

Evergreen Elementary School



"Where every child is known, safe, inspired, challenged and empowered"

Parent/Student Handbook 2026-2027

Evergreen Elementary School

Parent/Student Handbook

Cotati Rohnert Park Unified School District
1125 Emily Avenue, Rohnert Park, 94928

Evergreen Website: <https://evs.crpUSD.org/>

Main Office (English): (707) 588-5715
Attendance: (707) 588-5716
School Fax: (707) 588-5720

Office Hours: 8:00 a.m. to 3:30 p.m. Monday, Tuesday, Thursday, Friday
8:00 a.m. to 3:00 p.m. Wednesday

School Administration Contact Information

Title	Name	Email Address
District Superintendent	Maite Iturri	maite_iturri@crpusd.org
Principal	Scott McKeon	scott_mckeon@crpusd.org
Assistant Principal	Kim Lloyd	kim_lloyd@crpusd.org
Office Manager	Rebecca Aliotti	rebecca_aliotti@crpusd.org
Office Assistant	Linda Pease	linda_pease@crpusd.org
PTA President	Kalen Geck	pta.evergreen@gmail.com

Evergreen Mission

At Evergreen, we strive to ensure high levels of learning for all students, to create a safe, secure, and engaging learning environment, and to establish and maintain collaborative partnerships between teachers, students, and community members.

Important Dates for 2026-2027

Date	Event
August 12	First Day of School
August 13-14	TK & K minimum days
August 17-21	TK ONLY minimum days
August 26	Back to School Night
September 7	Labor Day Holiday - No School
October 2	Walk-a-Thon
October 8	Picture Day
October 12	Indigenous Peoples' Day - No School
October 30	Halloween Parade
November 2-6	Conference Week - Dismissal at 12:35
November 6	End of First Trimester
November 11	Veteran's Day Holiday - No School
November 23-27	Fall Break - No School
December 1	Report Cards Sent Home
December 2	Make-up Picture day
Dec. 21 - Jan. 4	Winter Break - No School
January 18	Martin Luther King Jr. Holiday - No School
January 20-22	5th Grade Outdoor Education
February 8	Lincoln's Birthday - No School
February 15	President's Day - No School
February 26	End of Second Trimester
March 15	Report Cards Sent Home

Date	Event
March 22-26	Spring Break - No School
March 29	Farmworker's Day - No School
April 16	Emergency Day #1
April 19	Emergency Day #2
May 19	Open House
May 26	Bobcat Boogie/Volunteer Breakfast
May 31	Memorial Day Holiday - No School
June 2	Field Day
June 3	5th Grade Promotion
June 3	Last Day of School - Dismissal at 12:35/Report Cards Sent Home

EVERGREEN ELEMENTARY SCHOOL

Schedule for 2026 -2027

August 12, 2026 - June 3, 2027

Grade Level	Day(s)	School Hours	Recess	Lunch
TK/Kindergarten	M, T, Th, F	8:20 – 2:00	9:45 – 10:30	11:45 – 12:30
	Wednesday	8:20 – 12:35		11:25 – 12:10
Grade 1 & 2	M, T, Th, F	8:20 – 3:00	9:55 – 10:15	12:30 – 1:15
	Wednesday	8:20 – 12:35		11:45 – 12:30
Grade 3	M, T, Th, F	8:20 – 3:00	10:30 – 10:50	12:30 – 1:15
	Wednesday	8:20 – 12:35		11:45 – 12:30
Grade 4	M, T, Th, F	8:20 – 3:00	10:30 – 10:50	12:30 – 1:15
	Wednesday	8:20 – 12:35		11:45 – 12:30
Grade 5	M, T, Th, F	8:20 – 3:00	10:30 – 10:50	12:55 – 1:40
	Wednesday	8:20 – 12:35		11:45 – 12:30

Minimum Day Dismissal Time: 12:35 PM
TK Minimum Days - August 12, 2026 - August 21, 2026
K Minimum Days - August 12, 2026 - August 14, 2026
Conference Week Minimum Days - November 2-6, 2026
TK-5th Minimum Day - June 3, 2027

WELCOME!

