

Welcome to Evergreen Elementary!

Evergreen.mead354.org

<https://www.facebook.com/EvergreenElementaryMead/>

# Evergreen's Parent Handbook

2020-2021



## PARENT INVOLVEMENT

Parent involvement takes many forms at Evergreen Elementary. From volunteering in classrooms or on the playground, to involvement in our decision-making processes, parents are vital partners in educating our youth. Please become involved in our PTO, as this is the vehicle for becoming involved in a variety of areas and manners. <https://www.evergreenpto.com/>

### EVERGREEN PTO & ACTIVITIES

PTO stands for Parent Teacher Organization, a group of parents, teachers and staff working together to enhance educational opportunities for students. Membership in PTO is open to all Evergreen parents, faculty and staff. Meetings are held on the third Wednesday of each month. **Right now, during COVID, we are meeting via Zoom.** Parents are welcome and encouraged to attend these meetings and to become involved in PTO at any level to assist the staff at Evergreen in providing high quality education and generous quantities of fun for our children. A variety of activities are sponsored by PTO throughout the school year, although with COVID, things might have to be amended. Some examples of these activities:

Arts Attack	Carnival
Holiday Concerts	Grandparents Day
Books and Bingo	Recess w/ Moms
Recess w/ Dads	Dine-outs

### **EVERGREEN 2020-2021 PTO Officers**

<b>PRESIDENT:</b>	Mellie Price
<b>CO VICE PRESIDENT:</b>	Jennifer Fanto
<b>CO VICE PRESIDENT:</b>	Open
<b>TREASURER:</b>	John Phillips
<b>SECRETARY:</b>	Open

### 2020-2021 PTO Meeting Schedule

For now, meetings are held via Zoom from 6:30-8:00PM.

September 30	February 17
October 21	March 17 (Nomination Meeting)
November 18	April 21 (Election Meeting)
January 20	May 19

### PARENT/TEACHER, GOAL-SETTING CONFERENCES

There are two conference weeks scheduled during the school year.

Conference Dates:      October 28, 29, 30.

                                  February 10, 11, 12

These are extremely important meetings. Please plan to attend.

### LABELS/BOX TOPS FOR EDUCATION PROGRAM

Evergreen Elementary School participates in the Labels for Education program sponsored by the Campbell Soup Company. This program allows our school to obtain audiovisual and athletic equipment, reference books, and teaching aids. Labels are collected regularly in classrooms. Please save labels all year. We are also collecting Box Tops for Education found on different products. Box Tops also generate funds for school and are collected periodically.

### MERCHANT PROGRAMS

Merchant programs are an incredibly easy way to support Evergreen. It takes only a minute to sign up and you never have to think about it again. The school earns money based on a percentage of the money you spend. As long as you use your member cards, you are contributing every month. For those of us who work full time and are raising a family, this is a wonderful way to know that even with our hectic schedules and lack of extra time, we are still giving back to our schools and ensuring our children get the best possible experience and education. For more information on how to sign up and who to contact with questions, please visit our school website at <http://evergreen.mead354.org/>. You will find the E-Script information under Our School, Parent and Student Information.

Dear Evergreen Families,

Say Hello to the 2020-2021 school year. Despite COVID, we are poised and ready to serve you, our Mustangs families—whether online or face-to-face. Health and safety protocols are in place and ready. As last year and as always, we will serve our kiddos the best we can. And our mission reflects just that:

Create a safe, challenging learning community that educates, empowers, and encourages all students to be future ready.

To that end of serving you and your families well, we have created this handbook. It should assist you in knowing about Evergreen, to make you aware of what we have to offer, and help keep you informed while at school. It is our hope that this document will answer your questions. Please know that if you have further questions or you don't find the answers you need right here, that we are available should you wish to contact us.

We are looking forward to your partnership this school year.

