



Evergreen Public Schools

**Evergreen Public Schools**  
**2011-2012 District Handbook**

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## **School Schedules**

**Elementary Early Schools:** 8:30 am – 2:50 pm

Early Release: 8:30 am - 12:30 pm

Burnt Bridge Creek, Burton, Crestline, Early Childhood Center & Marrion

**Elementary Late Schools:** 9:15 am – 3:35 pm

Early Release: 9:15 am - 1:15 pm

Columbia Valley, Ellsworth, Endeavour, Fircrest, Fisher's, Harmony, Hearthwood, Illahee, Image, Mill Plain, Orchards, Pioneer, Riverview, Sifton, Silver Star, Sunset & York.

**Middle Schools** will be 8:15 am – 2:45 pm

Early Release: 8:15 am - 12:30 pm

**High Schools** will be 7:45 am - 2:15 pm

Early Release: 7:45 am - 12:00 pm

Late Start: 10:20 am - 2:20 pm

### **School Closure Make-up Days**

A make-up day or days may be required if schools are closed for inclement weather or other reasons. Days will be added in the following order:

First Day      June 15

Second Day    June 18

Third Day      June 19

Fourth Day    June 20

Fifth Day      June 21

### **Spanish Phone Line**

Estimados Padres, si tienen preguntas u alguna preocupación, nos pueden dejar un recado telefónico al #604-4029. Les llamaremos lo más pronto posible.

### **Russian Phone Line**

Уважаемые Родители!

Если у вас есть вопросы, касающиеся школы или образования, вы можете позвонить по телефону (360) 604-4028 и оставить сообщение для нас. Мы постараемся ответить на все ваши вопросы.

# **Legal Notice**

## **Equal Opportunities, Non-Discrimination**

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program, including career and technical education, without regard to race, creed, color, national origin, sex, sexual orientation, marital status, previous arrest (unless a clear and present danger exists) or incarceration or non-program-related physical, sensory or mental disability.

## **Sex Discrimination in Recreational and Athletic Activities**

Title IX RCW 28A.640 Officer:  
Steve Getsinger  
Director of School Services  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4078

## **Accommodations for Disabilities**

ADA Coordinator/Section 504 Coordinator:  
Steve Getsinger  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4078  
Fax: (360) 604-4114  
TDD voice relay: 1 (800) 833-6384

## **Discrimination Because of Race, Creed, Marital Status, Color, and National Origin**

Affirmative Action Coordinator  
Roland Brosius  
Director of Personnel  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4010

### **LEGAL NOTICE**

The Evergreen School District, in order to protect the privacy of parents and students and to comply with the Family Education Rights and Privacy Act of 1974, designate the following categories of personally identifiable information from student records and directory information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and numbers of athletics team, date of attendance, degrees and awards received, and the most previous educational institution or agency attended by the student.

It is the right of the parent or guardian of the student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories as directory information. Any such student or parent must notify the school district in writing of such refusal within ten (10) days following the enrollment of a student in the Evergreen School District. Such written notice should be addressed to:

John Deeder  
Superintendent  
13501 NE 28 Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4005

### **AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION (GRIEVANCE) PROCEDURE**

Evergreen School District 114 has complied with the Americans with Disabilities Act (ADA) in establishing their current Reasonable Accommodation (Grievance) Procedure for persons with disabilities. This document may also be used in grievances involving the Americans with Disabilities Act of 1990. To provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity.

A complainant's right to a prompt and equitable resolution of a grievance will not be impaired by the pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suit in state or federal court. The use of Evergreen School District's Reasonable Accommodation (Grievance) Procedure is not a prerequisite to the pursuit of other means of resolution.

The Superintendent, or representative, will hear the complaint in accordance with established policies and procedures as facilitated by the District's ADA Coordinator. The Superintendent, or representative, will address the complaint in public, follow the proper public notice, and will make a written decision subject to review by the District ADA Coordinator within 30 days of the public hearing.

## **General Information**

### **Absences and Early Releases**

**Absences:** Parents should contact the school by 9 a.m. if their child will miss school due to illness, family emergencies, or other excused reasons. At the elementary school level, the school will attempt to contact parents if a child is absent and no contact is made by 9 a.m.

**Early Releases:** A student wishing to leave school during school hours must have a note from a parent or guardian stating the reason and time of release. A parent or guardian also must sign out the student at the appointed hour.

