CADWALLADER ELEMENTARY SCHOOL

FAMILY HANDBOOK

Evergreen Elementary School District
3799 Cadwallader Avenue San Jose, CA 95121

Principal: Jennifer Diehl
Main Office: (408) 270-4950
Website: cadwallader.eesd.org
Evergreen School District: (408) 270-6800

CADWALLADER VISION

At Cadwallader we inspire, excite, and empower all students to become lifelong learners with the knowledge and critical thinking skills to reach their personal goals and have a positive impact in our world.

CADWALLADER MISSION

Our Cadwallader staff is committed to:

- celebrating and appreciating diversity within our community while establishing integrity, perseverance, respect and empathy.
- ensuring students have a safe environment in which they feel nurtured, valued, and empowered to develop a strong sense of self-worth to fulfill their hopes and dreams and be part of the community.
- modeling for students how to think critically, collaborate, and challenge themselves to have a growth mindset.
- inspiring students to achieve academic excellence in our ever changing world by developing lifelong learners using research based practices.

Cadwallader Motto:

"Cougars Count On Each Other"

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE
Above all else….. Be Kind!

BELL SCHEDULE
Cadwallader 2026-2027

Full day TK/K: We will start the year with half days and transition into full days starting Monday, August 31st .
TK/Kindergartener's start full days and eat lunch at school on Monday, August 31st .

- August 17th- August 28th — 8:15 a.m. – 11:35 a.m.
- Starting Monday, August 31st — 8:15 a.m. - 2:15 p.m.

	Start Time	End Time
Preschool		
A.M. Preschool	8:30 a.m.	11:15 a.m.
Morning Recess/Breakfast	10:30 a.m.	11:00 a.m.
P.M. Preschool	12:00 p.m.	2:45 p.m.
Afternoon Recess	1:30 p.m.	2:00 p.m.
TK Regular Days		
Kindergarten	8:15 a.m.	2:15 p.m.
Morning Recess/Breakfast	9:30 a.m.	10:00 a.m.
Lunch	11:25 a.m.	12:15 p.m.
Afternoon Recess	1:30 p.m.	1:50 p.m.
TK Minimum Day Thursdays		
Arrival/Dismissal	8:15 a.m.	12:15 p.m.
Morning Recess/Breakfast	9:30 a.m.	9:45 a.m.
Lunch	11:20 a.m.	11:50 p.m.
Kindergarten Regular Days		
Kindergarten	8:15 a.m.	2:15 p.m.
Morning Recess/Breakfast	9:45 a.m.	10:15 a.m.
Lunch	11:25 a.m.	12:15 p.m.
Afternoon Recess	1:10 p.m.	1:30 p.m.
Kindergarten Minimum Day Thursdays		
Arrival/Dismissal	8:15 a.m.	12:15 p.m.
Morning Recess/Breakfast	9:45 a.m.	10:15 a.m.
Lunch	11:20 a.m.	11:50 p.m.
Primary Grades (1-3) Regular Days		
Arrival/Dismissal	8:15 a.m.	2:30 p.m.
Morning Recess/Breakfast	10:00 a.m.	10:19 a.m.
Lunch	11:30 a.m.	12:10 p.m.
Afternoon Recess	1:25 p.m.	1:45 p.m.
Primary Grades (1-3) Minimum Day		
Arrival/Dismissal	8:15 a.m.	12:30 p.m.
Morning Recess/Breakfast	10:00 a.m.	10:19 a.m.
Lunch	11:30 a.m.	11:50 a.m.
Upper Grades (4-6) Regular Days		
Arrival/Dismissal	8:15 a.m.	2:30 p.m.
Morning Recess/Breakfast	10:20 a.m.	10:39 a.m.
Lunch	12:30 p.m.	1:05 p.m.
Minimum Day Thursdays Grades 4-6		
Arrival/Dismissal	8:15 a.m.	12:30 p.m.
Morning Recess/Breakfast	10:20 a.m.	10:39 a.m.
Lunch	12:00 p.m.	12:20 p.m.

