

# Evergreen Elementary School



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

## Parent/Student Handbook 2021-2022

# Evergreen Elementary School

---

## Student and Parent 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, Wednesday-Friday**  
**8:00 a.m. to 3:00 p.m. Tuesday**  
**ADMINISTRATION**

---

**Maya Nava – Principal**  
**Carley Harp – Assistant Principal**  
**Christina Tournahu – Office Manager    Linda Pease – Office Assistant**

### **Important Dates for 2021-2022**

August 17	First Day of School
August TBD	Back to School Night
September 6	Labor Day Holiday – No School
October 11	Columbus Day Holiday – No School
November 1	Teacher Workday – No School
November 11	Veteran's Day Holiday- No School
November 12	End of First Trimester
November 22-26	Thanksgiving Break
December 17- Dec 31	Winter Break
January 17	Martin Luther King Jr. Holiday – No School
February 14	Lincoln's Day Holiday – No School
February 21	President's Day – No School
March 4	End of Second Trimester
March 21-25	Spring Break
May 30	Memorial Day Holiday – No School
June 3	Last Day of School – dismissal at 12:00
June 6, 7	Emergency Closure Days

### Evergreen Vision

Our vision is to create a safe,  
respectful, and responsible learning community  
where every child has an opportunity to reach  
his or her potential to be  
a successful member of society.

## Table of Contents

<b>ACADEMIC PROGRAM.....4</b>	<b>PARENT &amp; COMMUNITY INVOLVEMENT.....13</b>
BELL SCHEDULES	ELAC (English Language Advisory Committee)
WELCOME	PTA (Parent Teacher Association)
LIBRARY, COMPUTER LAB & DIGITAL LITERACY	SCHOOL SITE COUNCIL
FIELD TRIPS	SCHOOL WEBSITE
HOMEWORK	VISITORS ON CAMPUS
REPORT CARDS	VOLUNTEERS
TEXTBOOKS & SUPPLIES	
<b>ATTENDANCE POLICIES.....6</b>	<b>MISCELLANEOUS.....14</b>
ABSENCES	BIRTHDAY AND CELEBRATIONS
TARDIES	FOOD SERVICE
TRUANCY	CHARGE POLICY
	LOST AND FOUND
<b>BEHAVIOR &amp; DISCIPLINE.....7</b>	STUDENT USE OF SCHOOL PHONE
RESTORATIVE PRACTICES	<b>TRANSPORTATION.....14</b>
BEHAVIOR EXPECTATIONS	BICYCLES AND ALTERNATIVE VEHICLES
BULLYING/INTERVENTION PROCEDURES	BUSES
CELL PHONES AND OTHER ELECTRONICS	PARKING LOT/AUTO SAFETY
DRESS CODE AND GROOMING STANDARDS	
<b>MEDICAL CARE AND SCHOOL EMERGENCIES.....12</b>	<b>DISTRICT BOARD POLICIES.....15</b>
EMERGENCY CONTACT & RELEASE	<b>EVERGREEN DISCIPLINE PLAN AND SIGNATURE PAGE.....16</b>
INJURY OR ILLNESS AT SCHOOL	
STUDENT MEDICATION	
EMERGENCY CLOSING OF SCHOOL	

# **EVERGREEN ELEMENTARY SCHOOL**

Schedule for 2021-2022

August 17, 2021 - June 3, 2022

## **Kindergarten**

Monday, Wednesday, Thursday, Friday	8:20 – 2:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	10:00 – 10:30
Lunch (Monday, Wednesday, Thursday, Friday)	11:40 – 12:25

## **Grade 1**

Monday, Wednesday, Thursday, Friday	8:20 – 3:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	10:10 – 10:30
Lunch (Monday, Wednesday, Thursday, Friday)	12:25 – 1:10

## **Grade 2**

Monday, Wednesday, Thursday, Friday	8:20 – 3:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	10:10 – 10:30
Lunch (Monday, Wednesday, Thursday, Friday)	12:25 – 1:10

## **Grade 3**

Monday, Wednesday, Thursday, Friday	8:20 – 3:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	9:45 – 10:05
Lunch (Monday, Wednesday, Thursday, Friday)	12:00 – 12:45

## **Grade 4**

Monday, Wednesday, Thursday, Friday	8:20 – 3:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	9:45 – 10:05
Lunch (Monday, Wednesday, Thursday, Friday)	12:00 – 12:45