Evergreen is a welcoming, neighborhood school where students, families, and staff members feel like family. Evergreen teachers are highly respected as outstanding educators who believe in the unique talents and abilities of all of our students. Our focus is learning and preparing our students for the 21st Century, both academically and emotionally. Staff members work in partnership with families to successfully meet the needs of all our students. Our teachers frequently review data to make informed decisions to differentiate our curriculum for each student's individual success.

Evergreen's active PTA is a key aspect of our school's success. Our PTA works tirelessly to raise funds through our annual Evergreen Walk-a-Thon. These funds are used to provide enrichment opportunities to our students, purchase additional materials for our classrooms, as well as our monthly community-building Family Fun Nights.

Restorative Practices are an important part of our school community. Every morning, our students and staff commit to our three Evergreen Expectations: Make Good Decisions, Show Respect, and Solve Problems. Students are recognized each week for following the Evergreen Expectations through Expectation Ticket Awards. Our students also participate in monthly assemblies where our students are recognized for good citizenship and academic success. We strive for students to feel safe and proud to be a Bobcat.

ACADEMIC PROGRAM

SCHOOL LIBRARY, COMPUTER LAB and DIGITAL LITERACY

The library and computer lab are for study, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials will result in loss of check-out privilege.
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the library or the lab.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.
- Students learn and work with twenty-first century digital literacy skills in order for them to be information literate. They work on applying responsible research practices, being respectful to others when using digital devices, and continuing to grow as lifelong learners.

FIELD TRIPS

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students are expected to demonstrate positive citizenship within the community when attending school sponsored trips. It is very important that students turn in all of their paperwork before the stated due date for such items. Late paperwork will not be accepted. Parents who drive on field trips need to supply the required driver forms. They should drive directly to and from the destination, with no stops along the way (such as gas stops.) Non-school age children are not allowed on field trips. If you are chaperoning on a field trip, the volunteer process must be completed. Please see page 14.

HOMEWORK

At Evergreen, we feel that the most important homework students can do is to practice their reading skills. Every teacher has this expectation for homework. In addition, there may be assignments in other subjects to support the work learned in class. Please refer to your classroom teacher's specific homework policy.

REPORT CARDS

The school year at Evergreen is divided into trimesters. Report cards are sent home with students during the school year. Individual teachers may choose to send home more frequent grade reports. Students with IEPs will receive their progress reports at this time as well.

CURRICULUM AND ASSESSMENT

CRPUSD has adopted the Benchmark English Language Arts curriculum in 2022. The adopted math curriculum is the Eureka math program. Starting in 2024, the adopted Science curriculum is McGraw-Hill. Students in grades 3 - 5 will take the CAASPP Smarter Balanced Assessment, and all students designated as English Learners will take the ELPAC at the end of the year, and new students will also take the test at the beginning of the year.

SOCIAL EMOTIONAL LEARNING

Evergreen focuses on work with the whole child which addresses self-regulation, social skills, and a growth mindset in learning. The team uses multiple resources to support this work and all work is centered around student needs and interests. The tools we use are *Zones of Regulation*, *Community Circles* and *Everyday Speech*. *Everyday Speech*, provides 40 weeks of pre-planned lessons organized into five themed units aligned with the CASEL competencies. Each lesson runs about 30 minutes and includes 3–5 components, such as videos, games, or interactive activities. These can be taught one component per day for repeated practice or all at once. The consistent structure and shared themes support common language across classrooms, helping students engage more deeply and apply social-emotional skills in a unified, school-wide context.