*Sincerely,*

*Mike Danford  
Principal*

*Kim Montecucco  
Assistant Principal*

### **ABSENCES/ATTENDANCE**

Please call the school at **465-6484**, or send a note when your child will be absent from school. If you anticipate an extended absence, please notify the office as well as the teacher. This is helpful to us and assures the school of your child's safety. Should we not hear from you, you will be called to verify the child's absence. We are required by the State to report any unexcused absences as truancies. In general, the reasons for absence from school fall into one of two categories:

**Excused:** Absences due to illness, health condition, a religious observance, school approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspension.

**Unexcused:** Absences due to a student's failure to attend the majority of classes in an average school day and when a parent has not excused the absence by providing a note or informing the school by phone within 48 hours.

*Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance. Children may be excused for medical and dental appointments during school hours. Parents should request in writing that their child be released at a specific time or phone the office and request a release. Parents are asked to sign their children in and out of school at the school office when picking up or returning children to school during the school day. If the office has not heard from the parent, a phone call will be made to the home or the emergency numbers we have for the student, to find out why the child is not in school. **It is very important** that parents call or write a note about the child's absence. Parents will be notified if their student is marked unexcused or is missing 15% or more of their school year. If an attendance problem develops, the student, parent/guardian and principal/ social worker will meet to develop a plan to re-solve the attendance.*

## ATTESTION

Please attest to your child's health each evening before school. Click here for [Daily Health Attestation Survey](#). Doing so will allow students to enter the building safely without delay.

## BAD WEATHER

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please listen to major radio and TV stations for school closure information. They generally begin broadcasting at 6:00 AM. School closure information is also posted on the Mead School District website: [www.mead354.org](http://www.mead354.org) and on Evergreen's Facebook page: <https://www.facebook.com/EvergreenElementaryMead>

## BIKING TO AND FROM SCHOOL

At times, when weather permits, students enjoy walking or bicycling to school. Bicycles must be walked across patrolled crossings and the school grounds. Skateboards/roller blades/skates are never to be ridden on the school grounds. Bicycles should be secured at the school as the school cannot be responsible in case of loss. Helmets are required. For safety reasons, we request that all children ride the bus across busy intersections. However, if you choose to have your child walk or ride his/her bike, please sign a permission slip and turn it into the office.

## BIRTHDAY TREATS

The Mead School District Revised Board Policy 6700 in June 2016. For the overall health and well-being of our students, the policy outlines a plan for healthier snacks and treats in the classroom. Holidays and birthdays are special and a part of the happenings of school, but the Board Policy asks schools to look at these traditions a bit differently. At Evergreen, we no longer celebrate birthdays with food. We will not allow cupcakes, cookies, or sugary treats for birthdays. Birthdays will be celebrated, of course, but with non-food items.

## BUSES

Our buses in the Evergreen area are operating at or very close to capacity. Extra seating is seldom available. We request that students make other transportation arrangements for visiting friends, attending a party or scouting event, etc. that is outside his/her normal bus route. If riding another bus is essential, however, please send a note with your child to bring to the office, **before class begins**, for a bus pass. We appreciate your cooperation and support. Our goal is to transport your children to and from school as safely and efficiently as possible. The transportation office phone number is (509) 465-6017. If you live on a bus route that has a "snow route", you can call (509) 465-SNOW if you want to know if the "snow route" is in place.

## CHILD CARE PROGRAMS

The YMCA offers on-site Before and After school care at Evergreen. The hours of operation for child care are 6:30 to 9:10 a.m., closed during the school day, and then reopened from 3:20 to 6:00 pm. To register your child, contact the YMCA at (509) 838-3577.

The Boys & Girls club is now located at 13120 N Pittsburg St, Spokane, WA 99208 in the old Northwood Middle School (at the intersection of Pittsburg and Farwell Rd) and serves school age youth between 6 and 18 years of age for the low cost of only \$10 a year. Scholarships are available for those needing assistance. Call (509) 368-9175 for more information or email [bgcsspokanecounty.org](mailto:bgcsspokanecounty.org). The club offers everything from academic assistance programs to sports, arts recreation, music, technology and more. Best of all, the club offers a FREE meal every day to members.

## COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's

principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

## Complaint to the School District

### *Step 1. Write Out Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### *Step 2: School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### *Step 3: School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

## Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E.,  
Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## Other Discrimination Complaint Options

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## CLOTHING

Our role as a school is to educate students for life and work in their future. Therefore, we want our environment to be conducive to such a focus. Any clothing that disrupts the educational process is not allowed. Bare midriffs, too-short shorts/skirts, visible undergarments, clothing that advertises drugs, alcohol, or has inappropriate messages for small children will not be allowed. Shirts with “spaghetti straps” are not allowed at any grade level. Evergreen parents exhibit great judgement in this area and we want to continue to support that with our school dress code. Please be sure that your child’s name is on each piece of outer clothing and all physical education clothing. Please have children wear tennis-type shoes for PE.

## COVID

Covid-19 has thrown a curveball at what we typically expect our school experience to look like. But despite it all, we are ready to support and serve here at school. On social media the other day...

“Let’s give this school year the opportunity to be awesome. Don’t throw a label or judgement on it before it begins. It may just surprise us in big, beautiful ways.”

At Evergreen we are prepare to take care of kids and staff in the safest way and manner possible.

Engage. Empower. Encourage!

## CROSSWALK

For the students who walk to school from the neighborhoods surrounding Evergreen, the crosswalks are located at the entrances to the school parking lot. All students who walk to school are required to cross at these crosswalk locations. Drivers, please use the main parking lot for parking and pickup. Please pull into an available space and avoid waiting by the curb as the exhaust fumes may enter classrooms. Please be respectful of our crossing guards and assist them in keeping our children safe. Please remember to drive only **5 MPH** while in the Evergreen parking lot.

## DRUG FREE ENVIRONMENT

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on any student in possession or under the influence of any illicit drug while at school, on the bus, or at any sponsored event. Typical progressive discipline for such offenses is as follows:

Offense	Recommendation/Suspension/Expulsion
First Offense	Long Term Suspension from School
Second Offense	Expulsion from School

For possession of tobacco the typical progressive discipline is as follows:

Offense	Suspension
First Offense	One - day suspension
Second Offense	Three - day suspension and behavior contract
Third Offense	Recommended long - term suspension

## EXTRA MONEY

Students should not bring any extra money to school. Lunch money should be brought and marked in an envelope with the student's name. If

any student must bring more money to school, please leave it at the office during the day.

### **FACEBOOK**

We try to post four or five times per week. Through our posts, we like to tell the story of all that is happening at school on a weekly basis. Follow us: <https://www.facebook.com/EvergreenElementaryMead/>

### **FACE COVERINGS**

**All staff, students, and front-desk visitors must wear a mask at school.**

- Masks are required in class and during non-instructional times like on the bus to and from school, walking to and from the school building, during recess and passing times.
- Masks are required during lunch when NOT eating. Students will have lanyards to keep their mask in a safe and convenient place while eating.
- The only exceptions to wearing a mask are those with medical exemptions documented with a note from their health care provider (MD, DO, ARNP, PAC).
- In addition to protecting you, wearing a face covering helps protect others in case you are infected but do not have symptoms.

### **FIRST AID**

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately. The child will be taken to a physician or hospital if the parents cannot be reached. Once again, it is imperative that we have multiple emergency phone numbers on file in the event a parent cannot be reached.

### **GUM**

Evergreen is a no-gum school. Gum is not allowed at any time.

### **HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability are prohibited. Acts that violate district policies and school rules and regulations shall be cause for disciplinary action, suspension, or expulsion.

*“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, including written, verbal, or physical acts.”*

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported harassment, intimidation, or bullying is prohibited and will be treated as a serious violation of policy, regardless of whether any harassment, intimidation, or bullying is substantiated. Persons engaged in reprisal, retaliation, or false accusations are subject to serious disciplinary and/or legal action. **See Mead School Board Policy 3207.**

### **HOME ADDRESS and TELEPHONE NUMBER**

It is critical that the school be kept informed at all times of the home address, telephone number, and emergency telephone numbers where a parent can be reached. Please notify us if there are any changes, so that we may have authorization and information as to what we are to do in case of an emergency with your child.