CAMPUS SAFETY

We are concerned about the safety and protection of all children arriving and departing Cadwallader. We appreciate the cooperation of all to ensure the safety of all.

PARKING LOT SAFETY

All drivers of TK/Kindergarten through 6th grade students are to drop off students outside the parking lot or park outside the lot at a gray curb.

- An adult is to remain with their TK/K student until the classroom teacher greets the class at the start of the day.
- TK and Kindergarten caregivers are to park outside the parking lot and walk onto the campus.

Our parking lot is reserved for buses, staff, day-care drivers, preschool caregivers, & the disabled that must get out of their car to collect their child (TK/Kindergarten students must be picked up and dropped off at the classroom door, please do not leave your child unattended). If you have extenuating circumstances, please see the front office to obtain a parking permit. Do not park in any red zones or spaces marked for staff.

MORNING TRAFFIC

Our morning traffic can be a dangerous time so we ask you to follow all traffic safety rules.

- Students are dropped off outside our gates unless they are preschool students who arrive after our TK-6th start time.
- Our white curbs are for drop off only. Drive up to the curb, have your child exit curbside, and then drive off for the next car to pull in.
- Do not stop or park at a red curb or in the crosswalk.
- Left turns are possible on Forestwood Drive, but no U-turns are legal on Cadwallader Avenue with congested traffic. Also, no U-turns are allowed in crosswalks.
- Drivers, please remember to stop behind the crosswalk at all stop signs. Do not inch forward toward the crosswalk when pedestrians are crossing. Together we can keep our crosswalks a car-free safety-zone for students and families.
- Please drive slowly and pay attention to your surroundings.
- Do not use your cell phone while driving.
- If you are walking your child on campus (kindergarten will need to walk your child to the classroom door), park outside and walk in, or better yet, walk from home, if possible.

YELLOW LINES

- While on campus, please remain behind the yellow lines unless you have signed in to the front office and are visiting a classroom.
- During afternoon pickup, please remain behind the yellow lines until all students are dismissed.

VISITORS ON CAMPUS

We welcome visitors to our school, but for the protection of our students, visitors are to report directly to the Office first to obtain a visitor's pass. Please do not go directly to the classroom during class time or to the Café and the playgrounds during recess or lunch hours. During arrival and dismissal times, please wait at the front of the school behind the yellow lines. To make the best use of your time, it is best to schedule a conference when it is necessary to speak to a teacher or the principal.

BICYCLE/SKATEBOARD/SCOOTER SAFETY

Students may ride bicycles, skateboards or scooters to school, provided they have a current caregiver permission slip on file in the Office or are accompanied by a caregiver. By law, helmets must be worn and it is recommended that bicycles be locked up on the bike rack. The school will not accept responsibility for the safety of bicycles. Bicycles, skateboards, and scooters must be walked in crosswalks and while on school grounds.

PET FREE CAMPUS

To ensure student safety, including allergies and any fear of animals, pets are not allowed on campus. Classroom visits are possible with caregiver permission of classmates prior to the visit.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire, earthquake, and lockdown/exit campus drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the school building. We have designated staging areas in the event of an emergency that requires us to leave campus. In the event of a real emergency, our district web page (eesd.org) will have a flashing "emergency" link to access current information.

MEDICATION

No medication, prescription or over the counter, can be brought to school and taken by students without *both a caregiver and a doctor signature.* Medication request forms may be obtained in the Health Office. In addition, all medication must be kept in the Health Office unless the doctor states otherwise. This is inclusive of any medication from inhalers to cough drops.

DOCTOR'S EXCUSAL

If your child cannot go out for recess or take part in physical education, they must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.

