



EVERGREEN ELEMENTARY

14844 County Road 6 Metamora, OH 43540 • 419-644-9221 • evgvikings.org

Building on Tradition • Committed to Excellence • Cultivating the Future

2023-2024 STUDENT HANDBOOK



VIKINGS ROW TOGETHER

RESPECT

ON TASK

WE ARE SAFE!

Welcome to Evergreen Elementary School! This handbook provides important information to help students, parents, and guardians navigate through the school year.

Our office staff keeps our Viking ship afloat Monday-Friday 7:45AM-3:00PM.

The main office number is 419-644-9221.

Our fax number is 419-644-9226.

Visit our website at www.evgvikings.org to stay informed about updated information, newsletters, and upcoming events.

Office Personnel

Sherrie Brown, Principal: ext. 3204, sbrown@evgvikings.org

Kristy Schmidlin, Director of Student Service & Preschool: ext. 3203,
kschmidlin@evgvikings.org

Sharon Lapitsky, Guidance Counselor: ext. 3207, slapitsky@evgvikings.org

Jeri Szabo, Secretary: ext 3202, jszabo@evgvikings.org

The elementary office utilizes an automated attendant phone greeting to provide callers a menu of options. Callers may enter the 4-digit extension of the person they are trying to reach or **press 7** to say the staff member's first and last name. **Press 1** to reach the Office Secretary. **Press 4** to reach the Preschool/Special Education Director. **Press 5** to reach the Principal. **Press 6** to reach the Transportation Director.

ABSENCE FROM SCHOOL

There is a direct correlation between good attendance, good grades, and a good education. It is important that absences be kept to a minimum. Parents/Guardians should consider scheduling vacations according to the District Calendar. However, due to extenuating circumstances, this might not be possible.

Parents/Guardians may request a prearranged absence when school is in session. The **Elementary Prearranged Absence Form** can be obtained from the school office or downloaded from the elementary website. The responsibility for such absence(s) resides with the parents/guardians. Teachers are not expected to teach any concepts missed during the prearranged absence. If the school is notified beforehand, every reasonable effort will be made to prepare a general list of assignments for the student to complete while the student is absent due to a prearranged absence(s). All work must be completed within the number of days stated on the Prearranged Absence Form following the absence(s). Students receive full credit for work completed within the timeframe of the prearranged absence(s) when the hours are recorded as excused. Prearranged absences are approved by the principal as excused absences when the student's total hours of absence does not exceed the thirty (30) hours per semester or sixty-five (65) hours of absence for the school year. **Students receive 85% credit for work completed during an Unexcused Absence that is not considered truant.**

School districts are now required to log absences by **hours** as stated in House Bill 410. Student absence records are reviewed by administrators to determine the number of hours to be excused for the prearranged absence(s). Absences such as illness, participation in the Fulton County Fair, hunting, religious holidays, funerals and vacations are included in the thirty (30) excused total hours per semester not to exceed sixty-five (65) hours of absence for the school year. **Medical/dental appointments do not factor into the total absence hours when the office receives an official document from the medical provider.** Doctor/dental excuses may be faxed to the elementary office at 419-644-9226.

All student absences must be reported to the elementary school office by 8:30AM by dialing (419) 644-9221. The automated greeting directs callers to **press 2 to report an absence**. Parents/Guardians must inform the office when a student will not be in school and the reason for the absence. When the child returns to school, a written excuse signed by the parent/guardian must be delivered to the office that lists the dates and reason for the absence in order to be marked as an excused absence when students have up to and including thirty (30) hours of absence per semester and/or sixty-five (65) hours of absence for the entire school year.

Each absent student must immediately, upon return to school, arrange with his/her teacher(s) to make up the schoolwork. Students have as many days as they were absent to make up the schoolwork. Students receive full credit for work completed for an Excused Absence. **Students receive 85% credit for work completed due to an Unexcused Absence.**

TRUANCY

The Statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. **Parent/Guardian notes/phone calls are accepted to excuse up to thirty (30) hours of absences per semester.** A medical statement from a doctor is required by the Attendance Officer for absences totaling more than 30 hours during any one semester (65 hours during the school year). Extenuating circumstances may be considered on a case-by-case basis for exceptions to this rule. Appeals should be made to the student's building principal.

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardians; Observance of religious holiday; Medical or dental appointment. (RC 3321.04) Parent/Guardian notes for these reasons (except when medical notes are provided) and/or for the fair, family vacation, hunting, personal, etc. are **limited to 30 hours per semester/65 hours in a year.** Extenuating circumstances may be considered on a case-by-case basis.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

Absent 30 or more **consecutive hours** without a legitimate excuse

Absent 38 or more **hours in one school month with or without a legitimate excuse**

Absent 42 or more **hours in one school month without a legitimate excuse**

Absent 65 or more **hours in one school year with or without a legitimate excuse**

Absent 72 or more **hours in one school year without a legitimate excuse**

Within seven (7) school days of the triggering absence, the Absence Intervention Team (AIT) will make three meaningful attempts to secure the participation of the student's parent/guardian to develop the student's absence intervention plan. **If the student does not make progress on the plan within sixty-one (61) days or continues to be excessively absent, the Attendance Officer files a complaint with the Juvenile Court Truancy Officer.**

SCHOOL VISITATION

Parents/Guardians are welcome to visit our school as long as their presence does not negatively impact the educational process. Parents/Guardians are required to leave an ID to be issued a Visitor Pass. Please prearrange any visits to your child's classroom with the teacher and administrator.

