



Evergreen Union School District
Parent Handbook
2023-2024

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KINDNESS - SAFETY - RESPONSIBILITY - RESPECT

OUR VISION

All children can learn, and TOGETHER we make the difference!

OUR MISSION

To provide the foundation and encouragement for all students to achieve their social, physical, and academic potential in a safe, nurturing, and positive environment.

HOW DO WE DO THIS?

Through purposeful and intentional planning and reflection.

Evergreen Expectations Our Creed

AT EVERGREEN, I CHOOSE....

SAFETY	I have self-control. I choose to do what is right, Even when it is hard and no one is looking.
KINDNESS	I take care of myself so I can help others. I care for my community. I act with compassion in all I do.
RESPONSIBILITY	I choose to be a learner. I seek help when I need it, and I learn from my mistakes. I take opportunities to lead.
RESPECT	I hold myself accountable. I hold others accountable. I make this a place I want to be.

WELCOME TO THE NEW SCHOOL YEAR!

The staff and Board of Trustees have prepared this handbook for your information and reference so that you may help your child's educational experience at Evergreen Union School District be successful.

The mission of Evergreen Union School District is to provide the foundation and encouragement for all students to achieve their social, physical and academic potential in a safe, nurturing and positive environment. The District will prepare all students to reach proficiency with state standards as measured by the state-wide Smarter Balanced Assessment and other local assessments. Students not reaching proficiency will be supported through programs and resources such as After School Intervention, Learning Center, Student Success Team meetings and Special Education. It is our belief that "All Children Can Learn". Through motivated educators, using both conventional and creative learning techniques, parent and community involvement, we can instill in our children the importance of education and guide them as they transition into successful, productive, and confident adults by providing:

- A positive learning environment where every child possesses a high self esteem, self-worth, and self motivation.
- A caring, learning atmosphere where teachers, staff, parents and neighbors unite to provide each child with the necessary "tools" needed to achieve both personal and academic goals.
- A safe surrounding where our children express diversity, compassion, individuality and a true desire to learn that together "We Can Make a Difference".

On behalf of the governing Board and the staff of the Evergreen Union School District, we welcome you!

Board of Trustees,

Lester Grade
Brad Constant
Christine Flood
Michael Mitchell
Jim Tomasini

SCHOOL INFORMATION

DISTRICT OFFICE

7:30am to 4:00pm

347-3411, Ext. 1

19500 Learning Way, Cottonwood, CA 96022

BEND SCHOOL

OFFICE HOURS

7:30am to 3:30pm

527-4648; 347-3411-Extension 5

Mailing: 19500 Learning Way, Cottonwood, CA 96022

Physical: 22270 Bend Ferry Rd, Red Bluff, CA 96080

DAILY SCHEDULES

TK - 3rd Grade 8:15am-1:55pm

4th - 8th Grade 8:15am-2:45pm

EARLY RELEASE DAYS (Fridays)

TK - 3rd Grade 8:15am-1:10pm

4th - 8th Grade 8:15am-2:00pm

MINIMUM DAYS (Conference Week & Last Day of School)

TK - 3rd Grade 8:15am-12:30pm

4th - 8th Grade 8:15am-1:25pm

EVERGREEN ELEMENTARY

OFFICE HOURS

7:30am to 3:30pm

347-3411, Ext. 3

Mailing: 19500 Learning Way, Cottonwood, CA 96022

Physical: 19415 Hooker Creek Rd, Cottonwood, CA 96022

DAILY SCHEDULES

TK - 3rd Grade 8:20 am-2:00pm

4th Grade 8:20am-2:55pm

EARLY RELEASE DAYS (Fridays)

TK - 3rd Grade 8:20am-1:15pm

4th Grade 8:20am-2:10pm

MINIMUM DAYS (Conference Week/s & Last Day of School)

TK -K 8:20-2:00 (12:30 - last day of school)

1st Grade - 3rd Grade 8:20 am-12:30 pm

4th Grade 8:20 am-12:30 (1:25pm last day of school)