ATTENDANCE

Students are expected to attend class each school day. Absences are considered 'excused' for the following reasons: personal illness or injury, medical or dental services, quarantine, funeral attendance, court appearance, religious holiday, or a school-approved absence/emergency. Students will be declared truant if they have three or more unexcused absences and/or tardies over 30 minutes in a school year and shall be reported to the attendance supervisor or the superintendent of the school district. **School funding is lost every time a student is absent. No matter what the reason, if a student is absent, no funds are received that day. Beyond your student losing valuable instructional time, lack of funding affects our entire school site.**

ABSENCES

- Parents should call the school at (408) 270-4950 or email at cafrontoffice@eesd.org each day the student is absent.
- Family travel should be limited to official school vacation holidays. Any absences due to family vacations are unexcused absences unless you complete an Independent Study contract. (See below.)
- Make-up work is provided for excused absences. A student will be given time to complete make-up work once they return back to school. The standard is one day for each day's absence; however, if several days were missed and your child still feels ill, please communicate with the teacher for an extension.
- Three or more absences or excessive tardies will result in an 'Attendance Letter' going home; six or more absences may result in a caregiver/principal conference.
- Excessive absence/tardies may result in a referral to the district's School Attendance Review Board (SARB).

INDEPENDENT STUDY

If travel while school is in session is unavoidable, please coordinate with our Attendance Clerk, Mrs. Gilmore, in the front office. Independent Study contracts can be created for a maximum of 20 days per school year. We require two weeks advance notice.

*Research consistently shows that **chronic absenteeism**, defined as missing 10% or more of school days (i.e., 18 days or more), has serious negative consequences for students. Chronically absent students are more likely to experience lower academic achievement, including lower grades and test scores, and are at a higher risk of dropping out of high school. The issue also leads to social and emotional challenges, as students may disengage from school and miss out on important social interactions and opportunities to build relationships.*

TARDINESS (ARRIVING LATE)

- A student is tardy after 8:15 a.m.. The student needs to be in their class line when the 8:15 a.m. bell rings. If a student arrives on campus after the bell, they need a late pass from the Office.
- A student should report to the Office first when arriving late to school. An adult should accompany late primary students to the Office.

EARLY PICK UP

- If a student needs to leave during the school day, caregivers **must** sign them out in the Office. The child will be called to the Office via the classroom phone.
- Parents are encouraged to make dental and medical appointments after school hours.
- Please wait for your students behind the painted yellow lines. Standing outside the classroom while waiting for your child is disruptive to the learning environment.

ACADEMICS

CAREGIVER RESPONSIBILITIES

Our teachers care about children, and they are dedicated to making your child successful in school and providing a quality education for every student. To maintain an effective home/school partnership, we suggest the following:

- Ensure that your child comes to school on time every day.
- Reply promptly to all letters, notes, e-mails, and phone calls from school.
- Read the weekly announcement sent over Parent Square every Sunday.
- Ask your child every day about something that they learned.
- Encourage your child to respect themselves, to respect the rights and property of others, and to obey all school rules.
- Set aside some quiet time and a place every day for homework and be prepared to give some help with assignments.
- Become informed about school programs and speak with your child's teacher whenever necessary.
- Attend as many school-related activities as possible.

STUDENT RESPONSIBILITIES

Students are expected to be prepared to learn and have the following responsibilities:

- Arrive at school every day on time.
- Be prepared every day with completed homework assignments.
- Take home all letters, messages, and notes.
- Discuss with caregivers what they have learned in school.
- Ask caregivers and teachers for help when needed.
- Respect themselves and the rights and property of others; obey all school rules.

PARENT-TEACHER CONFERENCES

November caregiver-teacher conferences are essential to the overall education program. Please plan on attending. If caregivers have a special concern, they are encouraged to schedule a conference with the teacher at any time during the school year.

PARENT-TEACHER COMMUNICATION

Small problems will not become large problems if caregivers send an email or call the teacher before or after school. Partnership with caregivers gives children strong messages for success in school. Parents who review their children's weekly papers, work folders, and notebooks will be aware of their children's strengths and needs. The principal's weekly communication will be emailed every Sunday to communicate upcoming events.

STUDENT PROGRESS

There are several ways to find out how one's children are doing in school:

- Report Cards are sent home three times a year. Envelopes are to be signed by the caregiver and returned to school. Progress Reports are sent mid-trimester in Grades 1-6.
- Teachers send home weekly communication about school work, behavior and upcoming events.
- If your child receives a weekly folder, please review the contents, read any notes from the classroom teacher and respond.

