

Evergreen Elementary School Handbook

2025-2026



evergreen.eesd.org/



Office 408-270-4966



3010 Fowler Road
San Jose, CA 95135

Our Vision

In collaboration with all vested members of our school community, we consistently work to achieve academic excellence for all students, celebrate and appreciate our students' diversity, promote a positive school climate, and maintain an emotionally, intellectually, socially, and physically safe school environment.

Our Mission

The Evergreen community respectfully nurtures and engages each student in realistic, meaningful, and collaborative learning.

Principal's Message



Dear Students, Parents, and Guardians,

It is with great pleasure that I welcome you to Evergreen Elementary School, where we are dedicated to making learning engaging and fun! As the principal of this wonderful institution, I am honored to guide and support this exciting educational journey.

At our school, we believe that knowledge is the key to unlocking each child's limitless potential. Our dedicated team of educators is committed to providing a safe, nurturing, and inclusive environment that fosters academic excellence, personal growth, and character development.

Research demonstrates that family involvement is the number one factor in determining student success in school. Parental/Guardian involvement can take many forms. First and foremost, it means getting children to school daily and getting them there on time. In addition, reading to or with your child every evening is essential. Not only does this help students build their vocabulary and love of reading, but the quiet time together is immeasurable. Being present to monitor student homework and projects, providing a quiet place for their studies, and being informed about progress and grades are all important to student success.

Evergreen Elementary School is known throughout the district for its close partnership between home and school. Parents and guardians are very supportive of their students and teachers. I encourage you to get as involved as is feasible here at school. Join the PTA and help with their events and/or volunteer in whatever capacity you are able to. Your student(s) will see through this example that their education and well-being are your priority.

Sincerely,

Principal Diana Nakano

About Evergreen Elementary



Once the only school in the area that served the farm community in the east foothills of San Jose, Evergreen School is honored to be the namesake of the district as well as the oldest school in the district. Evergreen Elementary opened its doors at the current location to students in the fall of 1955. We are now surrounded by homes instead of orchards and vineyards.

Evergreen School is a community that works together as a team to create multiple opportunities for success for all students. The staff is committed, energetic, hard-working, and creative. Parents are involved and can be seen helping around the school in classrooms, the computer lab, and on field trips. We are dedicated to the academic achievement of all students. We recognize and strive to meet our students' emotional, social, and physical needs and promote their growth by helping them become critical thinkers, problem solvers, effective communicators and caring citizens.

Evergreen is a school with “a strong 67-year tradition dignified with excellence in educating every child.” It is our privilege to be able to carry on this tradition!

The original Evergreen School House:



Year At A Glance

AUGUST

18 First day of school

SEPTEMBER

1 Labor Day (No School)

OCTOBER

9 - Professional Development Day (No School)

NOVEMBER

11 Veterans Day (No School)

24 - 28 Thanksgiving Break (No School)

DECEMBER

22 - Jan 2 Winter Break (No School)

JANUARY

1 & 2 Winter Break (No School)

19 MLK Holiday (No School)

FEBRUARY

18 -20 Presidents Break (No School)

MARCH

30 Cesar Chavez Day (No School)

APRIL

3 -10 Spring Break (No School)

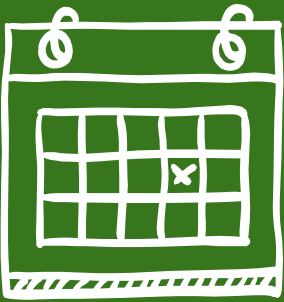
MAY

25 Memorial Day (No School)

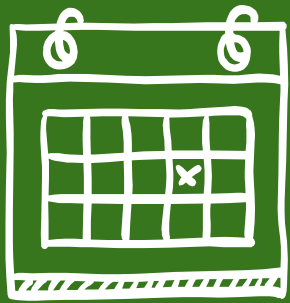
JUNE

11 Last Day of School

Evergreen Elementary School Schedule



Evergreen Elementary School Schedule



TK and Kindergarten will start the year with half days and transition into full days with minimum days every Thursday starting the week of September 3rd.

Every Thursday is a minimum day unless noted on the district calendar.



Evergreen Elementary Bell Schedule

Transitional Kindergarten / Kindergarten

August 18 - August 29 8:30 a.m. - 11:50 a.m.

Starting September 2nd: Follow regular and minimum day schedule below.