EVERGREEN MIDDLE

OFFICE HOURS

7:30am to 4:00pm

347-3411, Ext. 4

19500 Learning Way, Cottonwood, CA 96022

DAILY SCHEDULES

5th - 8th Grade 8:35am-3:05pm

EARLY RELEASE DAYS (Fridays)

5th - 8th Grade 8:35am-2:20pm

CONFERENCE WEEK

5th - 8th Grade 8:35am-12:35pm

LAST DAY OF SCHOOL

5th - 8th Grade 8:35am- 1:35pm

Campus Hours

Our school campuses open at 7:45 am each morning and close at 2:45pm (Bend), 2:55pm (Evergreen Elementary), and 3:05pm (Evergreen Middle). If your child needs to arrive at school earlier than 7:45 am or stay later than their school closure time, you will need to make prior arrangements for your child to be a part of the Morning/After School Program.

When students are dropped off or picked up outside of school start and dismissal times, students must be signed in or out at the school office by a parent.

Before/ After School Programs

Morning care is available from 7:00am to 7:45am in the morning and after school until 6:00pm.

Information regarding our Before and After school Program is available on our website at

www.evergreenusd.org or you can reach out to:

Before/After School Program SERRF Supervisor

Sarah Leslie

(530)347-3411 ext. 7230

sleslie@evergreenusd.org

Elementary School Before/After School Program Site Facilitator

Christy Tatro

(530)347-3411 ext. 7230

ctatro@evergreenusd.org

Middle School Before/After School Program Site Facilitator

Maleah Knight

(530)347-3411 ext. 7372

mknight@evergreenusd.org

Bend School Before/After School Program Site Facilitator
Sandi Miller
(530)527-4648
smiller@evergreenusd.org

Yard Supervision

Yard supervision is provided before school starting at 7:45am and during lunch periods. Supervision is not provided after school. All yard supervisors and other school employees have full authority to enforce the rules and regulations of the school. Students arriving earlier than 7:45 am or staying after school will be sent to the Before and After School Program and parents will be charged accordingly.

PARENT INFORMATION

Communication

Communication between parents/guardians and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher. If you prefer, the school secretary can forward your call to the voicemail of any staff member. E-mail addresses of all teachers are available in the August Parent Newsletter. The school uses the following methods to communicate with families:

- Back-to-School Night
- Monthly school newsletters/calendars/menus
- Parent conferences
- Open House
- Report cards/grades at the end of each trimester (see calendar)
- E-communications from teachers to parents
- Student Success Team Meetings

Visitors/Volunteers

Parent involvement in his/her child's educational experience is encouraged; however, due to campus security and to reduce classroom disruptions, we ask all visitors to abide by these guidelines:

- Visitors MUST check in at the front office before going to classrooms or playgrounds.
*Identification is required.
- All visitors will be identified by staff and students by wearing a "Visitor Pass".
- Visits must be prearranged (at least 24 hours in advance).
- No other children (cousins, friends, etc.) will be permitted to accompany the parent during the visit.
- No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code Section 51512)

Any person wishing to volunteer on a regular, on going basis, more than thirty minutes a week, will need the following items completed before beginning volunteer services:

1. Approved Volunteer Application (Applications are available in the school office.)
2. Proof of negative TB (Tuberculosis Test)
3. Fingerprint Clearance (Live Scan)

Complaint Procedures

The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school office and leave a detailed message for the administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

STUDENT INFORMATION

Dress Code

Parents are asked to enforce the dress code standards before their child leaves for school in the morning. This will allow the school to fully concentrate on the academic learning process of all students in attendance. These standards are a result of working with parents, teachers, yard personnel, and the administration of the Evergreen Union School District.

- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, field trips, and other activities where unique hazards or specialized attire or safety gear is required.
- Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.
- Hats/caps must be worn facing forward and cannot be worn inside any building (learning environments).
- Shorts must have a 3" inseam.
- No torn or ripped jeans above the 3" inseam.
- When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh.
- Tops must have a strap.
- Undergarments are not to be exposed at any time.

- Students must wear shoes at all times. Shoes must have a heel strap, be secured to their feet and not pose a safety risk. Students cannot wear: flip flops, slides, slippers, or shoes with wheels.

*Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance as long as it aligns with the above principles

When you dress professionally you act professionally

Cell Phone Policy

Students at EUSD are not allowed to use a cell phone, smart watch, and/or any other communication device during school hours (including morning and afterschool daycare). All devices must be turned off and secured by the students. Of course, the best security is to leave the device at home. If it is necessary to confiscate your child's device because it was out and visible, the following steps will be taken:

- 1st offense - cell phone (device) is taken by the teacher/staff and returned at the end of the period.
- 2nd offense- cell phone (device) is taken by teacher/staff, labeled and sent to the office to be picked up by parents/guardians.
- Future offenses: additional offenses and/or a student that refuses to comply with a request to surrender their cell phone (device) by any member of the faculty or staff and/or administrator, will be considered insubordinate resulting in further discipline.

*If, in the event you need to relay an urgent message to your child, please call the school office (347-3411) and our secretaries will ensure that your child gets the message. Please remember that transportation changes need to be in writing.

Athletic Eligibility Policy

Students **must have satisfactory performance in the classroom** in order to participate on any athletic team. Any student playing on a team or participating in any extra-curricular activity must have and maintain a "C" average (2.0 GPA) with a "C" or higher in all classes as well as positive social skills and work habits. Failure by a student to meet these requirements may result in suspension from the team or activity, and possibly removal from the team or activity if not restored/remedied.

Students must have the following ON FILE in order to be eligible to participate in any after school athletic programs.

- Completed Student Medical Emergency Card
- A signed Participation Sports Contract
- A signed Parent and Spectator Sport Code of Conduct
- A signed Voluntary Activities Participation Forms 1 & 2
- A signed Non-Guardian Transportation Release Form
- A signed Hold Harmless and Indemnification Agreement

Lost and Found

Many articles become lost or are left unclaimed. All personal belongings should be marked with the student's last name. Found items should be turned into the office or the lost and found container. Items not claimed will be given to a charity.

Classroom Parties/Celebrations

Evergreen Union School District has made a commitment to promoting the health and wellbeing of our students. Any parents who wish to send items for classroom parties, please note the following:

- All items need to be "prepackaged" products, (including fresh fruit or vegetables, unless sent whole).
- For safety reasons, no "home baked" goods are allowed.
- No hard candy or suckers are allowed.
- All items must meet the [EUSD Wellness Policy](#) guidelines.

Please reference www.evergreenusd.com for more specific details.

STUDENT CONDUCT

School Rules/Expectations

EUSD rules and expectations are based around the Evergreen Creed: Safety, Kindness, Responsibility, Respect. They are taught by staff and reviewed throughout the school year. Students are expected to know and follow all school and classroom rules/expectations and **EUSD Code of Conduct** as well as exercise good judgment in making decisions regarding their behavior. Central to this is the need for students to help create an environment in which everyone can learn and interact cooperatively. Safety, respect, and maintaining a positive atmosphere for learning is everyone's responsibility. When a student's behavior is such that these critical elements are jeopardized, disciplinary action is warranted.

Discipline Procedures

Discipline at EUSD is focused on instructing students to learn from their mistakes, teaching students there are consequences for their behavior, and maintaining a positive learning environment. Behavior is best addressed immediately by the adult present when the problem has occurred. In most cases, behavioral concerns are handled by a teacher or by a yard staff supervisor. Repeated problems with behavior or those of a more serious nature may be referred to the school office. The principal or designee will then work in conjunction with the student, parents and referring staff member to resolve the situation in a fair, timely and appropriate manner.

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school

administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

Suspension/Expulsion

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Bully Prevention

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

The EUSD Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, administrator, or any other available school employee.

ATTENDANCE INFORMATION

Daily school attendance is essential for student success. By law, parents are required to send their child to school daily.

- Parents are strongly encouraged to schedule medical appointments during non-school hours.
- Parents are responsible for notifying the Attendance Clerk at the school office of a student's absence. Please ensure the office receives a note, email or a phone call regarding a student's absence the day of the absence; otherwise, that day will be declared "unverified", which is equivalent to an unexcused absence.