If a student is going home by any other means than usual, the school office should be notified.

### **Attendance**

All students ages 8 and under 18 years are required by Washington state law to attend school regularly. If a parent or guardian enrolls a child at 6 or 7 years of age, the child is required by law to attend the full school session. To ensure compliance, Evergreen Public Schools takes regular attendance in each school and has set a policy for excused and unexcused absences.

Parents or guardians must provide the school an excuse for any absence or late arrival in the form of a note or personal contact with school officials. (Please refer to your child's individual school student handbook.)

Any absence not properly explained within three days of the student returning to school will not be excused without approval from an administrator.

**Extended Absences:** Absences of five days or more due to illness or other health conditions require a note from a doctor or appropriate medical provider.

**Excused Absences:** Valid reasons for excused absences include:

- Illness or health conditions
- Family emergencies
- Participation in school-approved activities
- Parent-approved activities
- Disciplinary action or short-term suspensions
- Observance of religious holidays
- Other absences as permitted by law

All other absences will be considered unexcused and may result in disciplinary action and affect a student's grades. (Please refer to your child's individual school student handbook.)

**Pre-Arranged Absences:** Elementary and secondary students must follow separate procedures to secure a pre-arranged absence, which includes vacations or other pre-planned extended activities.

Parents of elementary students must contact the school principal to gain approval for a pre-arranged absence. Secondary students should take the following steps:

- Bring a note from a parent or guardian to the Attendance Office stating the dates and reasons for the absence. (Please refer to your child's individual school student handbook.)
- Take a pre-arranged absence form to each of the student's teachers to sign.
- Return the form to the Attendance Office when completed.
- Students must be in attendance at least ½ day to participate in practices, activities, and/or athletics
- Upon returning to school, contact the Attendance Office and follow the normal procedure for an excused absence.

Unexcused Absences: The school district will take the following action related to unexcused absences, such as skipping school.

- On the first unexcused absence in any month, the school will notify a parent by phone or in writing of the student's absence and of potential consequences for further unexcused absences.
- On the second unexcused absence in any month, a conference will be scheduled with parents or guardians and the student to discuss the absences. After five unexcused absences, an attendance agreement is required to be signed.
- If the student reaches seven unexcused absences in any month or 10 unexcused absences in the current school year, the district is required to file a petition in juvenile court alleging a violation of Washington state's mandatory attendance law.

### **Boundary Exceptions**

*In-district (Resident) Exceptions:* Requests for in-district boundary exceptions must be submitted in writing to the boundary department located at the Administrative Service Center, using the "In-District Request for a Boundary Exception" form. The decision will be based solely on space availability at the building level, each grade level, each class, and/or program level.

*Inter-district (Non-resident) Exceptions:* Requests for inter-district boundary exceptions include requests from Evergreen residents to attend school in another district and requests from students who live outside the Evergreen district area to attend an Evergreen Public School.

Inter-district exceptions may be revoked for non-compliance and must be renewed annually. For more information, please call the Boundary Office at 604-4008.

### **Enrollment Caps**

As Evergreen Public Schools continues to grow, some schools reach capacity, requiring the enrollment at those schools to be capped at certain grade levels.

When a school's enrollment is capped at specific grade levels, the school secretary will provide parents of new students with information on space availability in the grade level(s) that the parent is requesting. If there is space available to enroll their child, this will be done immediately. If not, the parents will be given the option of placing the name of their child on a waiting list. Those parents will then be directed to enroll their child at the designated overflow school. Transportation will be provided.

If you have questions about enrollment caps, please call your local school for more information.

### **Kindergarten and First Grade Entry**

Children must be 5-years-old on or before August 31, 2010 to be admitted to kindergarten for the 2011 - 2012 school year. To enroll in the first grade, students must be 6-years-old on or before August 31. No exceptions will be made. Birth certificates must be presented at the time a child is enrolled.

### **Legal Custody Documentation**

In cases involving court-ordered custody of children, schools must have on file the appropriate state of Washington court documentation of custody. This assures compliance with any limiting court orders.

### **Phones**

It is our goal to keep the school phones lines open for school business and emergency use. Therefore we ask that students not receive phone calls during school hours. If you have an urgent message for your child, please call the school office and your message will be delivered to your child's classroom teacher in a timely manner. Please give your children any special instructions before they leave home for school.