EMERGENCY MEDICAL INFORMATION

Parents/Guardians must annually complete and submit **EMERGENCY MEDICAL AUTHORIZATION** information for each student in Final Forms. Evergreen Local School District uses Final Forms, an online portal located on the District website www.evgvikings.org. Final Forms makes it easy for parents to provide accurate demographic, custody, and emergency medical information at any time during the school year. Accurate information provides guidance on how the staff should respond to a health emergency. **Parents/Guardians are responsible for providing medical documentation of any allergies or other medical conditions that require special attention or adjustments when the student is under the supervision of the school.**

ONLINE REGISTRATION FOR NEW STUDENTS

Evergreen Local Schools uses an online enrollment platform called **Final Forms**. To initiate the enrollment process, parents/guardians access Final Forms on our website at www.evgvikings.org. Please make sure each portion of the enrollment process is signed electronically.

Parents/Guardians are required to schedule an on-site appointment at the Evergreen Local Schools District Office before the enrollment is confirmed. The Evergreen Local Schools District Office is located in the main hallway of Evergreen Middle School.

The following documents can be uploaded into Final Forms or submitted to the Enrollment Coordinator during the scheduled appointment:

- State birth certificate
- Immunization records
- Proof of residence (lease, utility bills, driver's license or photo identification, real estate purchase agreement, or notarized statement if living with someone in the Evergreen School District)
- Custody papers, if applicable

CHILD CUSTODY

If neither parent has presented a court order to the principal, both parents have equal and unlimited parental rights for the child. The parents are presumed to be equal in the eyes of the law, until a court order specifically limits the rights of either parent. *See* Ohio Revised Code §3109.03. **This is true even if the parents are separated or divorced.**

A court order limiting parental rights may include a: Temporary Domestic Relations Court Order, Civil Protection Order, Judgment Entry and Decree of Divorce, Shared Parenting Plan that has been incorporated into a Decree of Shared Parenting, or Post-Decree Modification of an earlier child custody order. **If a court has approved a Shared Parenting Plan, the parents must provide a certified copy of the plan to the principal. Each Shared Parenting Plan must state which parent is the school placement parent.** See O.R.C. § 3109.04(J). Typically, custody orders and shared parenting plans address non-school hours, and both parents would have the same access to their children as parents who are not divorcing.

STUDENT RELEASE DURING SCHOOL

All students released during the school day must be signed out in the office. Children are released in the office to the custodial parent/guardian, or to individuals with the written consent of the custodial parent/guardian. Individuals picking up students must present a picture ID when requested by the office personnel. All students arriving after 8:00AM or need to be picked up before 2:40PM must be signed in/out by the parent or guardian at the main office.

STUDENT ARRIVAL & DISMISSAL

The main doors remain locked until 7:45AM. **Students arriving before 7:45 AM are not supervised and are required to wait outside the main entrance.** Students may enter the building at 7:45AM. Students arriving after the 8:00AM bell are marked tardy and must obtain a tardy slip before going to class. A dismissal bell sounds at 2:40PM for students being picked up and students transported by bus. **Students are not supervised after the dismissal bell unless they are involved in a scheduled after school activity.**

STUDENTS TRANSPORTED BY PARENTS/GUARDIANS

Parents/Guardians that choose to transport students to and from school have two options: **Curbside or parking in the main parking lot.** For the safety of our students, please follow these guidelines at arrival and dismissal:

CURBSIDE: School personnel supervise AM DROP-OFF from 7:45AM-8:00AM. There is a designated student **DROP-OFF/PICK-UP ZONE** on the south side of the main parking lot for parents/guardians that wish to remain in their cars during arrival and dismissal. To increase the flow of traffic, there are **two ONE-WAY ONLY** lanes that **MERGE** at the **DROP-OFF UNLOADING ZONE**. Parents/Guardians are asked to follow the painted signs on the blacktop to maintain a smooth flow of traffic. **Students must unload/load from the passenger side of the vehicle** at the designated UNLOADING ZONE along the sidewalk. Please stay in the line of cars until it is your turn to exit through the center of the parking lot to Co. Rd. 6. **Please do not pass or go around other cars for the safety of our students at drop off or pick up.** At dismissal, student car placard numbers will be called by teachers/administrators. Students will be dismissed to their car with the matching placard number from the front indoor entryway and released to the curbside **PICK-UP LOADING ZONE beginning at 2:35PM**. Large car placards must be hung from the rear view mirror in order to pick up your child(ren). No bookbag/backpack tags will be accepted. If you do not have your placard available, it will be necessary for you to park your car and sign your student out in the main office. A picture ID will be required to pick your child up. Those that are picking children up **MUST** be listed in final forms.

STUDENTS DROPPED OFF AND/OR PICKED UP: School personnel supervise AM DROP-OFF from 7:45AM-8:00AM. Traffic is ONE-WAY Only for parents/guardians that wish to park their vehicle and escort students to the main entrance. Parents/Guardians and students must use the marked **PEDESTRIAN SIDEWALK**. The PEDESTRIAN SIDEWALK **eliminates the risk of students walking in the path of parking lot traffic**. At dismissal, parents/guardians must wait outside the main entrance until their car placard number is called and their child is dismissed. Students being picked up are dismissed beginning at 2:35PM. Parents/Guardians and students are asked to use the PEDESTRIAN SIDEWALK to walk their child to their car at dismissal.