## **Grade 5**

Monday, Wednesday, Thursday, Friday	8:20 – 3:00
Tuesday	8:20 – 12:00
Recess (Monday-Friday)	9:45 – 10:05
Lunch (Monday, Wednesday, Thursday, Friday)	12:00 – 12:45

**Minimum Day for K-5 Grade Students – June 3, 2022 - 8:20 – 12:00**

## **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 technology 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 and Bobcat Citizen Awards. Our students also participate in monthly assemblies where our students are recognized for good citizenship and academic success. Students feel safe at Evergreen and are proud to be Bobcats!

## **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 must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all of their paperwork and monetary contributions 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.

### **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.

### TEXTBOOKS/SUPPLIES

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment) will be charged replacement costs. Students are encouraged to come to school with basic school supplies. If you'd like to donate supplies to your child's classroom, you can see the list of suggested items on our website. Remember, this is a voluntary donation.

### 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.

#### 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 8:20am-8:30am. Your child's teacher will be able to mark them tardy in class during that time period. If your child arrives after 8:30am, they will need to 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 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
<b>General Expectations</b>	<ul style="list-style-type: none"><li>• Walk facing forward</li><li>• Keep your body to yourself</li><li>• Use all equipment and materials appropriately</li><li>• Think before you act</li><li>• Be where you are expected to be</li></ul>	<ul style="list-style-type: none"><li>• Respect the personal space of others</li><li>• Follow staff directions</li><li>• Use appropriate language</li><li>• Be kind to others and yourself</li></ul>	<ul style="list-style-type: none"><li>• Use the Zones of Regulation</li><li>• Use Toolbox strategies</li><li>• Use the Solution Wheel</li></ul>

<b>Pick Up and Drop Off Line</b> <ul style="list-style-type: none"> <li>• Use level 2-3 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks</li> <li>• Wait by the big tree for pick up</li> <li>• Only get into your vehicle if it is stopped and next to the curb</li> </ul>	<ul style="list-style-type: none"> <li>• Respond kindly to greetings (good morning and goodbye)</li> <li>• Keep backpack safely on your back</li> </ul>	<ul style="list-style-type: none"> <li>• Watch for your ride</li> <li>• Get in and out of your vehicle quickly</li> </ul>
<b>Transportation (Busses, Daycare Vans, Bicycles, Scooters)</b> <ul style="list-style-type: none"> <li>• Use level 0-1 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Stand a safe distance from the vehicle</li> <li>• Walk on and off the bus or van</li> <li>• Stay seated and face forward at all times</li> <li>• Follow adult directions at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite to the driver and say thank you</li> <li>• Walk your bicycle/scooter while on campus</li> <li>• Keep food and drinks in your backpack</li> <li>• Follow adults' rules regarding devices</li> </ul>	<ul style="list-style-type: none"> <li>• Report unsafe behavior or conditions to an adult</li> </ul>
<b>Morning Walk</b> <ul style="list-style-type: none"> <li>• Use level 2-3 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in the correct directions at all times</li> <li>• Stay on the blacktop only</li> <li>• Backpack on your back or left safely in line</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone participates</li> <li>• Line up when you hear the 8:17 bell</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom</li> <li>• Encourage others to walk</li> </ul>
<b>Office</b> <ul style="list-style-type: none"> <li>• Use level 0-1 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Need staff permission via note, walkie, or phone</li> <li>• Approach the counter for help</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the furniture</li> <li>• Wait patiently if adults are busy</li> <li>• Use the phone with permission only</li> <li>• Office computer is for adult use only</li> </ul>	<ul style="list-style-type: none"> <li>• State the reason for your visit</li> </ul>
<b>Bathrooms</b> <ul style="list-style-type: none"> <li>• Use level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet on the floor</li> <li>• Keep water in the sink</li> <li>• Use water to wash your hands or get a drink</li> <li>• Put towels in trash can</li> <li>• Return to activity promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on the stall door</li> <li>• Give people privacy</li> <li>• Go to the bathroom in the toilet or urinal only</li> <li>• Flush toilet after use</li> </ul>	<ul style="list-style-type: none"> <li>• Notify a staff member if something in the bathroom needs attention</li> </ul>
<b>Play Structure/Blacktop/Field</b> <ul style="list-style-type: none"> <li>• Level 4 voice/Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Down the slide, feet first</li> <li>• Climb on inside of play structure</li> <li>• Tag on field only</li> <li>• Stay within the boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to play</li> <li>• Share and take turns</li> <li>• Play fairly and safely</li> <li>• Follow equipment rules and game rules</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Solution Wheel</li> </ul>