## **Policies and Procedures**

Copies of all Evergreen Public Schools policies and procedures are available to the public. To request a copy of the districts' policies and procedures, or for more information, please visit the district's web site, contact your child's school office or the Superintendent's Office at 604-4005.

## **Questions**

If a question or concern arises regarding your child's school, please don't hesitate to ask your child's teacher. Open lines of communication between you and the school staff are vital to the success of your child's education.

If you're unsatisfied with your conversation with the teacher, the next step is to contact the school principal to voice your concern or question. If you can't resolve your issue at the building level, please contact the appropriate supervisor at the Administrative Service Center.

Interpreter services are available in Spanish at 604-4029 and Russian at 604-4028.

## **School Facilities**

Evergreen Public Schools' buildings and grounds are available for use to student groups, district employee groups, school parent organizations, and community groups during non-school hours.

Use of district facilities must be in harmony with the public interest and comply with state laws and the district's policies and procedures. Agreements allocating space for community use programs will be processed on a first come basis after school programs have been established. Preference will be given to youth groups of the district and other groups whose membership contain the largest percentage of district residents.

Weekend and summer uses of school grounds are handled on a limited basis and involve fees for personnel services to cover district costs.

For more information, please call the Building Rentals Office at 604-4009 or [click here](#) for General Use Guidelines, Rental Rates and Fee Schedules, or to complete an online Use Permit application.

## **Voter Information**

Mail-in voter registration forms are available to the public in all school offices and at the Administrative Service Center during regular business hours. Simply complete the application and return it to the elections department. To vote in an election, you must register by mail at least 30 days prior to the election date. You may register in person up to 15 days prior to the election. To register in person, go to the Clark County Elections Office at 1408 Franklin Street (corner of Franklin and Mill Plain).

Residents of Clark County who are U.S. citizens and who are at least 18 years old on or before Election Day may register to vote.

For more information, contact Clark County Elections at 397-2345.

## **Classroom Visits**

Parents or guardians are welcome to visit their children's school and observe classroom activities. Please prearrange your visit through the teacher and principal at least a day in advance.

All school visitors must first report to the school office to sign in and receive a visitor's badge before moving on to the classroom or other locations within the school or on school grounds.

## **Community Education**

Open your mind to something new and fun this year through Evergreen Public Schools Community Education program. Each season, Community Education classes cover topics including arts and crafts, computers, recreation and sports, dancing, and cooking for all ages. During the summer, special theme-day camps and other enrichment activities for youths are available.

Classes are held in neighborhood schools and are open to everyone for a reasonable fee. Community Education classes and offerings can be viewed on the district's website at [www.evergreenps.org](http://www.evergreenps.org). To register for a class, use our easy online system. For questions regarding Community Education, please call 604-4082.

## **Evergreen Tutoring Center (ETC)**

Does your child need help with reading, writing, math, science, homework, study skills, or other subjects? ETC tutors will help your child gain confidence, improve study skills, and achieve higher test scores. ETC offers: year-round tutoring in most subjects, kindergarten through 12th grade; personalized instruction using classroom-aligned curriculum; District teachers tutoring subjects and grades they are certified to teach; a safe, centralized location; flexible scheduling; and a sliding fee scale. For more information call 604-4082.

## **Parent Organizations**

Parents are encouraged to become involved in their child's school. All Evergreen elementary schools have parent organizations, and secondary schools have various parent groups. These groups provide an opportunity to meet other parents, gain greater insight into educational programs, and support all students through various volunteer projects.

Parents also are sought to serve on schools' Shared Leadership Teams. Each team is composed of parents, community members, and school staff and works to improve student learning.

Please contact your child's school for more information on volunteer opportunities and parent organizations.

## **Report Cards and Conferences**

Report cards are issued three times a year in elementary schools. At the middle schools progress reports are sent home at mid-trimester. Report cards are sent home at the end of each trimester. At each of the high schools - Evergreen, Heritage, Mountain View, Union and Legacy, the Clark County Skills Center, Home Choice Academy and iQ Academy Washington, progress reports are sent home twice during the semester and the report card is sent home at the end of the semester.

Non-student attendance days are periodically scheduled to allow for parent-teacher conferences. Parents may also schedule additional conferences with their child's teachers.