TRANSPORTATION BY BUS

Students transported by Evergreen bus transportation enter/exit the building at the north doors. The **STUDENT TRANSPORTATION ENROLLMENT FORM** must be completed and received by **July 1st** each school year. Forms can be found on our website at www.evgvikings.org. The form may be emailed, mailed or faxed to Dawn Spradlin, Transportation Coordinator: dspradlin@evgvikings.org, 14544 Co. Rd. 6 Metamora, OH 43540, FAX: (419) 644-6070.

Routine (short term) alternate transportation **will not be permitted** on Evergreen buses except for extreme emergencies. Only in an extreme emergency (and only upon approval) may a child ride to another bus stop. Approval will be determined on a “case by case” basis and will be made in consideration for the safety of the child. All avenues for having an adult caregiver meet the child at his or her regular bus stop must be explored first. Any requested transportation changes must be made directly to Dawn Spradlin, Transportation Coordinator, at (419) 644-1375 ext. 1164.

BUS BEHAVIOR EXPECTATIONS

Students have duties and obligations, which contribute to their safe and orderly bus riding and therefore are responsible for complying with the following:

1. Load and unload the bus at their designated stop and designated place of safety, in an orderly manner and avoid crowding and pushing when getting on/off the bus.
2. Ride the regularly assigned bus and unload at their regular stop unless authorized personnel from the building of attendance signs a pass for the driver stating otherwise. Only Evergreen students are authorized to ride Evergreen school buses. Others require authorization from the administration.
3. Remain seated on the bus once boarded.
4. Eating, drinking, chewing gum, and littering are not permitted on the bus.
5. Noise on the bus shall be kept to a minimum. However, there must be absolute quiet at all railroad crossings and other places of danger as specified by the driver. The student is under the authority of and directly responsible to the bus driver. The same behavior is expected on a school bus as in a classroom.
6. Go directly to the assigned seat and remain seated, keeping the aisle and exits clear.
7. Do not throw anything while on the bus.
8. Do not hang any object or any part of the body out of the bus window.
9. Cross the street at least ten (10) steps ahead of the bus.
10. Students are never permitted to transport animals or potentially dangerous objects (such as glass, knives, lighters, drugs, alcohol, etc.) on the bus. Students may only transport objects that can be held on their laps.

CELLULAR DEVICE/ELECTRONIC EXPECTATIONS:

- If cellular devices/electronics are utilized while on the bus, earbuds or headphones must be used at all times. **No exceptions.** Devices will be confiscated if this procedure is not followed and may be returned at the end of the bus route. If a major incident occurs, it will be necessary for parents to pick up the device in the transportation department/bus garage.
- Use of earbuds and headphones of any kind are not permitted when entering the bus, exiting the bus, and when crossing the street.
- No small or handheld speakers allowed on the bus at any time.
- No taking pictures or recording videos at any time. If this occurs, electronic devices will be taken and reviewed by administration.

Specific Penalties for Inappropriate Bus Behavior

First Conduct Report: The bus driver will contact the principal and write a bus referral that states the student's inappropriate bus behavior. The Principal will email one copy of the incident to the student's parent/guardian. (A phone call may be necessary to address an immediate problem.) One copy will be emailed to the bus driver.

Second Conduct Report: Same procedure as first conduct report.

Third Conduct Report: Loss of Bus Transportation. Same procedure as second conduct report. However, the student will be removed from all transportation (**including field trips**) for a minimum of ***three** days.

Fourth Conduct Report: Same procedure as third conduct report. However, the student will be removed from all transportation (**including field trips**) for a minimum of ***five** days.

Fifth Conduct Report: Same procedure as fourth conduct report. However, the student will be removed from all transportation (**including field trips**) for a minimum of ***ten** days.

***Absences and school closings do not count as fulfilling a day of loss of privilege from transportation.** The missed day(s) will be added on to total the same number of days removed from transportation.

MISCONDUCT OF SERIOUS NATURE CAN RESULT IN IMMEDIATE LOSS OF BUS TRANSPORTATION. A pupil immediately removed from transportation will be given a notice as-soon-as practical of a hearing, which will be held **within seventy-two hours** of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property, or a threat to the safe operation of the school bus. The duration of the loss of privilege shall be in accordance with the school district's transportation policies. Students have a right to "due process" in accordance with 5611 of the district by-laws and policies.

CAFETERIA

Breakfast is served 7:45AM-8:00AM. Students have until 8:15AM to finish eating breakfast in the cafeteria. **Breakfast will NOT be served when the district operates on a 2-Hour Delay.** Students may choose to pack their lunch. Milk is available for students to purchase from the cafeteria. Packers may also purchase extras.

STUDENT CAFETERIA ACCOUNTS

Students are provided with a PIN that needs to be memorized and used when purchasing breakfast, lunch, extras and milk. Money/checks may be sent to school and must be separate from other school fees or payments and must be labeled "cafeteria account". Please send a separate payment marked with the student's name and his/her teacher's name when sending money to be deposited into student cafeteria accounts. Students must turn in cafeteria money to the classroom teacher by 8:00AM. Money may also be added to student accounts online. Money left in student accounts at the end of the year rolls over for the next school year.