Excused Absences

Legal excused absences: Illness, serious illness or death in the immediate family (parents, siblings, grandparents), medical or dental attention, and authorized religious holidays are considered excused absences. For doctor or dentist appointments, we would appreciate it if students do not miss the entire day for the appointments unless it is absolutely necessary. (If a student is absent for more than 3 days, a doctor's note may be required.)

Unexcused Absences

Unexcused absences in accordance with State Law: Missing school bus, trips not approved in advance, shopping, and fishing or hunting are considered unexcused absences. After three unexcused absences, students will be considered truant and may be reported to the Tehama County School Attendance Review Board (S.A.R.B.). The student and parent could then be called before the board for appropriate action. Further absences, after a S.A.R.B. hearing, may result in a referral to the District Attorney.

Tardies

30 minutes late or more, three or more times in a year, is considered truant.

(Excessive tardies may result in an Attendance SST/SARB Referral).

**If a student is absent excessively (10% of the time), we may require a doctor's note to excuse future absences.

Perfect Attendance Policy

Perfect Attendance is defined as students that have no absences and no tardies with the exceptions of: Excused Tardies and Independent Study Plans that are 100% complete.

TRUANCY PROCEDURES

If your child has been deemed truant with three unexcused absences or three unexcused tardies of 30 minutes or more, or a combination thereof equaling three unexcused absences, the following will occur:

- A "First Classification of Truancy" letter will be sent home. This letter is filed in your child's educational file.

- Any unexcused absence after the initial three will prompt a “Second Classification of Truancy” letter and a “Third Classification of Truancy” with any continued unexcused absence and an Attendance Student Study Team meeting will be held with the school Principal.
- A “Third Classification of Truancy” letter will assign a date and time for a School Attendance Review Board meeting at the County Office of Education and possible referral to the District Attorney.
- A 10% letter will be sent when your child has been absent 10% of the time your student has been enrolled. The attendance clerk will no longer be able to verify your student’s absence without a doctor’s note.

INDEPENDENT STUDY

If your child is going to be absent from school (a minimum of three days) for a family vacation, etc., the following will occur:

- Requests must be submitted AT LEAST three school days in advance (form in office).
- The ISP coursework will be sent home with your child on his/her last day of attendance.
- When your child returns he/she will need to turn in all assigned work to the school office.
- Work will be evaluated after it is submitted. If the student does not complete all of the work, all the absences will be marked unexcused (truant).
- The cut off date to submit an independent study request is the first week of May and all coursework will need to be returned by the last week in May.

ACTIVITY REQUEST APPROVAL

At Evergreen Union School District we have many students that are active in the community through sports, arts, and volunteering. While we do not want to penalize students for pursuing talents and serving others, academics must be our primary concern, and excessive absences can negatively impact academics. Per EUSD attendance policy, absences other than illness, medical appointments, court appearances, religious holidays, or death in the immediate family are not considered excused. However, principals can approve absences due to extracurricular activities or extenuating circumstances. Contact your school office for more information.

Please reference www.evergreenusd.com for more attendance details.

SAFETY

Student Safety (Reference Board Policy/Administrative Regulation 5142)

The Board of Trustees places high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations. The Superintendent or designee shall ensure that

teachers, teacher aides, yard aides, and volunteers who supervise students receive training in safety practices and supervisory techniques which will help them to forestall problems and resolve conflicts.

The following visitor regulations shall be in place at each school site:

- All visitors, including parents, must sign in at the office.
- All unknown visitors will show proof of identity.
- Uniform identification badges will be used throughout the district.
- Picture identification badges will be used by District employees who visit campuses (i.e. superintendents, maintenance, and transportation/cafeteria supervisors).

Emergency Cards

Student emergency cards must be updated every year. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency contact list. To add a contact or change information throughout the year, please contact your school office.

Accidents

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations

Staff recognize that in the event of a natural disaster, or other emergency situation, a parent/guardian's first concern is for the safety of their child. We take many precautions and have established procedures to address crisis situations that might impact our operations and your children. Every emergency has the potential to present unique circumstances requiring unique procedures. It is impossible to provide a standard procedure for parents to follow in every emergency situation. Therefore, in the event of an emergency, we ask that all parents/guardians follow the general guidelines identified below. These guidelines have been established for the safety of your children, all district personnel, and emergency personnel and their vehicles that may require access to school grounds and buildings.