Don't hesitate to actively participate during a meeting with teachers. Parents are encouraged to be frank and state their questions or concerns with teachers. Teachers welcome comments and are eager to discuss your child's education and hobbies, reading interests, and other subjects.

Your active participation helps the classroom teacher and enhances your child's education.

## **Volunteers are Welcome**

The goal of Evergreen Public Schools is to provide a challenging education that prepares students for a complex and changing world. Your help ensures that we will meet our goal. If you are interested in volunteering in your child's school, please contact the building secretary or building principal.

Parents, grandparents, and community members play key roles in all of our schools, from tutoring students to assisting on field trips to serving as room parents. There are short and long-term volunteer opportunities in all of Evergreen's schools. For more information on volunteer opportunities, please contact the schools directly.

Evergreen also has volunteer opportunities with some of our district-wide programs. To help with developmentally challenged students, please call 604-6700. There are also opportunities for you to share your talent and skills by teaching a Community Education class, call 604-4082 for more details.

### **Academic Assistance**

Evergreen Public Schools offer several programs for students who need academic assistance in reading and math.

Title I, a federally funded program, and the Learning Assistance Program (LAP), a state funded program, provide reading and/or math assistance to students who meet program criteria. Students who can benefit from these programs are identified by state and local assessments and by referrals from classroom teachers. For more information, please contact your child's school or the Federal Programs Department at 604-4083.

Home-hospital services are available for students who are ill and anticipate being absent from school for six weeks or longer.

Students who have not achieved mastery on the Washington Assessment of Student Learning (WASL) will be offered individual student learning plans to address special learning needs. Please contact your child's school for more information.

### **Childfind**

All students from birth to 21 years of age who reside within the boundaries of Evergreen Public Schools and who are believed to have a disability may be eligible to receive Special Education services from Evergreen Public Schools. To arrange a screening for a child suspected of having a disability, contact the following:

- Children ages birth to 5 years – Educational Service District #112 (360) 750-7500
- Children ages 5-21 – contact the local elementary or secondary school.

### **Student Support Assistance**

Evergreen Public Schools offer guidance and assistance for students through classroom instruction. Topics include personal safety, decision making, friendship skills and life skills, to name a few. If your child or family needs extra support, please contact the assistance specialist or school counselor at your child's school for confidential assistance or referrals. It is our hope that by offering you our assistance, your child will be able to maintain their connection to school and have the tools necessary to be successful.

### **Unexpected Housing Changes (Homelessness)**

Families sometimes experience unexpected hardship. If you lose your housing and think you may need to move away from your home school, please notify your child's home school before you move. We will work with you to keep your child in their home school, if at all possible. For more information, contact the school secretary, intervention specialist or nurse at your child's school.

## **Special Programs**

Evergreen Public Schools offers a number of specialized programs, including:

### **Highly Capable Programs**

The programs, referred to as **EXCEL** (Evergreen's eXplorations in Creativity, Excellence, and Leadership), are available to eligible students in grades 2-8, and are designed to meet the unique academic, social, and emotional needs of gifted learners. Referrals are accepted from any source (parents, school staff, community members, etc.). For information you can contact your school's Highly Capable Programs liaison, or [click here](#) for a list of frequently asked questions and answers.

### **English Language Learners**

This program helps English learners achieve academic skills and content knowledge while increasing their English language proficiency.

### **Special Education**

Children with physical, emotional, academic, or intellectual disabilities may be eligible for special services through the district's Special Education program. Assessments are done at the school level, and parents are involved in the assessment process and in determining placement into the program. For more information, please contact an administrator at your child's school or the Special Services Office at 604-6700.

## **Testing**

The **Measurements of Student Progress** ("MSP") for grades 3-8 were launched spring of 2010. Single sessions in reading, math and science are administered over one day per content area. Writing – administered to 4<sup>th</sup> and 7<sup>th</sup> graders – continues to be administered in two sessions, over two days.

At the high school level, the **High School Proficiency Exams** ("HSPE") for grade 10 and above consists of a single session reading test, and as at 4<sup>th</sup> and 7<sup>th</sup> grades, writing is administered in two sessions over two days. Graduation requirements include passing the reading and the writing tests, so they are also offered a second time each year in August.