Full Price Breakfast:	\$2.35	(Served between 7:45AM-8:00AM)
Adult Breakfast	\$2.80	
Full Price Lunch:	\$3.10	
Adult Lunch:	\$4.70	

Our school participates in the federally subsidized school breakfast and lunch program. Confidential applications for free/reduced breakfasts and lunches may be submitted or revised at any time during the school year. Parents/Guardians are encouraged to complete **one online application per household**.

The *PaySchool* application is accessed on our website. By clicking on *Determination Eligibility*, parents/guardians immediately know the status of FREE, REDUCED, or DENIED. **Families that qualify as FREE need to download and return a signed copy of the WAIVER of FEES application by October 1st each year. Families that qualify as FREE through Direct Certification must sign and return the WAIVER of FEES form that is mailed to their residence. This form is due in the office by October 1st each year.**

STUDENT FEES

It is the policy of the Evergreen Local Board of Education that pupils pay for any expendable school materials. Families experiencing financial difficulties may arrange for a payment schedule with the principal to pay these charges in full **on or before October 1st each year**. A student's ability to graduate will be affected by unpaid school fees. Fee amounts are also posted on the school website. Fees for the 2023-2024 school year are as follows:

Kinderstart:	\$15.00
Kindergarten:	\$15.00
1st Grade:	\$15.00
2nd Grade:	\$15.00
3rd Grade:	\$17.00
4th Grade:	\$17.00
5th Grade:	\$17.00

All students in Grades 4 & 5 will be assessed \$25.00 for the District Chromebook Protection Plan. The \$25.00 must be paid and is not subject to the Waiver of Fees.

INOCULATIONS OF STUDENTS

Parents of kindergarten students must submit immunization records for the following: 5-DPT or DtaP, 4-IPV for polio, 2-MMR; 3-Hepatitis B, 2-Varicella. If you have any questions, please call the Fulton County Health Department at 419-337-0915 or call your family physician.

COMMUNICABLE DISEASES AND LICE

Head lice can be an annoying and persistent problem if it is not dealt with promptly and effectively. It is imperative that families work in conjunction with the school to control a lice problem. To prevent further spreading of lice, to avoid excessive student absence from school and avoid any additional problems caused by lice, the following policy guidelines are observed in the elementary school:

1. Once students have been identified as having lice or nits in the hair, they will be sent home for a maximum of one week. Parents/Guardians will be provided information on how to rid the children and/or home of lice. Parents/Guardians are expected to provide treatment and to do what is necessary to rid their children of lice. **Upon returning to school, children must be accompanied by a parent/guardian and will be checked for lice. Another option is that the parent/guardian may send a signed statement from a physician stating that the child has been treated and may return to school.**

2. If after three school days students still have lice or nits, parents/guardians may be referred to the Fulton County Health Department. The involvement of the health department is to provide education and treatment options.
3. Appropriate documentation will be maintained by the school office on days students are sent home for lice infestation and for the various referrals made, including the dates readmission took place.
4. The principal is responsible for assuring that the exclusion policy is enforced and is also responsible for the notification to parents/guardians. Students excluded from school are to be counted as absent and the attendance accurately recorded.

Any student suspected to have any communicable disease will be examined by a school principal or public health nurse. Upon recommendation, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse and the building principal. **Parents/Guardians must bring the child to meet with a building principal before the student will be readmitted to the classroom.**

MEDICATION AT SCHOOL

If a child needs to use medication(s) at school, the following requirements must be met:

1. A **Medication Control Form** must be completed and filed with the office. For a student to use prescription medications, the form ***must be signed by a physician***. To use over the counter medications, the form must be signed by a parent/guardian. When dosages are changed, a new Medication Control Form must be completed and an updated container with a pharmacy label must be used at school.
2. The medication must be brought to the school office by a parent/guardian. **Do not send medications to school with your child.** Parents/Guardians must write the child's name on any over the counter medications. Medications that are expired or left in the office two weeks after the close of the school year will be discarded. Please make arrangements to pick up any remaining medication(s) before the last day of school.
3. **Medications must be delivered and stored in the original container.** Parents/Guardians should ask the pharmacist to provide additional labeled containers to store medications at the elementary school.
4. Inhalers may be possessed and used by the student with written approval from the student's physician and parent/guardian. The approval must be on file in the office.
5. Parents/Guardians are responsible for making sure that the office is supplied with any medications and that outdated medication is replaced.
6. Student possession of an Epi-pen is permitted only if the student has approval from the prescriber of the medication and, if a minor, from his/her parent/guardian. Written approval must be on file with the principal and the school nurse. In addition, the law requires that the principal or school nurse must receive a backup dose of the medication from the parent/guardian or student.

GIFTED SERVICES

All students in 2nd Grade participate in Gifted Testing. Parents/Guardians are informed of the results of the gifted testing. Evergreen Elementary School offers Gifted services to students in grades 3-5 that meet the eligibility requirements.