STUDENT SUCCESS TEAM (SST)

Cadwallader School holds monthly meetings regarding the progress of students who may need additional support. The referring teacher, resource specialist, psychologist, speech and language specialist (as needed), and the principal review the student's progress with the caregivers to develop a plan that will lead to the success of each child referred.

HOMEWORK

The fundamentals — reading, writing, speaking, and mathematics — often need to be reinforced with additional practice, which the students may complete outside the classroom. Homework is to be an extension of classwork. Students must assume responsibility for their class work just as they will assume job responsibility in the future. Each Cadwallader teacher will explain their individual homework policy at *Back to School Night*.

NO RESCUE POLICY FOR HOMEWORK

We believe in cultivating independence, which is why we have a **"No Rescue"** policy. If your child forgets or doesn't complete their homework, they will face the natural consequences. Instead, focus on fostering skills of responsibility.

- We respectfully request that you *do not* rescue them by bringing forgotten assignments to school.
- Your role is to guide and suggest, not to do the work for them.
- Consider implementing a pre-bedtime checklist:
    - Is the homework folder in the backpack?
    - Is the backpack by the front door?

If you require assistance or ideas for fostering these habits, please reach out to us.

Checklist for Helping Your Child with Homework

✓ ***Show that you think education and homework are important***

- *Do you set a regular time every day for homework?*
- *Does your child have the necessary materials to do assignments?*
- *Does your child have a quiet place with plenty of light?*
- *Do you set a good example by reading and writing yourself?*
- *Do you stay in touch with your child's teacher?*

✓ ***Monitor assignments***

- *Do you know what your child's assignments are? How long should they take? How does the teacher want you to be involved?*
- *Do you make sure assignments are completed?*
- *Do you read the teacher's comments on work returned?*
- *Is TV viewing, computer, tablet or cell phone use taking valuable time away from homework?*

✓ ***Provide Guidance***

- *Do you understand and respect your child's style of learning? Do they learn best when they can see things, hear them, or handle them?*
- *Do you help your child to get organized? How do they keep track of assignments? Do they have a book bag or folder for papers?*
- *Do you talk with your child about homework? Do they understand it?*

✓ ***Talk with someone at school when problems come up***

- *Do you meet the teacher early in the year before any problems arise?*
- *If a problem arises, do you meet with the teacher promptly?*
- *Do you cooperate with the* teacher and your child to develop a plan to address homework problems?

SCHOOL COMMUNICATION

OFFICE COMMUNICATION

If you need to give your child a message, medication, glasses or lunch money, please call or go to our front office. We will be sure to get the information to your child as soon as possible.

During the year, we will send home notes concerning school activities, rules, and other information. A weekly voicemail and email are sent to all caregivers through ParentSquare. Your information must be current on the Parent Portal in order to receive this information. All information is posted on our school website as well, including the school calendar of events. School website: cadwallader.eesd.org

PARENT SQUARE

All important schoolwide communication is sent through Parent Square. You can choose to receive information via text or email. Principal's weekly announcements are sent via Parent Square each Sunday. If you need assistance logging into Parent Square, please stop by the office.

EMERGENCY NUMBERS

The school must **always** be informed of a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. **Please remember to notify the school of any change of address or telephone number immediately. Parents & guardians should update their contact information themselves through our district's new Parent Portal. Please go to the Office to sign up for the Parent Portal if you have not done so already.**

FAMILY INVOLVEMENT

VOLUNTEERING

Volunteers are welcome and encouraged to visit school frequently and to actively participate in the education of their child. A child's success in school is best assured when the school and the home collaborate their efforts. Family involvement in a child's school gives the message to students that education is an important community effort. It also provides youngsters with a strong model for civic and community involvement as adults. Here are just a few ways that you can get involved at Cadwallader:

- Assist in the classroom
- Prepare materials at home
- Chaperone during school sponsored field trips
- Volunteer an hour or two a week in the office with copies
- Attend school wide activities and events
- Help coordinate family events to share your talents and passion
- Participate in the SSC, ELAC, or the PTA
- Assist with school fundraisers
- Work as a paid yard supervisor during lunch

PARENT/TEACHER ASSOCIATION (PTA)

The PTA is an organization devoted to working for the children and families in our school community. A membership drive will be held in the fall and we encourage all caregivers to join this national organization. PTA meetings are usually held monthly and sometimes there are feature speakers or programs that are of interest to the community. The PTA board is composed of volunteer caregivers and staff members.