Spring 2011 brought our first End-of-Course (EOC) exams for Integrated 1 and Integrated 2 math. Students enrolled in those courses (7<sup>th</sup> grade and up) were administered the exams during the last three weeks of class last spring. A state "Make Up" exam for Integrated 1 was offered for 11<sup>th</sup> and 12<sup>th</sup> grade students who had not yet met the graduation requirement for math, as well as for 7<sup>th</sup>-10<sup>th</sup> graders who had taken the course in a previous year. Beginning in January of 2012, Make Up exams for Integrated 1 & 2 will also be offered to students who have previously taken the course, but who have not yet met the math requirement. Make Ups will also be administered at the same time the EOCs are given in May. 12<sup>th</sup> graders need pass only one EOC (or its Make Up) or continue to earn two extra credits of math after 10<sup>th</sup> grade to meet the requirement. 10<sup>th</sup> and 11<sup>th</sup> graders need pass only one EOC (or its Make Up) to meet the requirement. This year's 9<sup>th</sup> graders (class of 2015) will need to pass two EOC exams – or their Make Ups – to meet the graduation requirement.

Spring of 2012 will also launch the first **Biology EOC** for students enrolled in that course this year. It will also be administered during the last three weeks of class. At high school level, please see the district's High School Calendar to view late start dates in May for all end-of-course exams. This year's 9<sup>th</sup> graders will be expected to pass the Biology EOC (or its Make Up available next year) as an additional graduation requirement in 2015.

The MSP, HSPE and the Washington Alternate Assessment System (WAAS), are not the only measures of student progress, knowledge or skill – but they are important ones. All three tests measure student proficiency in core skills and provide a common measuring stick for the performance of students, schools and the district.

Students can also meet the assessment requirement by passing other state-approved alternatives. Alternatives include the following:

- For reading, writing & math: Students are expected to make standard on the 10<sup>th</sup> grade HSPE in reading and writing and one math end-of-course exam (EOC) **or** a state-approved alternative assessment such as the **SAT, ACT or AP** exam *after attempting the reading or writing HSPE once and a math EOC once.*  
<http://www.k12.wa.us/assessment/CAAoptions/Equivalency.aspx>
- **COE for reading and writing:** Another alternative assessment is the Collection of Evidence (“COE”), which is a specific body of work samples gathered and organized under the supervision of a teacher, and submitted to the Office of Superintendent of Public Instruction (OSPI) for scoring twice annually. The COE option will be *available for a February and May submission for 12<sup>th</sup> graders and a June submission for 11<sup>th</sup> and 12<sup>th</sup> graders who have not previously passed the reading or writing state tests.* (11<sup>th</sup> graders must have attempted the test twice – both as a 10<sup>th</sup> grader and again in either August 2011 or March 2012 of their 11<sup>th</sup> grade year.)
- **COE for math and science:** Will become an option for the graduating class of 2015 for submission during their 11<sup>th</sup> and 12<sup>th</sup> grade years (2013-2014 & 2014-2015) after attempting the EOCs or their Make Ups twice. .  
<http://www.k12.wa.us/assessment/CAAoptions/CollectionofEvidence.aspx>
- **CAA/CIA for reading, writing and math:** Earned by high school students who pass all three state assessments – reading, writing and math – to earn a Certificate of Academic Achievement (CAA ) or a Certificate of Individual Achievement (CIA – for students receiving special services and utilizing the alternative assessments shown below). Students may also earn the certificate by meeting the standard on the state-approved alternative assessments named above.  
<http://www.k12.wa.us/assessment/CAAoptions/default.aspx>
- **Alternative Assessments for students receiving special services:** Alternative assessments include the Developmentally Appropriate Proficiency Exam (“DAPE”). While the MSP-Basic and the HSPE-Basic allows students in grades 3-12 to make standard at a lower (Level 2) score, the DAPE – for 11<sup>th</sup> and 12<sup>th</sup> graders - allows students to make standard on the elementary or middle school assessment, if one of those two levels is a more appropriate measure of what they know and can do. The DAPE is administered in the spring, and again in the fall of each year.
- **Additional Alternatives for small numbers of special education students:** The Washington Alternate Assessment System - Portfolio (“WAAS-Port”) will continue to measure how well students master state learning requirements in reading, writing, mathematics and science in grades 3-10. In some cases, the state will approve a Locally Determined Assessment (“LDA”) for 12<sup>th</sup> grade students only.  
<http://www.k12.wa.us/assessment/AlternativeAssessment/default.aspx>