Regular Schedule

8:30 a.m.	Tardy bell
9:30 a.m.	First Recess
11:20 a.m.	Lunch
1:00 p.m.	Second Recess
2:15 p.m.	Dismissal

Minimum Day Schedule* (Thursday)

8:30 a.m.	Tardy Bell
9:30 a.m.	Recess
11:05 a.m.	Lunch
12:45 p.m.	Dismissal

Primary - Grades 1-3

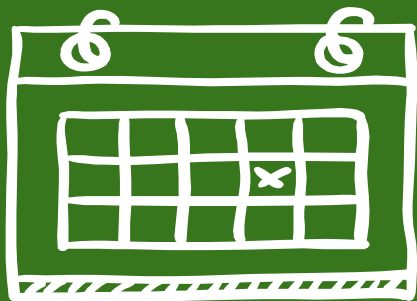
Regular Schedule

8:25 a.m.	Freeze Bell
8:30 a.m.	Tardy Bell
9:45 a.m.	Recess
11:35 a.m.	Lunch
1:20 p.m.	Recess
2:33 p.m.	Dismissal

Minimum Day Schedule* (Thursday)

8:25 a.m.	Freeze Bell
8:30 a.m.	Tardy Bell
9:45 a.m.	Recess
11:15 a.m.	Lunch
1:00 p.m.	Dismissal

Evergreen Elementary School Schedule



Arrival

Students are allowed to enter campus at 8:15 am every morning. They are to go directly to their classroom line and wait for their teacher to pick them up at 8:25 am. Students are considered tardy if they are not in line by 8:30 and then must check into the front office before going to class.

Dismissal

Students are to be picked up within 10 minutes of school dismissal time. Students will be in the office for pick up after 2:45 pm.

Evergreen Elementary Bell Schedule

Upper Grades: 4-6

Regular Schedule

8:25 a.m.	Freeze Bell
8:30 a.m.	Tardy Bell
10:00 a.m.	Recess
12:30 p.m.	Lunch
2:35 p.m.	Dismissal

Minimum Day Schedule* (Thursday)

8:25 a.m.	Freeze Bell
8:30 a.m.	Tardy Bell
11:55 a.m.	Lunch
1:00 p.m.	Dismissal

Assembly Schedule

8:25 a.m.	Freeze Bell
8:28 a.m.	Gates Closed
8:30 a.m.	Tardy Bell
11:20 a.m.	TK/K Lunch
11:35 a.m.	Primary Lunch
12:30 p.m.	Upper Lunch
2:15 p.m.	TK/K Dismissal
2:33 p.m.	Primary Dismissal
2:35 p.m.	Upper Dismissal

*Students are considered late if not **in line** by 8:30 sharp.

Our daily schedule is consistent with Educational Code minutes.



State and Local Policies



Every student shall attend school punctually and regularly, follow school rules, obey all directions of the staff, work diligently, behave appropriately, and respect those in authority. (CA Administrative Code 300).

1. Those students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action (Ed. Code 48900).
2. Students who possess, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object, shall be subject to suspension and expulsion from school and district, and the items will be confiscated (CA Administrative Code 300, Penal Code 653k, Penal Code 62610).
3. There shall be no smoking or possession of tobacco, tobacco product, or electronic cigarette (or similar product) on school grounds or during any school activity (Ed. Code 48900).
4. The use, possession or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency (Ed. Code 48900, CA Administrative Code 301).
5. Any student who destroys or in any way injures public or private property such as books, lockers, buildings, buses, or other equipment may face suspension or expulsion, and the parent or guardian shall be held financially liable.
6. Any student who steals, or attempts to steal school or personal property, or commits any unlawful act on school buses, school grounds, or on the way to and from school shall be subject to suspension, expulsion and referral to the appropriate law enforcement agency.
7. Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct, except when that the pupil's presence causes a danger to persons (Ed. Code 48900.5). Examples of "Other means of correction" include: Restorative Practices, Community Service, Reflection, Conference, Positive Support Approach and After-school Programs.

Sexual Harassment

Sexual harassment means "any unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature made by someone in the educational setting." This conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creates an intimidating, hostile, or offensive educational environment.

Violators will face disciplinary actions which may include suspension or expulsion from school and subject to referral to the appropriate law enforcement agency.

A student who believes he/she is a victim of sexual harassment is to report such harassment to a teacher, administrator, or other adult authority on campus.