SCHOOL SITE COUNCIL/ENGLISH LANGUAGE ADVISORY COMMITTEE

The School Site Council (SSC) and English Language Advisory Committee (ELAC) is a representative team of caregivers, teachers, staff, and the principal that use our combined resources of knowledge to make the school the best it can be through the school improvement process. Caregivers who wish to become more deeply involved in the school may consider running for membership on the SSC or ELAC. The SSC/ELAC advises, coordinates, monitors, and evaluates our School Improvement Plan, Comprehensive Safe School Plan, and the work done with our English Language Learners. SSC/ELAc elections are either held in late spring for the following school year, or in the fall once school starts. All caregivers are welcome to attend SSC/ELAC meetings whether they are an elected member or not.

FIELD TRIPS

When a field trip is to be taken, your child will bring home 2 permission forms giving the destination and date. These forms must be signed and returned to the teacher before your child will be allowed to go on the trip. Per our district, no verbal permission by phone is accepted. If your child does not attend the field trip, they are to report to school and will be assigned work to complete while they are in a different classroom. All field trips are supported with caregiver donations. If there are not enough donations for a field trip, the field trip may need to be canceled. If you plan on driving your own student to or from a field trip, a liability form must be filled out in advance. Chaperones are asked to monitor a group of students for safety reasons. Children who are not enrolled at Cadwallader can attend a field trip with a chaperone. Chaperones are needed to supervise students and be aware of all surroundings on the field trip. Please refrain from using your cell phone or other device in order to safely chaperone students. To protect the privacy of our students, at no time should pictures or videos of children, except your own, be posted to any website or social media without permission from the child's parent or legal guardian.

STUDENT BEHAVIOR & CONSEQUENCES

At Cadwallader School we have three main rules, also known as the Three Be's:
Be Safe
Be Respectful
Be Responsible

At Cadwallader, we utilize **Positive Behavioral Interventions and Supports (PBIS)** to enhance the effectiveness, efficiency, and equity of our school environment. This is achieved by clearly outlining behavioral expectations, which are then taught in classrooms, demonstrated through videos, posted across campus, and regularly reviewed throughout the school year.

We focus on positive behaviors at Cadwallader, actively "catching" students in good choices and acknowledging them with "PAWSitive Notes." Staff and students alike are expected to consistently model behaviors that cultivate a respectful and caring school community. When students exemplify our "Three Be's," they earn "Cougar Paws," which can be redeemed at our Cougar Corner Store for a variety of positive incentives. These include stickers, the chance to wear a crown for a day, renting a whiteboard or using sidewalk chalk during recess, assisting in the office or library, enjoying pet therapy with a cat or dog, visiting a game room at recess, lunch with the principal, and much, much more. Emphasizing these positive reinforcements, our PBIS program improves social, emotional, and academic outcomes for all students.

Developing **self-control**—both physically and verbally—is paramount. While students are empowered to make their own behavioral choices, negative choices will have consequences. We understand that children are human and will make mistakes. A powerful learning opportunity involves asking students to reflect: "If you could rewind and go back to that situation, what would you do differently?" This encourages them to consider the choices they made, the resulting consequences, and most importantly, how to learn from those mistakes to make better decisions in the future.

We believe in treating each student individually, tailoring our approach to what will best support them. While our school rules are consistent for everyone, specific consequences are assigned on an individual basis, considering the student's needs, the nature of the offense, and their history. Just as students require different approaches to reading, they also need diverse approaches to discipline. We firmly believe that **fairness** means providing each person with what they need, rather than treating everyone exactly the same.