ATTENDANCE POLICIES

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Evergreen School follows state and CRPUSD District attendance policies. When your student is absent, you must call the attendance line (**588-5716**) and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

ABSENCES

ABSENCES FOR PERSONAL REASONS: We understand that family emergencies are inevitable. Please call or come in to talk with the principal as soon as possible to have these absences approved. The following are justifiable: family emergencies, court appearances, religious holidays or instruction.

EXCLUSION FROM SCHOOL: State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

EXCUSED ABSENCES: Excused absences include illness, medical/dental appointments, funeral of immediate family and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc.; these absences will be recorded as an unexcused absence.

INDEPENDENT STUDY CONTRACT: If a student is going to be absent for more than five days, parents should request an Independent Study Contract. The office staff handles such requests. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school. Independent Study Contracts will not be available at the end of the school year.

MEDICAL VISITS: If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

UNEXCUSED ABSENCES: Any absence not excused under EXCUSED ABSENCES, INDEPENDENT STUDY CONTRACT or MEDICAL VISITS must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

If your child's attendance becomes a concern a conference with the principal or assistant principal will be scheduled.

TARDIES

Supervision begins at 8:10am. All students on campus participate in the morning walk around the blacktop from 8:10am-8:17am. Students line up at 8:17am, teachers collect their classes from the blacktop, and enter the classroom at 8:20am. The school day begins at 8:20am and any student arriving after that time is considered tardy.

Please send your child directly to class if they arrive between 8:20 am-8:30 am. Your child's teacher will be able to mark them tardy in class during that time period. If your child arrives after 8:30 am, they must check in at the office first. We understand that life happens, but please make every attempt to have your child here on time, every day. It is disruptive to the learning environment when students arrive late to class. We appreciate your support!

As a general policy, the only legitimate excuses for lateness, early pick-up or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses. You will receive letters if your child is experiencing several days of tardiness.

TRUANCY

3 OR MORE UNEXCUSED ABSENCES: Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

ILLNESS DAY LIMITS: If a student is absent 14 or more days due to illness during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused.

TRUANCY: By state law, three unexcused absences result in a student being declared a truant.

TRUANCY LETTERS: Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

BEHAVIOR & DISCIPLINE

RESTORATIVE PRACTICES

Evergreen Elementary utilizes Restorative Practices. Restorative Practices in schools are based on Restorative Justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, we make every attempt to problem solve the situation using Restorative Practices. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events, including field trips and will be held accountable for their choices. The Evergreen Behavior Matrix below outlines expected behaviors for the different locations students encounter during their day. **Please see the Evergreen Discipline Plan at the end of this document.**

Evergreen Behavior Matrix

	Make Good Decisions	Show Respect	Solve Problems
Emergencies	● Stay with your group ● Use your calming tools ● Listen and follow adult directions	● Use level 0 voice volume ● Keep bodies and objects to self	● Use walking feet ● Walk in the correct direction ● Pay attention to your surroundings

General Expectations	● Walk facing forward ● Keep your body to yourself ● Use all equipment and materials appropriately ● Think before you act ● Be where you are expected to be	● Respect the personal space of others ● Follow staff directions ● Use appropriate language ● Be kind to others and yourself	● Use the Zones of Regulation ● Use Toolbox strategies ● Use the Solution Wheel
Pick Up and Drop Off Line ● Use level 2-3 voice	● Use sidewalks and crosswalks ● Wait by the big tree for pick up ● Only get into your vehicle if it is stopped and next to the curb	● Respond kindly to greetings (good morning and goodbye) ● Keep backpack safely on your back	● Watch for your ride ● Get in and out of your vehicle quickly
Transportation (Busses, Daycare Vans, Bicycles, Scooters) ● Use level 0-1 voice	● Stand a safe distance from the vehicle ● Walk on and off the bus or van ● Stay seated and face forward at all times ● Follow adult directions at all times	● Be polite to the driver and say thank you ● Walk your bicycle/scooter while on campus ● Keep food and drinks in your backpack ● Follow adults' rules regarding devices	● Report unsafe behavior or conditions to an adult
Morning Walk ● Use level 2-3 voice	● Walk in the correct directions at all times ● Stay on the blacktop only ● Backpack on your back or left safely in line	● Everyone participates ● Line up when you hear the 8:17 bell	● Use the restroom ● Encourage others to walk
Office ● Use level 0-1 voice	● Need staff permission via note, walkie, or phone ● Approach the counter for help	● Respect the furniture ● Wait patiently if adults are busy ● Use the phone with permission only ● Office computer is for adult use only	● State the reason for your visit
Bathrooms ● Use level 2 voice	● Keep feet on the floor ● Keep water in the sink ● Use water to wash your hands or get a drink ● Put towels in trash can ● Return to activity promptly	● Knock on the stall door ● Give people privacy ● Go to the bathroom in the toilet or urinal only ● Flush toilet after use	● Notify a staff member if something in the bathroom needs attention