### **IMMUNIZATION**

Washington State requires a number of immunizations before a child can attend school. Please check with your family physician to ensure that your child is properly immunized and please call the school with any updated information.

### **INSURANCE**

Special accident insurance is made available through a commercial agency as a service to school families. An information brochure will be sent home early in the school year explaining coverage and price. Insurance, either private or

through the school district, is now required for students to participate in sports activities.

### **LEARNING ASSISTANCE PROGRAM (LAP)**

The LAP program provides opportunities and services to students that are most at risk in the area of reading in grades Kindergarten through 4th grade. As we can, we serve our 5<sup>th</sup> graders as well.

### **LOST and FOUND**

Our Lost and Found can be located in the west hall near the cafeteria. Small personal items may be claimed at the office. Please check Lost and Found frequently, as items tend to accumulate. Items not claimed will be donated to a charitable organization quarterly. Before we donate items, we do send reminders.

### **LUNCH and BREAKFAST PROGRAM**

There will be a breakfast program available at approximately 15 minutes before the first bell rings. Hot lunches prepared in the Evergreen kitchen are served daily. Lunch menus are available on Evergreen's website and on the district site. Student breakfast and lunches are paid via a debit account system. Money is sent to the school in any amount and is deducted when breakfast or lunch is purchased. Payments may also be made online using the Meal Payment system (under Our District, Quick links, and Online Payments). Students are informed when the account has a balance of one meal so money can be added. Please encourage your child to bring the "low account balance" notice home. Students may use the debit account to purchase milk or pay cash. Applications for free and reduced-price meals are available in the school office and must be filled out each year. Parents are invited to join their child for lunch at any time. Please contact the office by 9:30 AM or send a note to your child's teacher on the day you plan to come so a lunch can be ordered.

### **MEDICATION AT SCHOOL**

According to state law and district policy, if it is necessary for your child to receive medication during school hours, a Medication Request Form must be filled out. This form is available at the school office. The form must be

signed by the attending physician and the parent. The medication must be in the original container and properly labeled. All medication will be kept in the school office. Please check with the physician regarding alternative times for administering medication such as before school, after school, and before bedtime. This policy applies to both prescription and nonprescription medicines, i.e., cough drops, aspirin, and over-the-counter medications.

### **NONDISCRIMINATION**

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to **Josh Westermann**, Director of Student and Family Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 465-6045, via email at [josh.westermann@mead354.org](mailto:josh.westermann@mead354.org), or mail to 2323 E. Farwell Rd., Mead, WA, 99021.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure 3210, contact your school or district office or view it online here: [https://www.mead354.org/apps/pages/Board\\_Policies/](https://www.mead354.org/apps/pages/Board_Policies/)

### **PHYSICAL VIOLENCE**

No physical violence is allowed at school or when traveling to and from school. Any students involved in altercations will be progressively disciplined. Students are to walk away from altercations and notify adults if a student becomes aggressive towards them.

\*Continual staff discussions and planning on keeping school safe.

\* A full-time social worker

- \* A positive discipline program
- \* A visitor sign-in procedure
- \* Monthly fire drills
- \* Periodic Lock Down drills

We appreciate your support in keeping our students involved and connected to school, and in keeping our campus safe.

### **PHONES, TOYS, ELECTRONICS**

Phones are a part of life. Many of our Evergreen students have phones. While students are on campus, we are asking that students have their phones turned off and placed in their bags from bell to bell (9:10 to 3:20). Taking photos and videos of others while at school is not appropriate. Toys are not allowed because they can be very disruptive at school. Also, toys and electronics can be attractive to thieves. No electronics should be visible or audible at school, on the playground, or on the bus. Only under special circumstances, and with prior teacher permission, may these items be brought to school—and always at a child’s own risk.