District Policies



The Evergreen School District provides the following written policies for students and families yearly:

- Student Use of Technology
- Acceptable Use of Technology
- Student Substance Abuse
- Notice of Uniform Complaint
- Williams Uniform Complaint
- Student Non-Discrimination
- Student Sexual Harassment
- Protection of Pupil Rights Annual Notice to Parents
- PPRA Annual Notice of Student Education Record Privacy

The Parent Handbook is sent home at the beginning of the year and is available on the district website. (www.eesd.org)

Uniform Complaint Procedure

The Evergreen School District shall investigate and seek to resolve complaints at the local level. The district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education, and child care & development. Contact the Superintendent or designee, if you have a question concerning noncompliance on any of the programs listed. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education. Complainants may use any civil law remedies that may be available. (BP/AR 1312.3)

Gender Equity Policy

Evergreen Elementary School makes every effort to ensure gender equity. All facilities, classes, awards, and extracurricular activities are made available and are open to all Evergreen students. Our physical education program is co-educational. Students are encouraged to participate in school wide activities without regard to gender.

Textbook and Library Books

Students are responsible for the use and care of all textbooks issued to them. They are also responsible for any library books they check out. Students and their parents/guardians are financially responsible for lost or damaged books (Ed. Code 48904). Please be aware of this and take care of them appropriately. Library books should be returned on or before the due dates.

Search and Seizure

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or school. The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices. (Ed Code 49050, BP/AR 5145.12)



Attendance Help

As a parent, help your child develop a sense of responsibility and good habits by arriving at school on time. Adult supervision does not begin until 8:15 a.m. so students should arrive to school no earlier than 8:15 a.m. Upon arriving at school, students should walk to their classroom line and wait for their teacher to lead them to their classroom. School gates will close by 8:28. Students need to be either in their classroom line or in their classroom by 8:30 a.m. to be considered on time. Students who arrive to their lines and/or in their rooms beyond 8:30 a.m. are considered tardy and should report to the office to receive a tardy slip.

A student's absence from school or tardiness must be verified by the parent/guardian with a written note or a telephone call. It is preferred that you call the day of the absence. Education Code section 48260 states that any pupil subject to compulsory full-time education or to compulsory continuation who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor.

Truancy and Chronic Absenteeism

Truancy – “Education Code Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.”

Chronic Absenteeism “A student is considered a chronic absentee if he or she is absent 10 percent of the days they were enrolled in a school. Chronic absence is different from truancy which counts only unexcused absences and indicates a violation of California's compulsory attendance laws. Average Daily Attendance (ADA) is the average number of students who attend school each day and is used for state funding purposes.”

Attendance

It is the responsibility of the parents/guardians to make sure students attend school daily (Education Code 48200). Students who miss more than the allotted absences or tardies from school will receive official notices of truancy (Education Code 48260). This process can lead to our district's Student Attendance Review Board (SARB) (Education Code 48263) and ultimately, the Santa Clara County District Attorney's Office for review and prosecution (Education Code 48264 and 48293 and Penal Code 270.1).

Excessive absences, excused and unexcused, are tallied up to determine chronic absenteeism (more than 10% of the school year missed).

***Please request Independent Study for travels.**



Tardy-Policy

Valid excuses for absence from school are:

Illness (a doctor's note is required after three days), quarantine as directed by a health officer, appointments for medical services, attendance of funeral services of an immediate family member so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent with excuse shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

All other absences are considered unexcused and therefore truant. Family travel that exceeds 10 days will result in the student being dropped from the attendance rolls. Reinstatement into the class and school is contingent upon available space. Three proofs of residence will be required when you return in order to re-enroll your child. Homework and tests are to be made up at the discretion of the individual teacher.



Excused Examples

- Illness
- Medical or dental appointments
- Serious illness or death in the immediate family
- Religious holiday observance

Unexcused Examples

- Trips or vacations
- Missing their ride, car breaks down, traffic delays
- Overslept
- Sports
- Extracurricular activities

Attendance Line / Email

Parents are to call or email attendance to **408-270-4966 / evfrontoffice@eesd.org** each day a student is absent and report the reason for the absence. A doctor's note is required for five days of consecutive illness. Any student not in attendance during the school day may not participate in any after school program scheduled for that day. The district has implemented automated calling within the first 30 minutes of the school day. The automated call will let parents know if a student was marked absent or tardy.

Off Campus Pass

When it is necessary for a student to leave prior to the end of the school day, the student must be checked out at the office front counter. The person checking out the student must be listed in the student's Parent Portal Account. **Please be sure all daycare persons are listed.** It is critical that the information in Parent Portal is kept current. If a student is picked up late the person picking up the child must be an adult and listed on their online account.



Health Office

The Health Office is only for students who are ill or injured at school. You must enter the Health Office through the front office door only. Parents or family members picking up sick/injured children must sign them out in the Student Log Book.