SPECIAL SERVICES

Our School Psychologist, Speech Language Pathologist, Occupational/Physical Therapists, and Intervention Specialists work with students identified with special needs. We have a full-time Guidance Counselor available to assist students with social emotional support.

A School Nurse is available one day per week.

Reading Intervention Teachers provide assistance to struggling readers that are identified through assessment data and the Multi-Tiered System of Supports (MTSS) process.

Our Building Leadership Team (BLT) meets twice a month to plan and guide the direction of our school to improve academic achievement, attendance, culture, and behavior throughout the building.

TITLE II-A CLASS-SIZE REDUCTION FUNDS & KINDERSTART

A portion of our Title II-A federal funds are used to support our Kinderstart Program. The Kinderstart Program is an all day/every day readiness kindergarten. Students qualify for the Kinderstart Program based on their screening assessment and maturity. Class size is limited to 16 students. Students enrolled in the Kinderstart Program transition to the regular kindergarten classroom the following school year.

NEWSLETTER

The Evergreen Elementary Newsletter is sent monthly to parent/guardian emails listed in PowerSchool. It is also posted on our website. Parents/Guardians that do not have access to the internet or do not have an email address may request a printed copy to be sent home with their child.

PROGRESS REPORTS

A hard copy of student grade reports in grades K through 5 will be sent with the students after each grading period. Physical Education, Art and Music grades are reported at the conclusion of the first and second semester. Parent/Guardian conferences with classroom teachers are conducted annually. However, parents/guardians with concerns regarding their child's progress are encouraged to contact the child's teacher at any time.

POWERSCHOOL PARENT/GUARDIAN PORTAL

Parents/Guardians and students have online access to attendance, grades, and incomplete assignments. This internet-based program allows parents/guardians to receive academic progress updates through one easy login screen. Here are some basic steps to help parents/guardians get online access:

1. Update the latest version of the web browser. (Recommended browsers: Firefox or Chrome)
2. Go to www.evgvikings.org and click on the **PowerSchool Parent/Guardian Access link** in the upper right hand corner of the Evergreen Local Schools Home page.
3. Create an account using the **Access ID** and **Access Password** provided by the school.

Once logged in, parents/guardians can view grades, assignments and attendance. To have current information available, teachers enter grades as soon as possible. At a minimum, grades will be entered every Thursday by 12:00PM for assignments and tests collected during the previous week. There may be exceptions to this deadline (lengthy assignments or tests, school is not in session, technical difficulties, etc.).

Parents/Guardians that experience difficulty logging in or want to know more about customizing their account should read the parent/guardian online information packet. This information packet is available on the district website. Parents/Guardians with unresolved PowerSchool access issues may email the following address for technical support: powerschool@evgvikings.org

EMERGENCY DRILL PROCEDURES

Tornado, fire, and intruder alert drills are held throughout the school year to practice routine procedures. These drills help staff and students know what to do in the event of an actual emergency.

INCLEMENT WEATHER NOTIFICATION

Cancellation/delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship caused by an abrupt cancellation or delay; therefore, school will not be canceled or delayed unless a significant safety risk has been created by unusual circumstances. **Students are not permitted in the building before 9:45 AM on days with a 2-hour delay. Please Note: Breakfast will not be served when the district operates on a 2-hour delay.**

Parents/Guardians will receive an automated message from the district office for school cancellations and delays. Information is also available on AM radio stations WSPD, WONW, WCWA, WABJ, and WTOD; FM stations WHFD, WLQR, WIOT, WTOD and WHME; and television stations 11, 13, and 36.

LOST AND DAMAGED SCHOOL ITEMS

Teachers model the expected behaviors for using textbooks, supplies, and equipment in a respectful, on task and safe manner. Students are held financially responsible for any items assigned to them that have been damaged or lost. Students who intentionally damage or deface school property or the property of others are responsible for the repair or replacement of the items and subject to an office managed behavior referral and/or criminal prosecution or civil action.

ACCEPTABLE USE & INTERNET SAFETY POLICY

The Acceptable Use and Internet Safety Policy must be signed by students and their parent/guardian annually. This form is completed with an electronic signature in Final Forms. By electronically signing the form, students agree to abide by the terms of the policy. Internet access and use of technology may be revoked if a student misuses the school district's computer network and the internet. The student is also subject to consequences for an office managed behavior referral.

ARTICLES PROHIBITED IN SCHOOL

We are concerned about the safety of all of our students. Students are not permitted to bring articles to school that are hazards to the safety of others or interfere with the educational process. Items such as toy guns, water pistols, slingshots, knives, guns, laser pointers etc. if brought to school without permission of the administration, items will be confiscated. Fidgets used for recreational purposes are not allowed at school. Articles such as cell phones, wrist devices, iPods, iPads, computer games, Kindles or any other eReaders are prohibited and will be confiscated if used during regular school hours. Cellular phone use, including text messaging is prohibited at school, on school grounds, and field trips. When used on school buses, guidelines from the cellular device/ electronic expectations section in the elementary school handbook must be followed.

EVERGREEN ELEMENTARY MEDIA CENTER GUIDELINES

1. Students may check out library books for one (1) week.
2. Students will use the classroom crate to return library books. This crate will be taken to the library at the beginning of each day.
3. Students will be issued a library card/ID badge and a yellow pull-away lanyard at the beginning of each school year.
4. Students will use inside/soft voices while in the library.
5. Food or drink is not permitted in the library at any time.
6. Students are responsible for the books they check out and should not loan them to anyone else.
7. Books must be returned in good condition. The student's parent/guardian will receive a bill for the replacement of a damaged book that cannot be repaired.