### **PHYSICAL EDUCATION**

Physical Education is a required part of the curriculum, unless your child has a doctor's exclusion. We hope that each student will have appropriate clothing to wear for this class and for after-school sports. Tennis-type shoes without black soles are recommended.

### **RECESS**

Recess is an important time for students to practice being good citizens and to just "be kids." Evergreen students will have a 20-minute noon recess daily. Therefore, we encourage students to dress appropriately during inclement weather as they will be expected to go outside during recess. As appropriate, teachers may take students out for a second recess.

### **REMOTE LEARNING**

Many of our kiddos will be learning remotely this school year. We are excited for our kids and families regardless of learning method. Mr. Danford

will continue to be the principal at Evergreen for face-to-face students, while Mr. Backman will be the principal for the remote learning opportunity. Connect with Mr. Backman for remote learning questions: [chris.backman@mead354.org](mailto:chris.backman@mead354.org).

### **RESOURCE ROOM**

The Resource Room staff provides specialized assistance for children in grades Kindergarten through 5<sup>th</sup> grade who have been formally identified as having a specific learning difficulty. To be eligible, students must be referred, tested, and qualified based on current Washington State Law. Please contact your child's teacher if you have any further questions about such assistance.

### **SAFETY**

The safety of our students is a top concern for all of us. Evergreen has the following procedures and programs in place to hopefully avert any predictable problems.

- Continual staff discussions and planning on keeping school safe
- A positive discipline program
- Classroom discussions on the importance of being a responsible student
- Comprehensive club and sport programs to involve students
- A full-time social worker
- A visitor sign-in procedure
- Monthly fire drills
- Periodic lock down drills
- Single point of entry
- Full video monitoring of the schools interior and exterior

We appreciate your support in keeping our students involved and connected to school, and in keeping our campus safe.

## SCHOOL HOURS

**GRADES K - 5**

**9:10 am. - 3:20 p.m.**

Student arrival is designated for 9:00 AM. Notice of any before-school activities will be sent home for your information well in advance of any activity. For the safety of our children, please do not have students arrive earlier than 8:55 AM, as supervision is unavailable before that time.

Student dismissal is at 3:20 p.m. Please, if at all possible, pick your child up after the bell rings as our teachers and students are busy working up until that timely.

Messages to students at the end of the day interrupts the entire class by the announcement. Please try to make arrangements before school as to how the students should go home or if parents are picking them up.

### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature

- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office, or view it online here: [https://www.mead354.org/apps/pages/Board\\_Policies/](https://www.mead354.org/apps/pages/Board_Policies/)

### SNACKS

Students may bring healthy, nutritional snacks to school to eat in the classroom at the teacher's discretion. No eating is allowed on the school bus or playgrounds.

### SPEECH PROGRAM

Students with speech, language, voice and/or fluency disorders are seen by the speech therapist on a weekly basis. They are seen in groups of one to three students for 40-60 minutes each week, depending on the type of disorder and the severity. Students are identified for the program through teacher or parent referral and appropriate screening.

### STUDENT BEHAVIOR AND ATTITUDES

All staff and students at Evergreen Elementary School work together to help each other reach their fullest potential. Everyone is treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on our school guidelines:

#### 1. Be Safe

- Walk to and from all areas.
- Stay on the right in the halls.
- Use school equipment and materials appropriately.
- No chewing gum.

## **2. Be Responsible**

- Treat others the way you like to be treated.
- Use appropriate voice, language, and gestures inside and out.
- Eat in designated areas.
- Use good manners.

## **3. Be Respectful**

- Do what's asked—Stay on task!
- Follow directions.
- Have self and materials ready on time.
- Own up to your part in problems with others.
- Pick-up, clean-up, help-out, recycle.

Throughout the year, we emphasize our guidelines for success. These efforts make Evergreen a warm and inviting place, where new learning occurs each and every day.