Medication

No medications; prescriptions or over-the-counter medicines can be brought to school and taken without both parent and physician signatures. Medication request forms may be obtained in the Health Office and need to be updated yearly. In addition, all medication must be brought in by an adult and kept in the Health Office unless the physician states otherwise.



Visitors

All campus visitors are required to sign in and out at the office, and wear a badge while on campus. When volunteering on campus, please be respectful of the teachers' time in the staff room by not using it as a shortcut or being in the staff room during recess and lunch times. Children are not allowed in the staff room at any time. This includes before, during, and after school hours. Remember not to use your cell phone when volunteering in the classroom and leave the phone on vibrate so it does not disturb the class.

For the safety of our students, adults are not allowed in the lunch areas or in any student bathroom. A restroom is available for adult use located in the front office.

Closed Campus

Evergreen is a closed campus, as are all Evergreen schools. Students are required to remain on campus during the entire school day. If students must leave for an appointment during the school day, the parent must come to the office to sign them out. If someone other than a parent will be picking the student up, and they are not on the emergency contact list, **please call the front office to provide permission.** In addition, the person picking the student up **must bring identification to show to the office staff.** **Without identification, the student will not be released.** We are not allowed to release a student without your written or oral permission. Unless students are involved in an after school sponsored activity, they should leave school directly after school.



Evergreen Elementary has options of eating outside at the picnic tables or in The Eagle's Nest (dependent on weather).

Please visit Evergreen School District's CNS webpage for more information about the school meal program.



Cafeteria Procedures

Evergreen Elementary has a quick and efficient process to ensure students receive fresh, nutritious and tasty food at ease.

Lunch menus can be found on the district website. (www.eesd.org)

Students are able to receive two free meals during the school day (Breakfast and Lunch). They inform their teacher during morning attendance of what meals they need.

For safety reasons parents and visitors **are not** allowed to eat with students. All students must eat their food in designated eating areas for supervision and clean up purposes. **Parents may not drop off lunches to students throughout the day. All drop offs must go through the front office. Office staff will not call classrooms for lunch reminders. Make sure that your student knows that lunch will be in the office for them.** Parents may email their student(s) teachers regarding lunch- and a designated table is set aside for these students to come pick up these items.

No off campus food of any kind may be brought on campus to share with students and their peers. This includes food delivery services.

Celebratory food items

Celebratory food items are not permitted at school. Items such as cake, cupcakes, and candy should be left at home. These items create distractions to the learning environment and pose allergy risks to our students. "Goodie bags" shall contain non-food items that are school appropriate and will be passed out at the end of the school day. Examples: Pencils, pens, erasers, and coloring items.

Eagle Daily Life

Our community is another important extension of our learning population with a mix of long-time residents and newer families. Because of our stable teaching staff, many teachers have established close relationships with families in the community, which is a testament to our village; creating supportive environments to support all students. This helps to create a trusting relationship and a positive interaction between school and home. Teachers have implemented well-established modes of communication with families that foster success. Parents understand teacher expectations and are able to be a partner in their child's education. A weekly newsletter from the principal is posted on the school website. Teachers use various methods to communicate home, such as websites, emails, and notes, regarding class activities as well as their child's academic progress.

School doesn't stop when the bell rings. At Evergreen, we offer a variety of fee-based and non-fee based before and after school programs. Our staff offers intervention classes for those kindergarten - 6th grade students teachers deem to be "at risk" in the areas of language arts and math.



School Hours

Students should arrive to campus no earlier than 8:15 AM. The warning bell rings at 8:25 AM & the gates are closed at 8:28 AM. School begins promptly at 8:30 AM. Students need to be in their seats at the time the bell rings. The dismissal time for TK/K is 2:15 PM, Primary is 2:33 PM and Upper grade is 2:35 PM. All students not picked up by 2:45 PM will remain in the office until pick-up for safety.

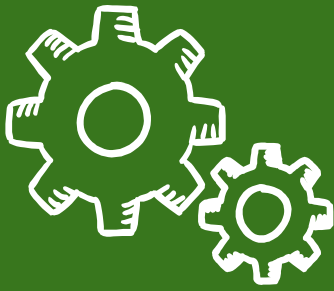
Suggested Materials

Students are to arrive to school each day with the materials needed to be successful in all of their classes. Textbooks, pens, pencils, paper, notebooks, binders, folders and assigned materials are to be brought to school daily. If you need assistance with this please contact the front office.