EVERGREEN ELEMENTARY OVERDUE BOOKS POLICY

We do not charge a fee for overdue books. However, students must take the privilege of borrowing books seriously. The following procedures will be implemented for books that are overdue:

1st WEEK OVERDUE:

- Students receive a verbal reminder and an email is sent to the classroom teacher.
- Students may check out one (1) book during this grace period.

2nd WEEK OVERDUE:

- Students receive a verbal reminder and an email is sent to the classroom teacher.
- Students may check out one (1) library book per librarian's permission during this grace period.

3rd WEEK OVERDUE:

- Students receive notification that their library privileges are suspended.
- An email is sent to the classroom teacher.
- An email is sent to parents/guardians to notify them of the missing/overdue book(s) and the suspension of library privileges. (Parents/Guardians without email will receive notification via US Mail.)

4th WEEK OVERDUE:

- If the overdue book(s) cannot be found, the student's parent/guardian will receive a bill for the missing book(s).
- Library privileges will be reinstated when the bill is paid in full.
- Payment will be reimbursed if the book is found and returned in good condition

STUDENT DRESS CODE

Student dress, grooming and hygiene are considered the responsibility of the parent/guardian. Any reasonable dress and grooming is acceptable as long as it does not interfere with the health, safety, and educational process of the child or other students. Student attire/grooming should not violate reasonable standards of decency and should not cause damage to school property. Questions about appropriate clothing should be discussed with the principal before wearing it to school.

1. Students must wear regular or athletic shoes for protection against injury and debris.
Flip-flops are not permitted during physical education classes and recess.
2. School appropriate dress consists of clothing in good taste that does not disrupt the educational process. The principal will contact the parent/guardian to secure appropriate clothing when necessary.
3. Shorts may be worn at parent/guardian discretion. Shorts should be at a length that reaches the student's fingertips when arms are at their sides. Regardless of the temperature outside, students that wear shorts to school are still sent outside during recess. Students that wear shorts to school may bring sweatpants to wear during outside recess.
4. Shirts that do not cover midriffs, tank tops, muscle shirts, and shirts made from mesh material are not allowed. Tank tops with spaghetti straps, halter-tops, or any top, which shows undergarments or does not adequately cover the chest are not allowed.
5. Students are prohibited from wearing items that indicate disrespect or display profane language, drawings, pictures, alcohol and/or drugs, or a gang affiliation such as hats, caps, bandanas/scarves, and headgear.
6. All pants must be worn at the waist and be properly fastened. Students are not permitted to wear their pants in a manner that leaves any part of their undergarments exposed. Excessive holes or intentionally torn clothing are not permitted.
7. Except for special school events, students are not permitted to wear hats, hoods and stocking caps inside the building.
8. Students are not permitted to wear sunglasses inside the school.

RECESS

Paraprofessionals supervise students during recess. Recess will be held outdoors when there is not substantial precipitation or accumulation of ice or snow on the playing area, and when the temperature and/or wind-chill factor is at/above 25 degrees Fahrenheit. During fair weather, all children are expected to be outside for recess. At the written request of the parent/guardian, a student returning to school after an illness may stay indoors for a period not to exceed two days. If more time is needed, a note from a doctor will be required that states the dates the student is required to remain indoors. In these circumstances, students may bring a book to read in the office during recess.

It is important that parents/guardians make sure that children are properly dressed for the weather including coats, hats, gloves and boots. Students must wear appropriate footwear for recess such as shoes with shoestrings or Velcro or sandals that strap securely around the heel. **Flip-flops or athletic sandals without a strap around the heel are not considered appropriate or safe footwear for the playground.** Students should wear snow boots and snow pants to play in the snow during recess.

FIELD TRIPS & VOLUNTEER CHAPERONES

Teachers are encouraged to take field trips to utilize community resources and provide students with experiences that enhance learning. Field trips are often used to motivate students at the beginning of a unit of study, or as a culminating activity once the unit is completed. Teachers and approved parent volunteers provide supervision. **Chaperones must be approved by the building principal. Chaperones must agree to stay with the class for the entire field trip.**

Parents/Guardians will be notified before the trip through the classroom newsletter and/or a special memo. Field trips are also posted on the Elementary Calendar and monthly newsletter.

HOMEWORK GRADING

We encourage students to complete homework assignments and make up missed work to earn credit. Students will have the same number of school days that they were absent to complete the homework. **Homework accounts for 5% of the overall grade for the quarter.**

HOMEWORK POLICY

Regular homework is important because it gives students the opportunity to practice at home the tasks presented in class and helps to improve important skills. It also helps students to become confident and independent in their learning. **Homework will not be assigned or designed to be punitive or busy work.**

We recognize the importance of family time and obligations for activities outside the school day as an important part of a child's life. With this in mind, guidelines for the amount of homework have been established. Students in K-3 may have homework up to *20 minutes per day/100 minutes per week. Students in Grades 4-5 may have homework up to *20-40 minutes per day/200 minutes per week.