Our discipline plan at Evergreen is designed to reinforce, or to teach, appropriate behaviors. Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Our consequences are progressive and parents are informed of recurring or major concerns. Consequences range from a simple "Time Out" & problem-solving session with the teacher to expulsion from school, depending upon the infraction. Please contact your child's teacher or the office if you have any behavioral concern.

### **SUNSCREEN AT SCHOOL**

State Law now allows the application of sunscreen at school. Staff are allowed to apply sunscreen if that staff member is comfortable and student and teacher are not allergic. We would also ask you not use spray sunscreen. Lotion only please.

### **TARDIES AND ON-TIME ARRIVALS**

It is important that our students arrive to school on time. At Evergreen, morning routines set the table for a good day. If children miss organized

morning activities, they miss a lot. Please help make sure you child arrives to school no later than 9:10.

### **TITLE I PROGRAM**

Title I is a federally funded program that began in 1965 as a part of the Elementary and Secondary Education Act. It is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on today's challenging academic standards and assessments. The number of students that qualify for free and reduced lunch determines target schools for Title I services. Once a school qualifies, any student who meets certain academic criteria is eligible for Title I supports. This assistance is provided in reading and mathematics and it supports regular classroom instruction. It does not take the place of work that is done in the regular classroom. Therefore, students who qualify for Title I instruction do not miss regular reading and mathematics instruction in their homeroom class. Title I activities are positive and motivating and are provided by certificated teachers and trained educational assistants. The length and amount of time students receive Title I programming is dependent on their growth and progress.

### **TOBACCO-FREE ENVIRONMENT**

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.).

### **VISITORS/VOLUNTEERS**

During these COVID times, we will be limiting visitors to the front foyer and main office. Please wear a face covering when entering the building. We will not have volunteers in the school space for now. As we find successes regarding our safety protocols, we may amend volunteer protocols.

### **WEAPONS**

Our school district staff is dedicated to working with parents, police, and lawmakers to create the safest possible environment. Washington State law mandates that any student bringing a firearm to school, onto school bus, or

to any school-sponsored activity be expelled from all Washington State schools. The firearm need not be loaded or even in operating condition.

In a similar law, a tougher stand against dangerous weapons is now in effect. The dangerous weapon list includes objects such as sling shots, air rifles, knives, and anything that propels projectile such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances. Thank you for your support in helping promote overall student and school safety.

### **WALKING TO SCHOOL**

Students who live north of Country Homes Blvd need to ride the school bus as crossing guards are NOT provided on Country Homes. We are also asking that these children DO NOT ride their bicycles to school due to the safety concern with crossing Country Homes Blvd. A bus has been provided for those students living south of Cascade Way. We encourage students to ride the school bus when it is offered.

## **FINDING SUCCESS AT EVERGREEN: 15 HELPFUL TIPS**

As stated before, it is highly important that parents remain involved with their children's activities at school. Following are some things that you as parents can do to assist your child with his/her school life:

- Become partners with your teachers, the principal, school social worker, nurse, and other school personnel.
  - Show enthusiasm and interest in the things your child is involved with at school.
  - Visit school often and accept invitations for classroom and school-related activities.
  - Encourage your child to talk about school activities, and listen sincerely when he/she does.
  - Ask open-ended questions of your child regarding school-related happenings.
  - Praise your child for work well done and praise him/her for improvement. (Improvement may take place in work and study habits, conduct, attitude, and specific skills.)
  - Help your child schedule time so that he/she has an opportunity for study.
  - Make at-home reading a priority, and model regular reading in the home.
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- Review some of the key items and expectations in this handbook with your students.
  - Help your child understand the need to be considerate of others and to respect their property and rights.
  - It is important for your child to get the right amount of sleep for their healthy growth and brain development.
  - Assure your child gets a proper breakfast each morning. Evergreen offers a school breakfast program.
  - Connect with school when unsure of school-related matters.
  - Hear both the child's and the teacher's version of any controversial issue.
  - Take turns in the family to help him/her learn to do so at school.