Telephone Calls and Cell Phone Policy

Students may not be called to the phone during school hours. However, in an emergency, the secretary may take a message for a student or arrange a call back. If a student needs to make a phone call to a parent, they may come up to the office and the front office staff or principal will assist them. **Students are not to have their cell phones out during the school day. Cell phones are to be silent and/or off from 8:15am – 2:35pm. Cell phones are not to be in use around campus, should not be out in the classrooms, and should only be used in a classroom if there have been specific directions from a teacher. Smart watches follow the same policy and cell phones.**

Behavior Expectations



Be Safe

Be Responsible

Be Respectful



School Wide Expectations (PBIS)

What is PBIS?

Positive behavioral interventions and supports (PBIS) is a schoolwide systems approach aimed at establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students.

Our Approach

Our PBIS approach includes three Eagle Values: Be Safe, Be Responsible and Be Respectful.

Evergreen Elementary has high expectations and standards for behavior through our PBIS program. We aim to:

- Enhance school climate
- Promote positive behavioral expectations.
- Teach behavior expectations by modeling what is expected.
- Reinforce positive behaviors with rewards and praise.
- Implement consistent consequences for inappropriate behaviors.
- Utilize restorative practices to support repairing harm for victims, building empathy, and reducing recurrence of problems and conflicts.

PBIS

Evergreen students can earn a “Eagle Buck” for displaying positive behaviors. The coin to the right shows what any Evergreen student can earn for observing our Eagle Values:

- **Be Safe**
- **Be Responsible**
- **Be Respectful**

This is a function of our PBIS program to bring clarity to expected behaviors while building positive relationships on campus.

Students can exchange Eagle Bucks for fun prizes at the Eagle Store, which is open twice a month at lunchtime.

Prizes Include:

- Pencils / Pens
- Pins
- Shirts
- Plush toys
- Keychain
- Croc charms
- Beanies
- And more!

Eagle Bucks



Positive Behavioral Interventions and Supports (PBIS)

PBIS is a school-wide approach that includes three quality characteristics to enhance school climate:

- Promote positive behavioral expectations.
- Teach behavior expectations by modeling what is expected.
- Reinforce positive behaviors with rewards and praise.
- Implement consistent consequences for inappropriate behaviors.
- Utilize restorative practices to support repairing harm for victims, building empathy, and reducing recurrence of problems and conflicts.

Evergreen Elementary School PBIS School-Wide Expectations

Evergreen Elementary School PBIS School-Wide Expectations

Area	Be Safe	Be Respectful	Be Responsible
Campus	<ul style="list-style-type: none"> Walk Keep hands, and feet to yourself If you hear or see something say something Share your friends not your food 	<ul style="list-style-type: none"> Say "please" and "thank you" Care for and encourage others Respect all property Be a good listener 	<ul style="list-style-type: none"> Demonstrate good character Accept the outcome of your actions Keep our school clean and beautiful
Arrival/Dismissal	<ul style="list-style-type: none"> Walk Use the crosswalks Look for cars 	<ul style="list-style-type: none"> Use sidewalks and walkways Walk all bikes once on campus Wait your turn to enter the gates 	<ul style="list-style-type: none"> Wait on the front sidewalk for pickup. Play during recess and not during the Arrival/Dismissal Check that all materials are packed before leaving campus
Eagle's Nest	<ul style="list-style-type: none"> Walk Enter quietly Share your friends and not your food Maintain personal space 	<ul style="list-style-type: none"> Follow noon supervisor directions Use good table manners Use a quiet indoor voice Raise your hand for help, ask to use the restroom, or be dismissed to recess 	<ul style="list-style-type: none"> Enter/Exit slowly and quietly Keep the line moving by being prepared with your lunch choice Clean-up after yourself Stay at your assigned table
Playground	<ul style="list-style-type: none"> Walk Follow all playground expectations Stay in designated areas 	<ul style="list-style-type: none"> Listen to supervisor's directions Use kind words Follow playground expectations Be a good sport 	<ul style="list-style-type: none"> Use time wisely Keep campus clean Be an upstander
Bathrooms	<ul style="list-style-type: none"> Wash your hands with soap and water Walk to the bathroom No playing in the bathroom 	<ul style="list-style-type: none"> Respect others' privacy Re-enter class quietly Keep bathrooms clean 	<ul style="list-style-type: none"> Go, flush, and wash Return to class promptly Freeze at the bell
Library	<ul style="list-style-type: none"> Walk in the library Push in your chair 	<ul style="list-style-type: none"> Use quiet voices Wait your turn Bring books back on time Use manners / kind words 	<ul style="list-style-type: none"> Handle books carefully/properly Use shelf markers appropriately Follow the checkout procedures
Office	<ul style="list-style-type: none"> Walk Sign in and out Wash your hands before leaving the health office. 	<ul style="list-style-type: none"> Use inside voices Wait to be helped Say Please and Thank you 	<ul style="list-style-type: none"> Be prepared to communicate Understand office routines Clean up after yourself