- Parents will be notified in case of emergency as follows:
 - Via Aeries Communication
 - Via local media
- Do not drive to or attempt to enter the school to pick up your child. Even if students are moved to another site within the community, the district will assume the responsibility for transporting them and will bus them to their home or customary bus stop at the end of the regular school day. If a situation involves the necessity to transport students to a different location, the district will inform the radio and television stations of the locations for those parents who may typically pick up their student themselves.

- In no circumstance will students be dismissed from school early due to a crisis situation without notification being given to the parent/guardian through Aeries communication and public media sources.
- In the event there are circumstances affecting specific students (i.e. trauma, injury), school personnel will notify parents of those children involved by using the emergency contact information in our student management system.
- Please do not call the school office or classroom telephones. These lines may be needed by school personnel to contact individuals about the emergency.

Safety Drills

In accordance with state law, an emergency evacuation is conducted every month. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lockdown drill, please stay with your child until the drill is over.

Safe Arrival and Departure

In order to keep our students safe, please drive slowly and follow the guidelines below:

Student drop off guidelines:

- Do not park in a drop off zone.
- Park only in designated areas. There is no parking in the drop off lane.
- Do not park in front of handicapped curbs that will hinder accessibility.
- Do not allow your child to exit your vehicle on the left. Students must always get out on the right side of the car near the sidewalk.
- Students should be accompanied by an adult when walking from the parking lot and use the crosswalk.

Student pick up guidelines:

- Do not leave your car unattended unless you are parked in a designated parking spot.
- Keep the flow of traffic going (if the person in front of you pulls forward, please slowly pull forward).
- Please exit the parking lot through the **EXIT only**.

Dogs on Campus

Due to health reasons, dogs are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

HEALTH SERVICES

Illness

Unfortunately, children will be affected by illness from time -to -time. There are common illnesses such as colds and the flu. Also, there are communicable diseases that may affect children at school. First and foremost, use common sense and good judgment when making a

decision about your child's attendance at school relative to illness. Children should not attend school if:

- They have a fever. Students may return to school when they are 24 hours fever free without the use of fever reducing medicine (even if they feel better).
- They are vomiting.
- They have a communicable disease (consult with your doctor on exclusion from and return to school).
- If your child is determined too ill to continue their day at school, the parent/guardian or other persons on the contact list will be called to pick them up from school.

Students who are required to temporarily use assistive devices at school such as casts, splints, canes, walkers, crutches, wheelchairs, etc. are required to present a letter from the prescribing doctor to the school nurse or designee that states the necessity for the student's use of the device, any restrictions (i.e Physical Education) and the length of time that the restrictions and devices will be necessary.

Medications at School (Reference Board Policy 5141.21)

If it is necessary for your child to take medication during the school day, these district medication procedures must be followed:

- A signed School Medication Authorization Form is needed for any medication (prescription or "over the counter") that your child may need at school. This form is available in the office. This form must be signed by both the parent and the child's doctor.
- The administration of all medications will be supervised by designated and trained school personnel.
- Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The staff member will verify the medication against the physician's orders, noting the medication's expiration date, quantity, and form (liquid, pills, inhaler, nasal spray, eye drops, etc.). All medication(s) must be in the original container and placed under lock and key for the safety of all students.
- Students are not allowed to carry any form of medication (prescription or over-the-counter) at any time while on campus except those medications that a physician orders the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies). The physician's orders are required to be kept on file at the school for a student carrying authorized medication(s).
- When on a field trip, any medication(s) kept in the health office shall be in the possession of and monitored at all times by a teacher or designated staff member.
- Prior to the beginning of school, please notify the office of any medical changes that may require accommodation or care, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

Health Screening

California schools must conduct vision and hearing screenings on all students upon school entry and every third year through eighth grade. (California Code of Regulations, Title 17, Section 2952 (c)(1)). Evergreen USD screens all students for hearing and vision in kindergarten or first grade and in second, fifth, eighth, or upon first school entry. Vision, hearing, and other mandated health screenings are overseen by the school nurse.