CITATIONS AND REFLECTION SHEETS

- "Cougar Claws" are given to students as a reminder of the school rules that need to be followed in order for all students to be safe, respectful to others, and to be responsible for their individual behavior.
- Should severe behavior arise, "citations" are sent home for a caregiver signature in order for caregivers to have a follow-up conversation with their child regarding the student's behavior choice. Citations are not placed in your child's permanent file.
- A reflection sheet may accompany a citation or be sent instead of a citation. This is another tool used to have a conversation with your student to learn from their mistakes. Please return the citation and/or reflection sheet the following school day.

MAJOR BEHAVIOR INCIDENTS

Certain behaviors are significant and will not receive a warning. We address all behavior in accordance with district guidelines and California Ed Code. Be advised that **bullying, profanity, harassment, and physical altercations** will lead to serious consequences. Please see "District Policies" for more details.

> ***Bullying*** *is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.* ***Bullying*** *can be physical, verbal or psychological. It can happen face-to-face or online.*

HANDLING CONFLICT AT HOME

Navigating conflict at home can be challenging, but it's a vital opportunity to teach your child essential life skills. When your child comes home upset about something that happened at school, approach the situation with a calm and neutral demeanor, recognizing that a child's perspective is usually limited to their immediate feelings and experience.

The full story of a conflict rarely begins with what your child immediately tells you. Their narrative is often just the tip of the iceberg. To uncover the deeper layers and help them develop empathy, engage them with thoughtful questions:

- **"What happened from your point of view?"** (Start by validating their experience).
- **"What were you thinking at the time?"** (Encourages reflection on their internal state).
- **"What have you thought about since then?"** (Promotes further processing and learning).
- **"Who else was involved, and how do you think this affected them?"** (Helps them consider others' feelings).
- **"What do you think the other person might have been feeling or thinking?"** (A crucial step in building empathy).
- **"What do you think needs to happen to make things right?"** (Focuses on repair and resolution).
- **"If something similar happened again, what might you do differently next time?"** (Encourages proactive problem-solving).

Remember, your role is to guide, not to judge them or others or fix the problem. By asking these reflective questions, you empower your child to become introspective, understand impact, and consider how to repair situations. If you find consistent patterns of conflict at home, or if you're seeking to understand a particular situation better, don't hesitate to reach out to your child's teacher. They often have valuable insights into your child's social dynamics at school and can offer a broader understanding that informs your approach at home.

STUDENT DRESS CODE

Students should dress in a manner that allows them to fully participate in all school activities and is not distracting. Proper attire helps create an environment that is conducive to learning. The primary standards are that students be neat and clean while at school and that they conform to the district dress and grooming standards. Generally, students are not to be dressed in clothing which compromises safety or modesty or is disruptive to the educational process.

STUDENTS ARE NOT TO WEAR THE FOLLOWING:

1. Any clothing or apparel which:
    - Is considered dangerous, unsafe or a health hazard.
    - Contains offensive or obscene symbols, signs, or slogans.
    - Contains language or symbols oriented toward violence, sex, drugs, alcohol, or tobacco.
    - Is mostly red or blue that includes but is not limited to shirts, pants, hats, and/or shoes.

2. Any attire or grooming disruptive to the instructional process which may include, but is not limited to:
    - Bare midriff tops or strapless
    - Tank tops with thin spaghetti straps
    - Mesh tops
    - Shorts, skorts, or skirts that are revealing when bending or sitting
    - Clothing which allows underwear to be exposed
    - Pajamas
    - Open-toed shoes with or without ankle straps or crocs
    - Shoes with skate wheels
    - Make up
    - Hats or hoods inside buildings

TECHNOLOGY & SCHOOL MATERIALS

STUDENT USE OF TECHNOLOGY POLICY

The district recognizes technology as support for the instructional programs and it shall be used to further student learning. Regulations prohibit access to harmful matter on the internet (obscene or pornographic or other misuses of the system). No expectation of privacy should exist, as district staff may monitor the system activity to ensure proper use of the system. The Student and caregiver must sign an Acceptable Use Agreement, outlining a student's responsibilities and obligations, before using the district's online resources.