Evergreen Elementary School Behavior Management Plan



Evergreen Elementary School Behavior Management Plan

Teacher Managed

<p align="center">Level 1 Incidental (Non-Referred/Non-Recorded)</p>	<p align="center">Level 2 Minor (Non-Referred/Recorded)</p>
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<ul style="list-style-type: none"> ● Running ● Loud voices/yelling ● Disruptive sounds ● Insubordination ● Out of seat ● Missing homework ● Not being prepared for class ● Disruptive ● Breaking cafeteria rules ● Breaking common area rules ● Inappropriate behavior in bathrooms ● Off task - use of electronic devices ● Other: 	<ul style="list-style-type: none"> ● Lying ● Indirect, inappropriate language/gestures ● Inappropriate dress ● Spitting (not at a person) ● Use of electronic devices that are disruptive to learning. ● Unauthorized access to non-student Areas ● Cheating/plagiarism ● Repeated level 1 offenses ● Other:
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Office Managed

<p align="center">Level 3 Major (Referred/Recorded)</p>	<p align="center">Level 4 Illegal (Referred/Recorded)</p>
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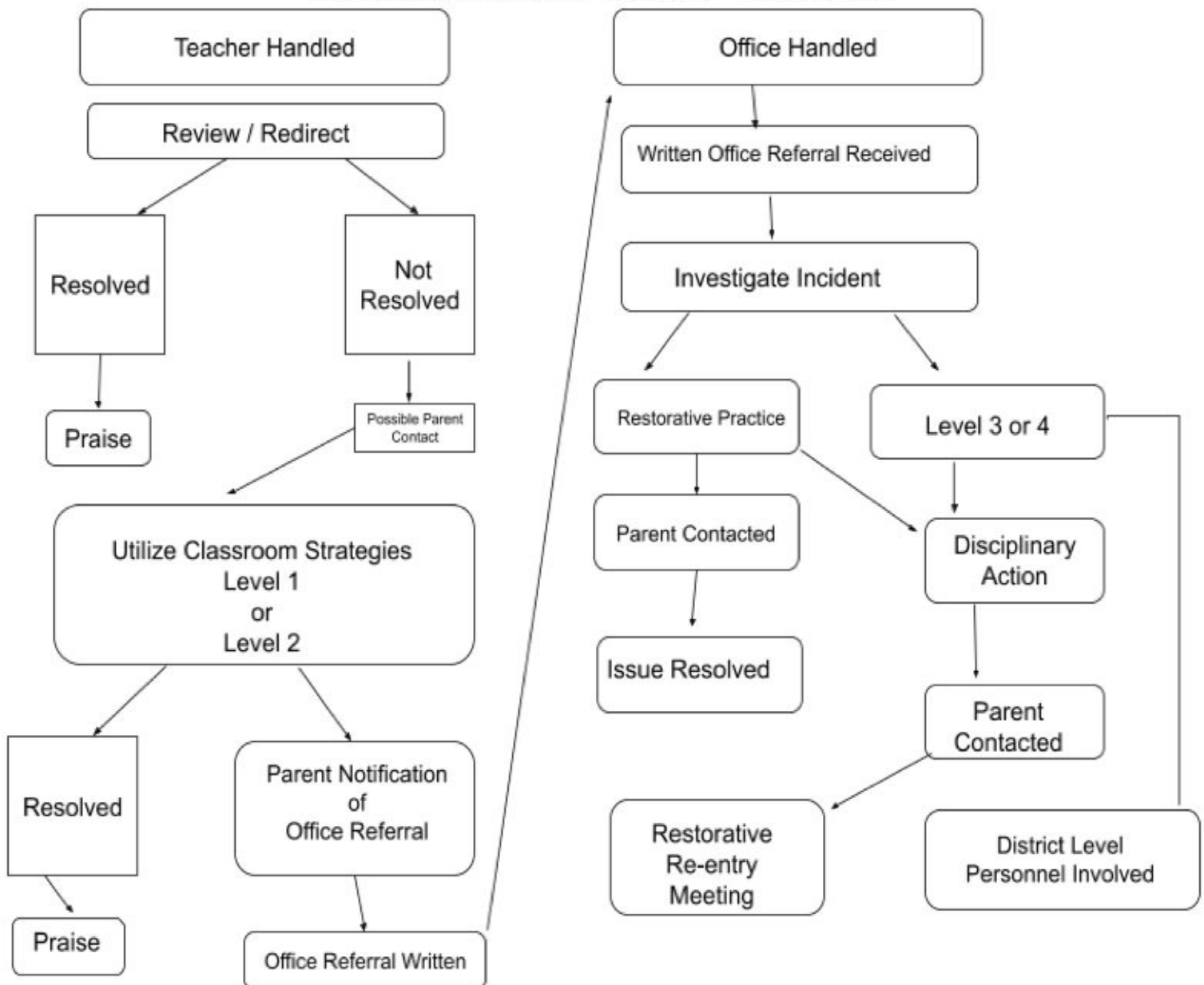
<ul style="list-style-type: none"> ● Direct inappropriate language/gesture ● Fighting/physical aggression ● Harassment/bullying ● Overt Defiance ● Property destruction/misuse ● Theft ● Forgery ● Internet misuse/cyber-bullying ● Taking pictures/video without consent ● Repeated Level 2 offense ● Other: 	<ul style="list-style-type: none"> ● Drug use/possession ● Weapon use/possession ● Habitual Truancy ● Arson ● Bomb threat/threat to school ● Extreme property damage/vandalism ● Combustibles ● Assault/threat ● Other:
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Procedural Flow Chart for Behavior