Play Structure/ Blacktop/Field • Level 4 voice/ Level 0 voice	• Down the slide, feet first • Climb on inside of play structure • Tag on field only • Stay within the boundaries • Return equipment and walk to line when you hear the whistle • Walk on white cement, run on blacktop	• Invite others to play • Share and take turns • Play fairly and safely • Follow equipment rules and game rules	• Use the Solution Wheel
Indoor Lunch • Use level 2 voice	• Eat your own food • Find your assigned table and stay seated until dismissed • Raise your hand for permission to leave your seat	• Wait your turn respectfully in line • Include others and share table space • Use good table manners	• Clean up trash, even if it doesn't belong to you
Outdoor Lunch Use level 2 voice	• Eat your own food • Choose your seat and stay seated until dismissed • Raise your hand for permission to leave your seat	• Wait your turn respectfully in line • Include others and share table space • Use good table manners	• Clean up trash, even if it doesn't belong to you
Library • Use a level 0-1 voice	• Use a shelf marker • Return books on time • Use furniture appropriately	• Return all items to where they belong • Read/work quietly and respectfully	• Let librarian know if books need repairs • Wait patiently
Computer Lab • Use level 0-1 voice	• Keep personal information private (email, password, and login) • Leave food/drinks outside • Leave computer settings as you found them	• Log out, hang up headphones, push in chair, return materials to designated area(s) • Touch only your computer and computer space	• Only go to websites that are teacher approved • Sit in assigned seating • Wait patiently • Notify an adult of a problem
Digital Citizenship and assigned technology	• Only access age appropriate websites and apps • Get permission from a parent or teacher before using a device • Only communicate with people you know	• Use kind words • Respond appropriately • Handle equipment with care	• Tell an adult if someone or something makes you feel nervous, worried, or uncomfortable • Tell an adult if there is a problem with your device

	Keep personal information private		
Special Events and Assemblies Use level 0 voice, unless called upon	- Look to your teacher and wait for signal - Follow directions as they are given - Sit by someone who you can make good decisions with	- Sit on bottom in personal bubble and face body towards speaker - Give full attention to the presenter - Use positive responses only	Use active listening
Kinder Zone Use level 2-3 voice	- Go down the slide, feet first - Be safe on the play structure - One hand touch tag - Stay within the boundaries - Follow whistle procedures	- Invite others to play - Share and take turns - Play fairly and safely - Follow equipment rules and game rules - Throw garbage away	Use the Solution Wheel
Restorative Room Use level 2 voice	- Safe body movements - Only hands and bottoms on the equipment	- Respect the time limits - Respect the furniture and equipment in the room - Leave the room like the picture	- Follow restorative circle guidelines - Use the Zones of Regulation - Use the Toolbox strategies

