safety of a bus ride will result in a bus riding suspension. Students who have been suspended from bus riding must still attend school. Parents are required by law to continue to get students to school.

Students must go home on their regular bus unless the school office is provided with a dated note signed by the parents/guardians of both the student that is going on a different bus, and the student that they are going home with - indicating whose home the child is to go to and that both parents give permission. A phone number should be clearly visible so that verification of the note can occur. This arrangement must be approved by administration and

then a school initiated pass must be presented by the students to the bus driver. Requests may be denied. For students attending a scheduled academic recovery session there is a district-scheduled bus that will take all bus riders home. Students staying after school for their own activities, like sports, must make arrangements for transportation on their own.

### Transfer Students

Previous credits earned by transfer students are accepted from institutions recognized by the state of Oregon as approved high school programs. Once enrolled at Gervais High School students are expected to meet the graduation requirements of Gervais High School.

### Valedictorian and Salutatorian Criteria

Please see Course Catalog for information.

### Vandalism

School buildings belong to all of us. Let's take care of them! Any student found writing on, marking or otherwise defacing school walls, desks or other school property will face severe consequences and be expected to fulfill community service time and pay restitution to cover the costs of any needed repair or replacement of property.