Evergreen
Elementary School

Procedural Flow Chart - Behavior



Evergreen Site Policies

Bullying

Bullying behaviors which include physical, written, verbal, and electronic—with the intent to harass, sexually harass, threaten, intimidate, Cyberbully, or cause bodily or psychological harm, are not allowed. All incidents should be reported immediately to an adult on campus or by completing the online format at:

Unauthorized Sales

Students are not allowed to sell any unauthorized items or collect money on campus. This includes fundraisers for other schools and organizations.



Distractive Items

Video games, Sharpies, toys, personal stereo players, or other items that are disruptive to school activities, dangerous, or potentially damaging to school property, are not allowed at school or at school sponsored functions. Items will be confiscated and must be picked up by the student or parent from the Principal.

Dangerous Items

Matches, lighters, vape pens, cigarettes, or any smoking paraphernalia, drugs, alcohol, fireworks, laser pointers, permanent markers, spray bottles, squirt guns, play guns, water balloons, shaving cream, glass containers, aerosol containers, body sprays/perfumes, hairspray and spray paint are not allowed at school. Items will be confiscated and not returned.

Fighting

All forms of fighting or conspiracies to fight are strictly prohibited and will result in consequences that may include suspension or expulsion. Students who “arrange” for other students to fight will also face severe disciplinary action. Recording, sharing, and/or posting a video/pictures of a fight will result in disciplinary action and possible law enforcement involvement. This includes walking to and from school.

Evergreen Site Policies

Social Media

Any items published on social media having negative effects on our school climate will be handled by school administrators and/or law enforcement agencies if necessary. This includes negative activity done at home. Posting on, making comments or accessing social platforms during the school day is not allowed and violations of any kind will result in disciplinary action.



Dress Code

Appropriate and modest attire is expected at school. Student's should be comfortable without distraction.

- Undergarments **should not** be showing under any circumstances. If clothing is not worn correctly, it must be corrected or parents will be contacted.
- Sleepwear and blankets are not to be worn (Exceptions on verified Spirit Day)
- Hats or hoodies are allowed **IF** worn appropriately on campus, but are subject to individual classroom policies. Face and ears must be visible to school staff. Hoods must not be worn outside or inside buildings.
- **NO** profane, vulgar, sexually suggestive, violent, drug, alcohol, tobacco or gang-related clothing are allowed. This includes clothing or accessories that are predominantly red or blue.
- Items such as backpacks, belts and belt buckles will also be monitored. Inappropriate words, designs or anything causing a distraction may be confiscated and could lead to disciplinary action.
- No rolling backpacks allowed for safety reasons.

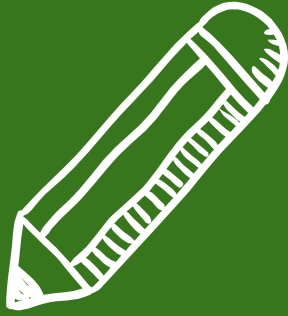
The school administration reserves the right to individually forbid a student from wearing any attire, logos, symbols, or insignias including excessive clothing color, that is determined to create a hostile environment or distracts from learning.

With the ever changing fashion trends, it is difficult to have a comprehensive list of acceptable attire. Therefore, appropriate attire is based on staff and administration discretion to ensure success for all students.