TEXTBOOKS/CHROMEBOOKS/IPADS

Textbooks, Chrome Books (3rd-6th), and iPads (K-2nd) are furnished for free. If textbooks, library books, or devices are lost or damaged beyond reasonable use, caregivers or guardians will be charged the full replacement price.

STUDENT USE OF DEVICES AND ONLINE ACTIVITY

As educators and caregivers we have a responsibility to keep our children safe. Please monitor your students' activities with the use of electronic devices. To limit distractions for your child and for you to be aware of their communication online, the following is suggested:

1. Look at your child's phone or device regularly and check the history of where they have been.
2. Make sure you have all the usernames and passwords for everything your child is using online.
3. Take all devices, including phones and video game controllers, into your own bedroom at night so your child does NOT have access and will get a good night's sleep.
4. Limit screen time to the weekends unless a device is needed for homework.
5. Limit video game usage to the weekends.
6. Ask your phone provider about syncing your smartphone to your child's smartphone. This allows you to see what they are texting or sending to others and what they are receiving as well.
7. With our successful front office communication, there is no need for your child to bring a cell phone to school. A phone is available to call caregivers before or after school and our office is open from 7:30am until 4pm daily.

What Does Excessive Screen Time Do to the Brain?
Research shows that too much screen time, especially in early childhood, can affect executive function skills (like planning and focus), reduce impulse control, and even alter brain structures as it wires addictive pathways. It can overload the sensory system and impact attention, making it harder for children to process their environment and regulate their emotions. Prioritizing interactive play, reading, and physical activity is essential for healthy brain development. From ages 2-5, the American Academy of Pediatrics recommends screen time should be limited to one hour per day; and for those 6 and older, no more than two hours per day, excluding school-related activities.

CELL PHONES/SMART WATCHES AT SCHOOL

- Cell phones/smart watches must be turned off and kept in your child's backpack while at school. Students can choose to turn their phone into the office each day for safe keeping.
- Your child is not allowed to use a cell phone/smart watch during the school day unless they have permission from their classroom teacher for school purposes.
- Cell phones/smart watches are allowed at school ONLY for the purpose of contacting caregivers/guardians before or after school. Please note: Our office is open until 4pm each day, so all students can contact caregivers without the need for a cell phone.
- No student is to have their phone/smart watch in use after school on school grounds to do anything but text or call regarding transportation home.
- Students who violate the technology use policies (Board Policy 5131.8) will need to turn their phones/smart watches into the office at the start of each day and have it returned to them at the end of each school day. Parents may be asked to come pick up the cell phones/smart watches.
- Students are prohibited from taking video or photos while on campus.
- The school is not responsible for lost or stolen cell phones/smart watches.

SOCIAL MEDIA

No student or caregiver should be posting photos or videos of other students online without the permission of the photographed/videotaped student's caregiver.

MISCELLANEOUS

PERSONAL ITEMS FROM HOME

Children are to leave all toys/equipment at home (i.e. bats, skateboards, scooters, trading cards, etc.). Sports equipment is allowed if it has been approved by the classroom teacher and a student is willing to donate it to the classroom. Students should not bring balls to and from school on a daily basis. All electronic devices (ie. ipads, tablets, etc.) are not permitted. We are not responsible for lost or stolen items that should not be at school.

UNAUTHORIZED SALES

Students are not allowed to sell any unauthorized items or collect money on campus during school hours, and within one hour before and one hour after school. In addition, sales are prohibited from operating within 500 feet of the school's property line. This includes fundraisers for other schools and organizations.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with your child's name. Found articles are turned into the school's Lost and Found in the Café. Unlabeled or unclaimed property will be turned over to charity throughout the school year.