Immunizations

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children in California are required to receive certain immunizations in order to attend school. Schools, and pre-kindergarten facilities are required to enforce immunization requirements and maintain immunization records of all children enrolled. Students have 10 days from the time of notification to provide documentation of missing immunization; otherwise, they may be excluded from school. Please refer to California Department of Public Health at <https://www.shotsforschool.org>

If you would like your child to attend school, without proof of the legally required vaccinations, California law requires that you complete the process to obtain a medical exemption. First, you are required to register for a CAIR-ME account, at <https://cair.cdph.ca.gov/exemptions/home>. On this website, you will need to complete the required information to request an exemption. From there, you will need to contact your doctor with your "Medical Exemption Number" to complete the required information about whether or not a medical exemption is warranted.

For more information please visit: <https://www.shotsforschool.org/laws/exemptions/>

Head Lice

If live (crawling) lice are found on the hair/head, the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student. The child shall be allowed to remain in the classroom until notification of parent/guardian has been obtained. The parent/guardian can request information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. The student may return to school the next day after being checked by the school nurse or designee to ensure there are no longer any live lice.

CAFETERIA

Breakfast - Lunch / National School Breakfast and Lunch Program

EUSD will participate in California's Universal Meals Program. As a result, meals will continue to be free of charge. However, due to United States Department of Agriculture (USDA) regulations, we are still required to collect Free & Reduced Meal Applications. It is imperative for families to complete this application as our funding is greatly reliant upon the percentage of students qualifying for free/reduced meals.

Applications for the Free and Reduced-Priced Meals Program

Applications are made available on July 1st. A convenient online application can be accessed through this link <https://family.titank12.com/>. Paper applications are available at any school office throughout the year, and can be filled out and returned to any school office or cafeteria site. Please support our meal program by completing a confidential application today.

Meal Prices

All students have a lunch account which is accessed by inputting their student ID number. A la carte milk and juice is available for \$0.40 each. Items and prices are subject to change. These purchases cannot be charged. Students MUST have money on their account or pay with cash. Funds can be added to students' account through <https://family.titank12.com/> or bring their money to the school office or cafeteria.

- **Breakfast Prices:** Regular \$0.00 / Reduced \$ 0.00 / Free \$0.00 / Adults \$2.50
- **Lunch Prices:** Regular \$0.00 / Reduced \$.00 / Free \$.00 / Adults \$3.75
- **2nd Breakfast:** Evergreen Middle and Bend Students will be able to grab a quick 2nd Breakfast meal during a mid-morning class break. Students must have money on their accounts if they have already had their first breakfast. Price: \$1.45

Food Allergies

Students with food allergies that require substitutions or modifications in school meals will be accommodated when that need is supported by a signed medical statement. Please contact your school office to obtain the form.

For additional information regarding Food Service Operations/Cafe Fund please visit our website at evergreenusd.com. Please feel free to call the Food Service Director at (530)347-3411, if you have any questions.

TRANSPORTATION

Bus Transportation Procedures *Evergreen Elementary and Middle Only*

To safely transport your child or children, we have rules and regulations to assist students in understanding their responsibilities while riding the bus and while waiting at the school bus stops. As a concerned parent/guardian, we encourage you to discuss these rules and regulations listed within the Transportation Handbook sent home at the start of the school year, with your child or children as our bus drivers will strictly adhere to them. It is not mandatory for schools to provide busing transportation; it is a privilege and a service offered by the district, authorized by the governing Board of Trustees (Education Code 38020).

Please see the Bus Transportation Handbook for bus rules.

Bus Stops and Assignments

Bus stops have been designated and approved. Buses will be allowed to stop ONLY at these designated stops. Students must board their regular bus promptly after school. All students will

be sent home on their assigned bus and dropped off at their assigned stop **unless the school office has received written notice from the parent/guardian of a change in transportation for the day (pick up instead)** prior to the start of the day. Notes MUST GO TO THE OFFICE TO ENSURE YOUR CHILD'S SAFETY and not to the classroom teacher.