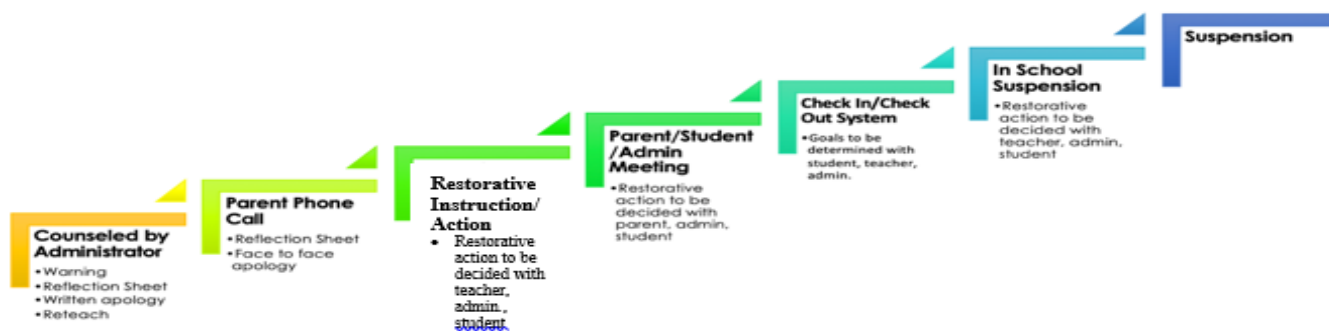
BEHAVIOR INTERVENTIONS

- **Informal Talk with Faculty or Staff:** In most situations, this is the first step to correct an inappropriate behavior.
- **Structured/Unstructured Break:** Teachers and staff may remove students from an activity or lesson to refocus the student upon return.
- **Conference with Student:** Student meets formally with an administrator, Student Support Advisor, or counselor to discuss offenses and solutions.
- **Conference with Parent/Guardian:** A formal meeting is held between the parent/guardian, the student, and appropriate school staff where the inappropriate behavior is defined, previous efforts to correct the behavior are reviewed, and future strategies to change the behavior are discussed and agreed upon. Often a contract is developed to summarize these findings.
- **Referrals to Office:** Staff may refer students to the office for repeated or more substantial offenses.
- **Conflict Resolution:** Administrators and counselors often hold conflict resolution meetings to develop student skills in de-escalating conflicts and finding resolution. Conflict Resolution does not preclude the possibility of disciplinary action.
- **Class Suspension:** Teachers, campus supervisors or other authorized staff members may remove a student from a classroom. Students may be sent out of the classroom on a 'referral' to the office. A conference must be held with the teacher and the parent/guardian.
- **Restorative Action Plans:** Students who have wronged others will have an opportunity to be part of an accountability process.

- **Suspension:** Suspension shall be imposed for violations of the education code as outlined above and in board policy. A student may be suspended from attending school and school activities for a period of time from one to five school days. Both the student and families are informed (by phone, letter, and/or conference) of the reasons and terms of the suspension. Students are expected to keep up with their class work while on suspension. Students on suspension must stay away from all school campuses and events during the suspension.
- **Expulsion:** Expulsion is an action taken by the governing board for severe or prolonged breaches of discipline by a student. Expulsion, except for single acts of a grave nature, is usually reserved for situations where there is a history of misconduct and where other forms of discipline, including suspension have failed. Students may be recommended for expulsion for having over 10 days of suspension in a school year.

Administrative Progressive Discipline

These steps are listed in recommended order, however, administration will use prior knowledge of the student and professional judgement to decide what steps to use and in what order.



EVERGREEN DISCIPLINE PLAN

- The Evergreen School staff is committed to providing a safe environment for your child during their school day. This includes physical and emotional safety. Every attempt will be made to solve problems between students using Restorative Practices. Students should understand that Evergreen's school-wide discipline plan must be followed in order to keep everyone safe.
- A part of the Evergreen School discipline plan is issuing Bobcat Bucks (Expectation Tickets). Bobcat Bucks are given by staff members for following the Evergreen Expectations. There is no limit to the number of these tokens a student may earn for demonstrating the Evergreen Expectations. There are positive incentives and rewards for having good behavior in school.
- Evergreen utilizes progressive discipline. If school rules are violated, students may meet with the Principal or Assistant Principal. Administrators will communicate the situation to the parent either in person, by phone, or by email. Consequences for misbehavior include a verbal warning, a time out during recess, community service activities in lieu of recess, or suspensions from school or school activities. If there are repeated problems, the consequences become more severe.
- Please discuss the school discipline plan with your child. It is in the best interest of your child's education that we work together as a team. Thank you for your support.