Classrooms

Each classroom teacher is allowed to set guidelines and policies for his or her individual classroom. Violations of these policies may result in assigned reflection time or other consequences.

Academics



Academic Code

Academic integrity is important for the personal and academic success of all Evergreen students. Copying, plagiarizing, cheating, or giving your work to others to use is stealing the intellectual property of others. Consequences for such actions may result in a phone call home, zeros on the work, and a referral to administration.

Homework Make-up Policy

Upon return to school (excused absence), students are expected to make up missed work. It is the student's responsibility to communicate with the teacher to make up missed assignments. Days allowed for make up is equal to number of days student was absent. Parents may email teachers the third day of an extended absence to arrange pick up of homework.

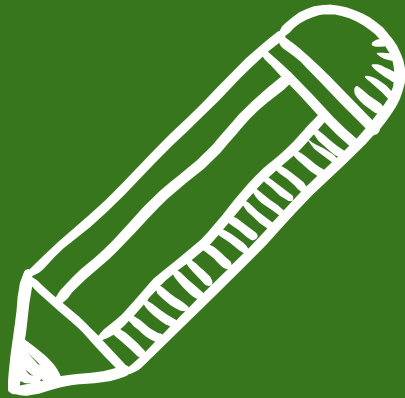
Conferences

Parent and Teacher conferences take place in November. All parents are expected to attend.

Classroom Academics

Please see each teachers classroom syllabus for individual information. Academic policy varies between grade level and teacher. If you have any questions contact the classroom teacher first.

Academics



Honors _____

Gold - All A's in core academic content areas

Silver - All A's and B's in core academic content areas

Academic Honors is for grades 4-6 only.

Report Cards & Progress Reports

At the end of each progress period, Progress Reports of students are given per teacher discretion. All Trimester Report Cards will be sent home with the student or shared at conferences. If further monitoring is required, the Principal or our school psychologists can set up academic support programs after a parent conference has taken place.

Promotion

The 6th grade promotion celebration will be held the day before the last day of school. It is intended to celebrate students' hard work in their elementary years.

We ask that nothing be brought to distract from the students success. The celebration is for all students and families to enjoy. Please give your students their balloons, gifts, flowers, etc., after you leave campus for your personal celebrations.

Evergreen Elementary School District Profile of a Learner

In Evergreen School District, we engage our students in authentic learning that prepares them with the skills to be global-minded citizens. Parents want to know their child is on the right path for success in life. Our teachers want to ensure that students learn the skills needed to open doors to the future. Together we recognize that we have an important role in establishing the foundation for our children to grow and thrive.

The knowledge, skills, and attributes our students will need to pursue individual dreams and positively impact the world are defined in our Profile of a Learner. As a Learner, Communicator, Collaborator, Critical Thinker, Innovator, and Advocate, our profile includes outcomes and learning targets we want all our students to achieve during their school years in Evergreen School District.



Home and Family

Website and Social Media

To stay current with our school news, please check our school website:

Follow our school Social Media – we share and post as often as we can.

PowerSchool is the system we use to contact parents and guardians in case of an emergency and for safety notifications. It is crucial that your information is kept current in PowerSchool throughout the school year. Links to the PowerSchool Registration Instructions are posted to Evergreen's website and the Evergreen School District website. Please call evergreen's front office if you need assistance.



Appointments

If you wish to make an appointment with an administrator or any member of the faculty, please phone or send an email so that a time can be established that is convenient for both parties. Administrators are available from 8:00am – 4:00pm and teachers are available from 8:15am – 3:00pm. Call (408) 270 - 4966 for an appointment or send an email. All email addresses can be found on our school website.

Advisory Committees and Councils

There are a variety of ways parents can get involved with their school. Besides working in the classroom and PTA, we have several advisory committees you may be interested in participating on: School Site Council, English Learners Advisory Committee (ELAC), Parent Advisory Committee (PAC), District Advisory Committee (DAC), Budget Advisory Committee (BAC) and Parent Teacher Student Association (PTA). Most committee participation requires about an hour a month. Some may need more time. To learn more see Advisory Committees and Councils at Evergreen on the school website.

Questions? Email or Call us



Principal:

Diana Nakano
dnakano@eesd.org

Secretary:

Christina Cerniglia
ccerniglia@eesd.org

Health Office:

Chitra Shah
cshah@eesd.org

School Phone:

408-270-4966

School Fax:

408-270-4968

Front office:

All office staff
evfrontoffice@eesd.org

School website:

<https://evergreen.eesd.org/>

District website:

<https://www.eesd.org/>