	<ul style="list-style-type: none"> <li>● Return equipment and walk to line when you hear the whistle</li> </ul>		
<b>Indoor Lunch</b> <ul style="list-style-type: none"> <li>● Use level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>● Eat your own food</li> <li>● Find your assigned table and stay seated until dismissed</li> <li>● Raise your hand for permission to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>● Wait your turn respectfully in line</li> <li>● Include others and share table space</li> <li>● Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up trash, even if it doesn't belong to you</li> </ul>
<b>Outdoor Lunch</b> Use level 2 voice	<ul style="list-style-type: none"> <li>● Eat your own food</li> <li>● Choose your seat and stay seated until dismissed</li> <li>● Raise your hand for permission to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>● Wait your turn respectfully in line</li> <li>● Include others and share table space</li> <li>● Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up trash, even if it doesn't belong to you</li> </ul>
<b>Library</b> <ul style="list-style-type: none"> <li>● Use a level 0-1 voice</li> </ul>	<ul style="list-style-type: none"> <li>● Use a shelf marker</li> <li>● Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>● Return all items to where they belong</li> <li>● Read/work quietly and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>● Let librarian know if books need repairs</li> <li>● Wait patiently</li> </ul>
<b>Computer Lab</b> <ul style="list-style-type: none"> <li>● Use level 0-1 voice</li> </ul>	<ul style="list-style-type: none"> <li>● Keep personal information private (email, password, and login)</li> <li>● Leave food/drinks outside</li> <li>● Computer settings only changed by adults</li> </ul>	<ul style="list-style-type: none"> <li>● Log out, hang up headphones, push in chair, return materials to designated area(s)</li> <li>● Touch only your computer and computer space</li> </ul>	<ul style="list-style-type: none"> <li>● Only go to websites that are teacher approved</li> <li>● Sit in assigned seating</li> <li>● Wait patiently</li> </ul>
<b>Digital Citizenship</b>	<ul style="list-style-type: none"> <li>● Only access age appropriate websites and apps</li> <li>● Get permission from a parent or teacher before using a device</li> <li>● Only communicate with people you know</li> <li>● Stick to places that are right for you</li> <li>● Keep personal information private</li> </ul>	<ul style="list-style-type: none"> <li>● Use kind words</li> <li>● Respond appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Tell an adult if someone or something makes you feel nervous, worried, or uncomfortable</li> </ul>

<b>Special Events and Assemblies</b> <ul style="list-style-type: none"> <li>• Use level 0 voice, unless called upon</li> </ul>	<ul style="list-style-type: none"> <li>• Look to your teacher and wait for signal</li> <li>• Follow directions as they are given</li> <li>• Choose who you sit with responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in personal bubble and face body towards speaker</li> <li>• Give full attention to the presenter</li> <li>• Use positive responses only</li> </ul>	<ul style="list-style-type: none"> <li>• Use active listening</li> </ul>
<b>Kinder Zone</b> <ul style="list-style-type: none"> <li>• Use level 2-3 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Go down the slide, feet first</li> <li>• Walk on play structure</li> <li>• One hand touch tag</li> <li>• Stay within the boundaries</li> <li>• Follow whistle procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to play</li> <li>• Share and take turns</li> <li>• Play fairly and safely</li> <li>• Follow equipment rules and game rules</li> <li>• Throw garbage away</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Solution Wheel</li> <li>• Stay seated when eating snack</li> </ul>
<b>Restorative Room</b> <ul style="list-style-type: none"> <li>• Use level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Safe body movements</li> <li>• Only hands and bottoms on the equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the time limits</li> <li>• Respect the furniture and equipment in the room</li> <li>• Leave the room like the picture</li> </ul>	<ul style="list-style-type: none"> <li>• Follow restorative circle guidelines</li> <li>• Use the Zones of Regulation</li> <li>• Use the Toolbox strategies</li> </ul>

#### BULLYING/INTERVENTION PROCEDURES



### Cotati-Rohnert Park Unified School District Legal Notice for Pupils and Parents / Guardians



## Seth's Law - Bullying and Harassment

CRPUSD strives to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual 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 perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Board Policy 5145.3

## REPORT IT

Any person that has been a victim of, or witnessed bullying / harassment on school grounds, during school activities, or going to and from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the STOP!t app on their cell phone (middle school & high school) or by simply handing in a letter, or written note, to the school office.

## INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying / harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying / harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee will review their findings with the parties involved, unless circumstances dictate that more time is needed to conduct a thorough investigation. If more time is needed to complete the investigation, the parties will be notified of the reason for extension. If it is determined that bullying / harassment did occur, the principal or designee will state what interventions and corrective action was taken to address the bullying / harassment and prevent any further incidents in the future. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

## TRANSFER REQUEST

A child that has been reported as a victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600(b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

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.**

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.

## **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**

We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. Evergreen School cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; student use of cell phones is allowed only after 3:00 pm when school is over for the day.

***Cell phones must be turned off and put away before school, during normal school hours, including recess, lunch, and between classes as well as all school functions.*** The same policy applies to iPod, MP3, and other such players. Classroom use of these devices *is not* allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face disciplinary consequences for class disruption and lack of cooperation. Electronics may not be brought from home unless specific permission has been given by school staff. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, **NO** recorded image of the Evergreen campus, teachers or students are to be posted to social media or the Internet electronically without administrative approval.

## **DRESS CODE & GROOMING STANDARDS**

Evergreen School is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. ***Students must change improper attire for an appropriate item of clothing to wear at school that day, or parents will be contacted to bring a change of clothing to school. Disciplinary action will occur for repeated violation.***

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, short shorts or skirts (they must be mid-thigh or longer), low cut armholes, strapless dresses or clothing with major holes or tears is considered to be improper dress. The wearing of short shorts over stocking, hoses, or sheer tights is not allowed.
- Strapless, spaghetti strap, or racer-back tops are not permitted.
- Ill-fitting clothing (e.g., excessive bagginess or tightness, oversized shirts, etc.) is not allowed at school. Pants must be worn at or above the hip bone. Baggy pants are not allowed in our learning environment.
- Undergarments (briefs, bra straps, etc.) should not be exposed.
- Shoes must be worn at all times. Flip-flops or thongs are not allowed.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbol, tags, statements, or style is not allowed. (These items may include, but are not limited to, wallet chains, bandanas, specially printed t-shirts and hats, red or blue shoe laces.)
- Hats are allowed on campus but hats must be taken off when entering a building.
- Pajamas are not to be worn at school except for spirit days when such dress is allowed.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

## **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. **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. Please enter your child's emergency information in the PowerSchool system now and as changes occur. 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 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.

### **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 PowerSchool system and 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.

### **SCHOOL SITE COUNCIL**

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 in the staff room.

### **SCHOOL WEBSITE**

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. The website address is: <https://evs.crpUSD.org/>

### **VISITORS ON CAMPUS**

To insure 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 contact the school office or the classroom teacher. A visitor pass is required to be worn at all times.

## MISCELLANEOUS

---

### BIRTHDAYS AND CELEBRATIONS

We follow the CRPUSD Wellness Policy in accordance to 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.

### FOOD SERVICE

Food Service is available at Evergreen at recess and lunch. For school year 2021-2022, all students may receive breakfast and lunch free of charge. 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 to school.

### 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 over the intercom system 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

---

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. Citations are issued to students who do not ride safely, and riding privileges may be revoked. 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.

## 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 located on the east side of the parking lot.
- If you park in the lot to pick up your child, please exit your vehicle and escort your child from the classroom.
- Please be considerate of other drivers and avoid blocking traffic.

## DISTRICT BOARD POLICIES

<b>Student Attendance / Student Conduct Policies and Regulations</b>		<b><i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i></b>
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 <a href="http://www.crpused.org">www.crpused.org</a> . 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 <a href="http://www.crpused.org">www.crpused.org</a>. 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 / AR 5144.1 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

## 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 Evergreen Expectation Tickets. Expectation Tickets 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 consequences 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.

After discussing the discipline plan with your student, please sign and date below. Cut and return this portion to your child's teacher. Retain the rest of the handbook for your records and information. Your signatures indicate that you have read and agree to the above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date