LUNCH AT SCHOOL

- Students eating a school lunch must eat it at school. State law doesn't allow for it to be taken off campus.
- All lunches are provided free of charge this year, but please fill out an application for free/reduced lunch, even if you will never eat a school lunch. It works to provide important funding for our school site as well as helping families qualify for other programs.
- Parents or guardians are not allowed in the food-services area.
- Drop off late lunches in the office for your child to pick up. Please make sure that your student is aware that you are dropping off their lunch. This helps with the office staff not disturbing morning instructional time.

BIRTHDAY CELEBRATIONS

While caregivers are welcome to send small goody bags for birthday celebrations, district policy strictly prohibits the sharing of food items. Any such items will be distributed to students at the very end of the school day. To maintain a focus on learning and minimize disruptions, we request that balloons and other decorations be reserved for your home celebrations. Birthdays at school are about acknowledging students, not fostering competition.

DISTRICT POLICIES

ZERO TOLERANCE

We adhere to a Zero Tolerance Policy when it comes to dangerous items at school. These include but are not limited to firearms, knives, dirks, daggers, razors or any weapon with a fixed or sharpened blade, explosives, etc. Any student found to be in possession of such items will be held accountable to sanctions listed in educational code such as suspension and expulsion. If warranted, the police will be called. Senate Bill No. 1198 amends Education Code section #48915 to require the principal or superintendent of schools to immediately suspend and recommend for expulsion any student in grades K-12 found to be in possession of a firearm at school or at a school activity off school grounds. Senate Bill No. 292 expands this current law to include any instrument that propels a metallic projectile as a firearm for expulsion. This includes BB or pellet guns, spot markers, or paint guns on school grounds. Expulsion is a serious action that removes a child from all Evergreen Schools for up to one year. The School Board may also expel for: weapons (firearms, knives, etc.), tobacco, damage to property, obscenity, profanity or vulgarity, theft, drug possession, use or sale, receipt of stolen property, and/or sexual harassment.

TOBACCO, DRUG, ALCOHOL POLICY

Evergreen School District has a District Policy that forbids smoking anywhere on district property. E-cigarettes and vape pens are tobacco products. Alcohol and drugs of any kind are forbidden.

NON-DISCRIMINATION POLICY

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, color, race, ancestry, national origin, religion, gender, physical or mental disability, age, and/or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

STUDENT SEXUAL HARASSMENT

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

NOTICE OF UNIFORM COMPLAINT POLICY

The district shall investigate and seek to resolve complaints at the local level. The district follows uniform procedures when addressing complaints alleging unlawful discrimination (within six months of the alleged occurrence), violation of civil rights guarantees, or failure to comply with state or federal law in programs for consolidated categorical aid, Indian education, migrant education, child nutrition, special education, adult education, career/vocational education, and child development.

Contact the Superintendent or Assistant Superintendent of Educational Services if you have a question concerning noncompliance on any of the listed programs. The district will respond to a written complaint within sixty days. After receiving the district's decision regarding a complaint, appeal procedures are available to the California Department of Education within fifteen days. Complainants may use any civil law remedies that may be available such as local mediation centers, legal assistance agencies, etc. (ex. Legal Aid Society of Santa Clara). In a discrimination complaint, the complainant has the right to seek civil law remedies at least sixty days after filing an appeal to the California Department of Education.

Cadwallader Elementary School
Family Handbook

Dear Students and Caregivers,

Each year we encourage our children to take responsibility for their work and to set achievable goals. We are providing all students and caregivers a Family Handbook as a reference for important school information. At Cadwallader, we are proud to have a safe school where students and families know and understand our expectations. The following pages highlight several of Cadwallader's expectations that were reviewed in each classroom. We would appreciate it if you would read the Family Handbook and review the information with your child over the next few days. It is our hope that this handbook will provide you with useful information about our school rules and policies, as well as information about our day-to-day routines. If you have any questions, please feel free to contact us. Thank you for your continued support.

Please return on or before Monday, August 24th.

Sincerely yours,
The Cadwallader Staff

I have read the CadwalladerFamily Handbook and have reviewed the information with my child.

_____	_____	_____
Caregiver Name	Caregiver Signature	Date
_____	_____	_____
Student Name	Student Signature	Date
_____	_____	
Teacher Name	Room Number	