

# PARENT/STUDENT HANDBOOK



## CADWALLADER ELEMENTARY SCHOOL

**Evergreen Elementary School District**

**3799 Cadwallader Avenue San Jose, CA 95121**

National Blue Ribbon School

California Distinguished School

Title I Academic Achieving School

***Principal:*** Maureen McClintock

***Main Office:*** (408) 270-4950

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### **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.

# BELL SCHEDULE 2019-2020

## Full day Kindergarten

We will start the year with half days and transition into full days starting Monday, September 9<sup>th</sup>. Kindergarten's start full days and eating lunch at school on Monday, September 9<sup>th</sup>.

- August 21<sup>st</sup>-September 6<sup>th</sup> 8:15 a.m. – 11:35 a.m.
- Starting Monday, September 9<sup>th</sup> 8:15 a.m. - 2:15 p.m.

	<u>Start Time</u>	<u>End Time</u>
<b><u>Preschool</u></b>		
A.M. Preschool	8:30 a.m.	11:15 a.m.
P.M. Preschool	12:00 p.m.	2:45 p.m.
<b><u>Kindergarten Regular Days</u></b>		
Kindergarten	8: 15 a.m.	2:15 p.m.
Morning Recess	10:00 a.m.	10:30 a.m.
Lunch	11: 25 a.m.	12:15 p.m.
Afternoon Recess	1:10 p.m.	1:30 p.m.
<b><u>Kindergarten Minimum Day Thursdays</u></b>		
Arrival/Dismissal	8:15 a.m.	12:15 p.m.
Morning Recess	10:00 a.m.	10:30 a.m.
Lunch	11:41 a.m.	12:00 p.m.
<b><u>Primary Grades (1-3) Regular Days</u></b>		
Arrival/Dismissal	8:15 a.m.	2:30 p.m.
Morning Recess	10:31 a.m.	10:50 a.m.
Lunch	11:30 a.m.	12:15 p.m.
Afternoon Recess	1:25 p.m.	1:45 p.m.
<b><u>Upper Grades (4-6) Regular Days</u></b>		
Arrival/Dismissal	8:15 a.m.	2:30 p.m.
Recess	10:31 a.m.	10:50 a.m.
Lunch	12:30 p.m.	1:10 p.m.
<b><u>Minimum Day Thursdays Grades 1-6</u></b>		
Arrival/Dismissal	8:15 a.m.	12:30 p.m.
Recess	10:31 a.m.	10:50 a.m.

For those students purchasing hot lunch, they can stay **after school** to eat hot lunch in the cafeteria on Thursdays from 12:30-12:45 pm. Students **not** purchasing hot lunch leave at the dismissal time of 12:30pm on minimum days.

## ARRIVAL AND DISMISSAL

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.

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

- 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, but no U turns are legal on Cadwallader avenue with congested traffic. Also, no u turns are allowed in crosswalks.
- Pedestrians please use our orange flags when crossing the street so drivers see you.
- 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, park outside and walk in, or better yet, walk from home, if possible.

## PARKING LOT SAFETY

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

Our parking lot is reserved for buses, staff, day-care drivers, preschool parents, & the disabled that must get out of their car to collect their child (kindergarten students must be picked up and dropped off at the classroom door.)

If you are one of these visitors, please make sure you have a pass from our front office to show upon entrance. Any authorized adult that needs to pick up a student from our front office is allowed in the parking lot. Do not park in any red zones.

## 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.

## ATTENDANCE

Students are expected to be in school except in cases of emergency, illness, or school-approved absences. The only excused absences are personal illness or injury, medical or dental services, quarantine, a funeral attendance or a religious holiday. 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) 270-4951 on the first day the student is absent or send a note to the teacher stating the reason for an absence. Also you can email both Mrs. Gilmore - [sgilmore@eesd.org](mailto:sgilmore@eesd.org) and Mrs. Bhoot - [dbhoot@eesd.org](mailto:dbhoot@eesd.org) when your child is absent.
- Family travel plans must be made during official school vacation holidays. Any absences due to family vacations are unexcused absences.
- If your child cannot go out for recess or take part in physical education, he/she 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.
- Make-up work is provided for excused absences; and a student will be given time to complete make-up work once he/she returns to school. The standard is one day for each day's absence.
- 3 or more unexcused absences or excessive tardies may result in a parent/principal conference.
- 3 or more unexcused absences or excessive tardies may also result in a referral to the Student Study Team.
- Excessive absence/tardies that are more than ten percent of the school year may result in a referral to the district's School Attendance Review Board (SARB).

## **TARDINESS (ARRIVING LATE)**

1. A student is tardy after 8:15 a.m., after the first bell has rung. The student needs to be in his/her class line when the bell rings. He/she needs a late pass from the Office.
2. A student should report to the Office first when arriving late to school. An adult should accompany late primary students to the Office.

## **SCHOOL RULES**

**At Cadwallader School we have three main rules:**

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

## **STUDENT BEHAVIOR and CONSEQUENCES**

We focus on SAFETY, RESPECT and RESPONSIBILITY. Students using **SELF-CONTROL** with their physical bodies and the words that come out of their mouths are of utmost importance. Students make decisions about their own behavior and have consequences if they make a negative choice. Children are human and make mistakes. A powerful conversation with a student involves asking them, if they could rewind and go back to the same situation, what would he/she do differently? Reflect on the choice that was made and the consequences for that decision. The most important thing is that students learn from those mistakes and make better decisions in the future.