*** *These times do not include independent reading assignments.***

The following guidelines set the homework expectations for students, parents/guardians, and teachers:

Homework Expectations for Students:

Grades K-5:

- Share the contents of the school issued **GREEN** Take Home Folder with parents daily.
- Take home all necessary papers, materials, and/or books to complete homework.
- Get clarification on assignment expectations to follow teacher expectations.
- Set aside a regular time for studying and independent reading.
- Find a quiet, well-lit study area to complete homework assignments.
- Work on homework independently whenever possible.
- Produce quality work that demonstrates effort according to teacher expectations.
- Complete homework assignments on time and make up absent work in a timely manner.
- Refrain from cheating, plagiarism, and other dishonest practices in the completion of homework.

Grades 3-5: Record homework assignments daily in the school issued Agenda Book.

Grades 4-5: Take home Chromebooks to complete online assignments assigned by the teacher. Students must bring Chromebooks to school fully charged on a daily basis.

(Parents/Guardians need to inform teachers ahead of time if internet access is not possible. Most assignments can be downloaded at school and completed offline at home.)

Homework Expectations for Parents/Guardians:

Grades K-5:

- Check student's school issued **GREEN** Take Home Folder on a daily basis.
- Review daily list of assignments. (Sign/Initial Agenda Book if required by the teacher.)
- Develop a consistent routine and appropriate setting for homework completion.
- Assist with strategies rather than giving the answer.
- Support and encourage students when they become frustrated with challenging assignments.
- Prohibit cheating, plagiarism, and other dishonest practices in the completion of homework.
- Communicate homework concerns with the teacher.

Homework Expectations for Teachers:

Grades K-5:

- Establish a daily routine to collect/check school issued **GREEN** Take Home Folders.
- Use the homework guidelines to assign the appropriate amount of homework.
- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide advance notice of upcoming tests, quizzes, and projects.
- Make sure students have all necessary materials packed in their backpacks before dismissal.
- Clarify homework expectations and answer student questions about homework completion.
- Give verbal and written feedback within 1-3 school days from the homework due date.
- Record relevant homework assignments from the previous week in PowerSchool by Thursday at noon.
- Assign the appropriate weight for homework grades. (5% of the overall quarterly grade)
- Use feedback to remediate and/or reinforce skills as a whole class or with individual students.
- Involve parents/guardians if a pattern of late, missing, or incomplete homework develops.

- Modify homework assignments/grades based on each student's IEP or 504 Plan.
- Provide rubrics for scoring/grading projects completed outside of the school day.
- Establish appropriate due dates for homework.
- Use appropriate Teacher Managed Behavior Interventions to encourage homework completion.

Grades 3-5:

- Provide assistance and/or monitor the recording of assignments in the Agenda Book.
- Inform parents of any requirements for initialing or signing the Agenda Book.

STUDENT ACADEMIC RECOGNITION

Quarterly Academic Recognition Awards: *Honor Roll* is awarded to students in 3rd-5th grade who earn all A's and B's; "*A Team*" is awarded to students who earn all A's on their grade cards.

End-of-the-Year Awards will honor students for:

- Achieving the Honor Roll all four quarters
- Perfect Attendance
- Student Council Representatives
- Top Accelerated Reader Awards for each class and grade level
- Presidential Academic Award (Grade 5 Only)
- Presidential Excellence Award (Grade 5 Only)

PROMOTION AND RETENTION OF STUDENTS

The decision to promote, place or retain a student in a grade will be made on the basis of the following factors: attendance, reading grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average. The final decision to retain or promote a student lies in the responsibility of the building principal.

1. A student receiving passing grades in Reading, Social Studies, Mathematics, Science, English Language Arts, and Spelling will be promoted.
2. A student having failing grades in reading, mathematics and English at the end of each year will have his/her case evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions will be permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. A student having passing grades, "D" or above, throughout the year will not be failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary or anecdotal evidence should be available to justify retention.
8. A student with failing grades will be entered into the District's intervention programs to be assisted toward academic success in those areas.
9. Any student who is truant for more than 10% (100 Hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level. "Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

10. Third grade students must meet the Third Grade Reading Guarantee (TGRG) requirements to be promoted to fourth grade.

GRADING SCALE

Grades are finalized and available to parents one week after the end of each quarter. Each grade level team determines the weights assigned for Classwork and Assessments. (Work completed due to *Unexcused Absences* will receive 85% credit.)

1st Semester:

1st Quarter: August 23-October 20, 2023

2nd Quarter: October 23-December 22, 2023

2nd Semester:

3rd Quarter: January 3-March 8, 2024

4th Quarter: March 18-May 30, 2024

100	A+
99-93	A
92-90	A
89-88	B+
87-83	B
82-80	B-
79-78	C+
77-73	C
72-70	C-
69-68	D+
67-63	D
62-60	D-
59-0	F

SCHOOL & HOME PARTIES

Several school-wide parties are planned for the students during the school year. Please arrange in advance with the classroom teacher if you would like to provide a birthday treat for your child's class. Keep in mind that some children are sensitive to certain foods and may suffer from potentially dangerous food allergies. Please send healthy food items low in sugar and fat content. (See Board Wellness Policy) Please refrain from sending home party invitations to school to be distributed in the classroom unless everyone in the class is invited.