BULLYING/INTERVENTION PROCEDURES

Bullying is defined as **unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time.** Verbal bullying is saying or writing mean things. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Physical bullying involves hurting a person's body or possessions.

It is vitally important that our students report any instance of bullying to a staff member. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. **Reporting bullying works.** TK-3rd grade students are encouraged to report to an adult. 4th-5th grade students are also encouraged to report to an adult and can also use the STOPit app for reporting.

Evergreen School takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start.

Steps taken to correct/ intervene with bullying:

- Restorative Conferencing with the Principal, Assistant Principal, and/or School Counselor.
- Official warning to the student engaging in bullying behavior and parents will be contacted.
- If the bullying continues, then the student engaging in bullying behavior may be referred to district office administrative staff.

Seth's Law - Bullying and Harassment

CRPUSD abides by Seth's Law that prohibits discrimination, harassment, intimidation, or bullying on the basis of race, color ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression. The reporting and investigation procedures are posted in the school office.

The definition of bullying according to Dora Dome Law is:

A severe or pervasive physical or verbal act, or conduct including communications made in writing, or by means of an electronic act, and including one or more of the following:

Sexual Harassment (48900.2)

Hate Violence (48900.3)

Threats, harassment, intimidation (48900.2)

If 1-3 has occurred, then one of the four points below must also have occurred for bullying to have taken place.

Reasonable pupil in fear of harm to person or property

Reasonable pupil to experience substantially detrimental effects to physical or mental health.

Reasonable pupil to experience substantial interference with academic performance.

Reasonable pupil to experience substantial interference with ability to participate in or benefit from services, activities, or privileges provided by the school (Like athletics).

BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

CELL PHONES AND OTHER ELECTRONICS

District-Wide Elementary Policy:

Smartphones, other mobile communication devices, and electronics:

In the ever-changing world of technology, we understand that your student may want to bring a device to school. Students are strongly discouraged from bringing valuable electronics to school due to the risk of loss, damage, or theft. Schools are not responsible for damaged, lost or stolen items.

To minimize disruptions to learning, **cell phone use is not permitted during the school day**. If a device is brought to school, the device must be turned off and put away before school, during regular school hours, including recess, lunch, between classes, and all school functions. All electronic games must be left at home. Student use of devices is allowed only after 3:00 pm when school is over for the day. Please call the office if you need to get in touch with your student during school hours.

If a student is using a device it will be confiscated and must be picked up in the office at the end of the school day. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, no recorded image of any CRPUSD campuses, teachers, or students will be posted electronically to social media or the internet without administrative approval.

DRESS CODE

CRPUSD Board Policy: Regulation 5132: Dress And Grooming

Evergreen Dress Code

Our school wants every student to feel safe, comfortable, included, and ready to learn. Students and families are mainly responsible for choosing student clothing. School staff will apply this dress code fairly and respectfully to all students.

Students Must Wear

- A top.
- A bottom, such as pants, shorts, skirt, leggings, sweatpants, or dress.

- Shoes that are safe for school activities.

Clothing Must

- Cover underwear and private areas with solid, non-see-through fabric; waistbands are excluded.
- Be safe for recess, PE, and regular school activities.

Students May Wear

- Clothing that expresses personal style, culture, religion, or identity.
- Athletic clothing, leggings, pajamas, ripped jeans, and clothing with logos, as long as they meet this dress code.
- Sun-protective clothing, including hats, when outdoors.