**We treat students individually, based on what will work for them.** While the rules will be uniform for all, specific consequences will be assigned on an individual basis based upon the

needs, offense, and history of the student. Just as students need different approaches to reading, they need different approaches to discipline. We believe that being fair means giving each person what he/she needs, not treating everyone exactly the same.

### **CITATIONS AND REFLECTION SHEETS**

Citations 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. Citations are sent home for a parent signature in order for parents 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. No perfection, but we keep trying to improve. Please return the citation, and possible reflection sheet the following school day.

### **SIGNING OUT A STUDENT**

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

### **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.

### **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 parents through PowerSchool. Your information must be current on 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](http://cadwallader.eesd.org)

### **MEDICATION**

No medication, prescription or over the counter, can be brought to school and taken by students without *both parent* and doctor signatures. 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.

## LUNCH AT SCHOOL

### **Regulations:**

- Students eating hot lunch must eat it at school. State law doesn't allow for it to be taken off campus.
- Students with a zero balance will only be allowed two hot lunches beyond the zero balance. Please sign up for hot lunch payments online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- 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.

## 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 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.**

## 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 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](http://eesd.org)) will have a flashing "emergency" link to access current information.

## PARENT-TEACHER CONFERENCES

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

## 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 parent 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.
- Principal's weekly announcements will be sent via email and available on the school website each Sunday.
- Families are invited to attend Back-to-School night in the fall, parent-teacher conferences in November, and family nights, and individual classroom presentations during the year.

## 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 his/her individual homework policy at *Back to School Night*.

### NO RESCUE POLICY FOR HOMEWORK

- Forgot homework or didn't do it?
  - Natural consequences
  - **Do Not** bring it to school for them
- Guide, suggest, but don't do it for them
- Checklist before bed
  - Folder in backpack?
  - Backpack at the front door?
- Student carries his/her own backpack each day
- Need help or suggestions? We are here to help.

#### 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 they should take? How the teacher wants 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? Does she/he learn best when she/he can see things, hear them, or handle them?
  - Do you help your child to get organized? How does she/he keep track of assignments? Does she/he have a book bag or folder for papers?
  - Do you talk with your child about homework? Does she/he 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?

## **STUDENT SUCCESS TEAM (SST)**

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

## **PARENT COMMUNICATION**

Small problems will not become large problems if parents send an email or call the teacher before or after school. Partnership with parents 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.

## **PARENT 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.
- Ask your child every day about something that he/she learned.
- Encourage your child to respect himself/herself, 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 parents what they have learned in school.
- Ask parents and teachers for help when needed.
- Respect themselves and the rights and property of others; obey all school rules.

## **School Rules**

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## **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
- 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:
  - Make-up
  - Off the shoulder or bare midriff tops
  - Halter tops
  - Tank tops, spaghetti straps
  - Mesh tops
  - Shorts, skorts, or skirts shorter than fingertip length or three inches above the knee
  - Clothing which allows underwear to be exposed
  - Long dangling earrings

- Open-toed shoes with or without ankle straps
- No shoes with skate wheels

All hats must be removed inside buildings.

## **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. Student and parent must sign an Acceptable Use Agreement, outlining a student's responsibilities and obligations, before using the district's online resources.

## **STUDENT USE OF DEVICES AND ONLINE ACTIVITY**

As educators and parents 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 parents before or after school and our office is open from 7:30am until 4pm daily.

## **CELL PHONES AT SCHOOL**

- Cell phones are allowed at school for the purpose of contacting parents/guardians before or after school.
- Our office is open until 4pm each day, so all students can contact parents without the need for a cell phone.
- Your child is not allowed to use a cell phone during the school day unless they have permission from their classroom teacher for school purposes.
- No student is to have their phone in use after school on school grounds to do anything but text or call regarding transportation home.
- Students using their phones for other reasons will need to turn their phones in 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.

- The school is not responsible for lost or stolen cell phones.

## **SOCIAL MEDIA**

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

## **BICYCLE/SKATEBOARD/SCOOTER SAFETY**

Students may ride bicycles, skateboards or scooters to school, provided they have a current parent permission slip on file in the Office or are accompanied by a parent. 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.

## **PERSONAL ITEMS FROM HOME**

Children should 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.) should be left at home. We are not responsible for lost or stolen items that should not be at school.

## **LOST AND FOUND**

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

## **TEXTBOOKS**

Textbooks are furnished for free. If textbooks or library books are lost or damaged beyond reasonable use, parents or guardians will be charged the full replacement price.

## **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 parent permission of classmates prior to the visit.

## **BIRTHDAY CELEBRATIONS**

Parents are allowed to send small treat bags that **do not** contain food as a way to celebrate their child's birthday with classmates. **Due to allergies and good nutrition, no food is allowed for birthday celebrations.** Save balloons and decorations for celebrating at home.

## **FIELD TRIPS**

When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form 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. All field trips are supported with parent donations. If there are not enough donations for a field trip, the field trip may need to be cancelled. 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. No non-Cadwallader students should be attending a field trip with a chaperone.

## **PARENT INVOLVEMENT**

Parent volunteers are welcomed 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. Parent 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
- 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 parents 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 comprised of volunteer parents 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 parents, 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. Parents 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 parents are welcome to attend SSC/ELAC meetings whether they are an elected member or not.

## **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.

## **NONDISCRIMINATION 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.