PERSONAL BELONGINGS

It is very important that lunch boxes, book bags, and clothing **be marked with the student's name** to aid in identification of lost items.

Children have a tendency to want to bring their possessions to show their friends. Many of these items are a distraction to the learning atmosphere. These items must be left at home unless the teacher has arranged a special Show & Tell. The school is not responsible for any personal property that is lost, broken or stolen.

STUDENT RECORDS

Each student's cumulative record folder travels with the student to each school attended throughout his/her school years. It is important that the student's correct name and address appear on the school records. **It is the responsibility of the parents/guardians to notify the school of changes in address, student's name and names of parents/guardians.**

Student records are confidential and are protected by law. Only school staff and the child's natural parents/guardians have access to the records. Directory information, including name, address, phone number, age, weight, etc.; however, is not protected by law. Parents/Guardians may request that the school not release this information. Parents/Guardians or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the custodial parent to provide copies of records. (See board policy for schedule of fees for copies.) Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site; however, if parents/guardians and eligible students wish to inspect records where they are maintained, school principals will accommodate their wishes. Parents/Guardians or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal (or other designee) will contact the parent/guardian of the student or the eligible student to discuss how access will be best arranged. The principal (or other designee) will make the needed arrangements as promptly as possible and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

VIKINGS ROW TOGETHER STUDENT BEHAVIOR MANAGEMENT SYSTEM

VIKINGS ROW TOGETHER sets the expected student behaviors for ***RESPECT, ON TASK, WE ARE SAFE!*** We use this framework for teaching behavior expectations in all areas of the school. We encourage and reward students for being **respectful** and **on task** while they learn, eat, and play in a **safe** environment.

Minor and major behavior infractions are managed according to the location and severity of the unwanted behavior(s). **Support Staff and teachers assigned to lunch duty** manage unwanted behaviors that occur during recess and lunch. **Teachers** manage unwanted behaviors that occur in the hallways, restrooms, and classroom during the times they are responsible for students. The **Principal** manages unwanted behaviors of a serious nature and/or occur during times when teachers are not responsible for student behavior.

MANAGED BEHAVIOR INTERVENTIONS

Student Conference: The staff member conferences with the student to restate and reteach the ROW behavior expectations for the hallway, classroom, and restroom and parents will be called.

Recess Intervention: The staff member may assign recess intervention as an intervention for improving unwanted behavior in the hallways, classroom, and restrooms.

Loss of Privilege: The staff member may implement a loss of Chromebook/Internet use to improve unwanted behaviors for Minor Technology Misuse. Students may also lose the privilege of special classroom or grade level events.

Behavior Intervention Plan: The classroom teacher will consult with their grade level team and principal in collecting data to develop, implement and monitor the student's progress for improving the unwanted behavior(s). The plan will consist of positive behavior rewards and supports with logical sequences related to the unwanted behavior(s).

Absence Intervention Plan: Parents/Guardians are invited to an Absence Intervention Plan as determined by HB 410 and the requirements for truancy intervention. (See Attendance/Truancy definitions on page 3.) The principal arranges a meeting with the Absence Intervention Team. This team consists of the student, parent/guardian, principal, classroom teacher and guidance counselor. The team designs an Absence Intervention Plan to help the student improve attendance and overcome obstacles related to truancy.

Exclusion from Field Trips: On a case-by-case basis, the principal may exclude students from field trips. In some cases, students will only be able to attend if they are accompanied by their parent/guardian or a parent/guardian appointed chaperone. Students excluded from field trips are required to attend school on the day of the trip or an unexcused absence is recorded in PowerSchool.

Guidance Counselor Referral: Individual or small group social/emotional intervention may be offered to reteach expected behaviors.

Attendance Referral: Absence intervention will be coordinated with the parents/guardians and the Absence Intervention Team to help families and students improve attendance and overcome obstacles related to truancy.

After School Detention Intervention: After school detentions may be assigned where students are monitored by a board approved teacher. Students complete assignments and/or intervention targeted to the unwanted behavior(s).

In-School Reassignment at Evergreen Elementary School (7:45AM-2:40PM). Students are monitored by staff and students receive credit for work completed during the In-School Reassignment.

Emergency Removal/Out-of-School Suspension: If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the superintendent, principal, or preschool director may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. The teacher will notify the principal of the circumstances surrounding the removal in writing.

No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply. If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student when practical before the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, preschool director, superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodial parent of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held according to the procedures outlined in the Policy [5611](#) – Due Process Rights.

The person who ordered or requested the removal will be present at the hearing. If the superintendent, principal, or preschool director reinstates a student before the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student can be kept from class until the matter of the misconduct is addressed by reinstatement, suspension or expulsion.

Expulsion: "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) Due Process Rights.

MINI VIKING PARENTS (MVP)

We encourage parents/guardians to participate in Mini Viking Parents (MVP) for fundraising and special events. Information about MVP is available on our school website and through the MVP Facebook page. MVP can also be reached by email at minivikingparents@gmail.com.

MVP MEETINGS & OFFICERS: MVP meets the second Monday of each month at 6:00PM in the elementary library. The organization encourages parents/guardians to come to meetings. The 2023-2024 MVP officers are:

President: Bryon Hansel

Vice President: Marcy Barnes

Secretary: Lisa Stirn

Treasurer: Jerry Stirn