Head Coverings

- Hats, hoods, caps, and other head coverings are not worn indoors.
- Exceptions are allowed for religious, cultural, health, disability-related, or other approved reasons.
- Sun-protective hats may be worn outdoors.

Students May Not Wear Clothing, Jewelry, or Personal Items That

- Include profanity, hate speech, or vulgar, lewd, obscene, or sexually suggestive images or words.
- Promote alcohol, tobacco, drugs, weapons, violence, or illegal activity.
- Create a hostile, intimidating, or unsafe school environment.
- Are gang-related, if specifically defined in the school safety plan as a health or safety concern.

Special Activities

For PE, field trips, performances, science activities, athletics, or other special activities, students may be asked to wear clothing or shoes needed for safety or participation. Students will not be penalized for not having special clothing when the situation is beyond their control.

Accommodations

The school will modify dress expectations when needed for a student's religious or cultural observance, health condition, disability, or other circumstance approved by the principal or designee.

Respectful Enforcement

- Staff will address dress code concerns privately and respectfully.
- Students will not be shamed, measured, or asked to explain their clothing in front of others.
- Dress code concerns should not cause unnecessary loss of class time.
- Families may contact the principal or designee to request an accommodation for religion, culture, health, disability, or another individual circumstance.

This dress code will be reviewed regularly with input from students, families, and staff.

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually for each enrolled student. Please enter your child's emergency information in the PowerSchool system now and as changes occur. **Students and parents must notify the office of any changes in place of residence, home phone number, or parents' cell and/or business phone number.** No student will be released to a person not listed on the student's emergency list. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements. In case of emergency, students will be dismissed directly from the blacktop. Parents will sign out their student via our Lanyard Emergency Release System.

INJURY OR ILLNESS AT SCHOOL

All injured/ill students are sent to the office. In case of serious accident, illness or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full-time nurse at Evergreen, but a district nurse is on-call at all times. If a child vomits, has a temperature, or experiences diarrhea they must be symptom free for 24 hours before returning to school.

STUDENT MEDICATION

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epi-pens," or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms or floods, tune your radio to KSRO 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions. We will communicate to Evergreen families to the best of our ability using the Parent Square, Class Dojo or Facebook in the event of an emergency.

PARENT & COMMUNITY INVOLVEMENT

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to students learning English as a non-native language. All parents and students are invited to attend ELAC meetings. The meetings will be on the calendar for the year.

PARENT TEACHER ASSOCIATION (PTA)

Parents and students are encouraged to attend PTA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are held monthly, generally on the third Thursday of the month at 6:30 pm in the MU with an online option. Childcare and pizza provided.

SCHOOL SITE COUNCIL (SSC)

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Meetings are held during the year on Mondays at 3:30 pm.

SCHOOL WEBSITE

The school website contains important information that is updated throughout the year. The website address is: <https://evs.crpUSD.org/>

VISITORS ON CAMPUS

To ensure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers **must check in at the office before entering the classrooms and wear a visitor's badge.** Siblings, cousins and other out of town visitors are **not** allowed to attend class with Evergreen students. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

VOLUNTEERS

Evergreen School welcomes volunteers. Anyone interested in being a volunteer should visit the Evergreen website <https://evs.crpused.org/> or district website <https://www.crpused.org/> for current protocols. A visitor pass is required to be worn at all times.

MISCELLANEOUS

BIRTHDAYS AND CELEBRATIONS

We follow the CRPUSD Wellness Policy in accordance with birthdays and celebrations. Food for birthdays must be a healthy snack that is store-bought. Please do not bring cupcakes or other sugary treats for your child's birthday. Also, for food safety concerns, please do not bring snacks that have been prepared in your home. If you would like to bring something to celebrate your child's birthday, please consider non-food related items such as pencils or small trinkets, or healthy snacks that are store-bought. Birthdays are special days and need to be celebrated after-school as celebrations at school are a distraction. Balloons and flowers are not to be delivered or brought to school. If they are delivered to school, they will remain in the office until after school.

Food for any class parties should be arranged through the classroom teacher. Invitation for parties are not to be given out at school.

FOOD SERVICE/OUTSIDE FOOD

Food Service is available at Evergreen at recess and lunch. School snack and lunch are provided free of charge to all students. Students are not to bring candy or other treats to school for personal consumption nor for distribution to others. Due to state law, our food service is responsible for the nutritional intake of Evergreen students ½ hour before school until ½ hour after school. *This means that fast food items such as but not limited to pizzas, hamburgers, ice cream, soda, etc. are no longer allowed to be brought to school during this time. This applies to lunches or class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 588-5621. Please order 24 hours in advance.* Evergreen School does not permit students to bring high energy drinks, coffee, caffeinated drinks, or soda to school. Gum is permitted in the classroom if provided by the classroom teacher, but must be disposed of prior to exiting the classroom.

LOST AND FOUND

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for personal property.** Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school.

STUDENT USE OF SCHOOL PHONE

Our school office is a place of business. ***Only in case of an emergency*** may students use the office telephone. Students will be called to the office during break and lunch to pick up any item that has been brought in. Students may not use their cell phones during school hours, or call home from classroom phones.

TRANSPORTATION/DROP-OFF AND PICK-UP

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.).

BICYCLES and ALTERNATIVE VEHICLES

Bicycles, skateboards, and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. **We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet.** All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Transportation should be locked individually (with a lock provided by the student)--not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

E-Scooters: California law requires e-scooter riders to be at least 16 years old and have a valid driver's license or instruction permit. Students who do not meet these requirements may not ride an e-scooter to school. Citations are issued to students who are violating this law.

BUSES

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

PARKING LOT/AUTO SAFETY

Traffic can be difficult and frustrating before school, after school and after school wide events. Drivers who do not follow traffic laws, are in a rush, not watching out for pedestrians or are not considerate of other drivers exacerbate our traffic situation. We need everyone's help to avoid creating dangerous situations and additional congestion. Please obey all traffic signs and laws when approaching and entering our school's student drop off and pick up areas. Children's safety is at stake. Please be alert and patient. Parking in Red Zones is dangerous as it is an official fire lane. These areas are fire lanes that must be kept open, and RP Public Safety may ticket drivers stopping in these areas. Some specific things are

- All vehicles must stop when the crossing guard enters the crosswalk; this includes not making any right-hand turns.
- Students may not exit or enter vehicles while the vehicle is in a vehicle lane. You must pull over to the curb before letting a student in or out of the vehicle.
- No jaywalking! Pedestrians are to walk—not run—in the crosswalks, remain within the crosswalk and look both ways before crossing. If there is a crossing guard, pedestrians need to wait until told by the crossing guard to begin crossing.
- Students arriving at school by car should be dropped off in the designated parent drop zones .
- If you park in the lot to pick up your child, please exit your vehicle and escort your child from the classroom, after the dismissal bell
- Please be considerate of other drivers and avoid blocking traffic.
- Please be courteous to our neighbors by not blocking driveways and avoid double parking.

DISTRICT BOARD POLICIES

Student Attendance / Student Conduct Policies and Regulations	<i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i>
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We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at www.crpused.org . For a hard copy, please see your school's office manager.		<i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en www.crpused.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i>
Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1
Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2

TITLE IX

[Nondiscrimination Notice](#)

[Uniform Complaint Procedures](#)

[Nondiscrimination in Employment Board Policy](#)

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator to receive, investigate and settle Title IX complaints. In CRPUSD your Title IX Coordinators are listed below.

Title IX Roles

Dr. Jamal Fields, Assistant Superintendent

Title IX District Coordinator

Work Contact: (707) 792-4708

Work Email: jamal_fields@crpusd.org

Maya Russell Nava, Director of Student Services

Title IX Student Coordinator

Work Contact: (707) 792-4540

Work Email: maya_russellnava@crpusd.org