The graduating class of 2012 may earn a high school diploma *without* a CAA or CIA if students meet the assessment requirement in reading and writing and continue to earn 2 additional mathematics credits (after grade 10) one per year until graduation. (To receive a diploma, they must also meet three other requirements: **completion of 22.5 credits**, a **culminating senior project**, and a **High School and Beyond Plan.**)

The graduating classes of 2013 and 2014 may earn a high school diploma *without* a CAA or CIA if students meet the assessment requirement in reading and writing, but must earn ***three high school math credits, pass one of the two EOC exams or its Make Up.*** (To receive a diploma, they must also meet three other requirements: **complete 23.5 credits**, a **culminating senior project**, and a **High School and Beyond Plan.**)

Beginning with the graduating class of 2015, students may earn their diploma without a CAA or CIA, but must continue earning ***three*** high school math credits, ***pass both Math EOC exams or their Make Ups, in addition to passing the Biology EOC or its Make Up.*** (To receive a diploma, they must also meet three other requirements: **complete 23.5 credits**, a **culminating senior project**, and a **High School and Beyond Plan.**)  
<http://www.k12.wa.us/GraduationRequirements/default.aspxstate>

Students still have five opportunities in high school to demonstrate proficiency in reading, writing and math on state standards and receive a CAA or a CIA. The tests are given every spring with re-testing in reading and writing available in August for students in 10<sup>th</sup> through 12<sup>th</sup> grades. Make-Ups for the math EOCs will be given in January – beginning in 2012 - as well as May each year. Make Ups for the biology EOC will be given in January and spring of each year, beginning in the 2012-13 school year.

For high school students eligible for special services, re-testing is available in late October-November. For more graduation information, please visit our district public website at <http://www.evergreenps.org>, click on the “Parents” tab at the top of the page, then “Graduation Requirements” **OR** go to the OSPI website @ <http://k12.wa.us> , click on the “Helpful Links” tab, the “Graduation Requirements.” Also at the OSPI site is a “Family” tab under which you will find some helpful parent resources and handouts.

While the preliminary results of the spring reading and writing tests are available in June for all high school students who participated in the spring testing prior to graduation, EOC results will not be available until July. District, school, and final individual student reports (ISRs) are available in September.

## **Student Learning Plans**

### **Who is required to have a plan?**

SLPs must be prepared for all students in 8th grade who were not successful on any or all of the content areas of the MSP during the previous year or who may not be on track to graduate due to credit deficiencies or absences. SLPs are maintained until the student meets standards on the MSP or MSP retakes.

Grade 8: Parents and legal guardians will be notified annually (at least) about the information in the SLP. To the extent possible, the information will be translated into the primary language of the family. The learning plan will include

MSP results

Washington Language Proficiency Test (WLPT) scores, if the student is in a bilingual program

Credit deficiencies

Attendance rates over the previous two years

### **When do the plans have to be completed?**

Plans must be completed within the school year. Although completed plans early in the year would provide more time to help students who do not meet standard on the MSP, the law allows plans to be completed any time within the school year.

### **What parent/guardian involvement is required?**

Parent or legal guardian notification about the SLP will be at least annually, preferably through a parent conference. Progress and plan modifications shall be reported annually to parent/guardian.

<http://www.k12.wa.us/StudentLearningPlan/default.aspx>

## **Safety**

Safety has always been one of the district's top priorities. Staff throughout the district continually reviews policies and works to improve preparations and responses to anything that might threaten student safety. No safety system can completely prevent incidents, but Evergreen Public Schools employs numerous strategies to reduce the risk.

These strategies include:

1. All hazard emergency plans are in place and practiced at all schools.
2. Each school in the district conducts numerous drills to practice evacuation, lockdown procedures, and shelter in place.
3. Fire and Police personnel continue to work with school emergency teams to practice emergency procedures using drills and training exercises.
4. Employees are trained on how to respond to various incidents. In addition, training is provided for building staff regarding the awareness and recognition of students who potentially may be violent. All teachers have received anti-bullying training that has resulted in reduced bullying behavior on school campuses.

Additional security measures are in place to protect students. These include:

1. Mandatory fingerprinting for all employees.
2. All visitors at schools are required to check in at the office. Security and building personnel are instructed to stop anyone they do not know, or suspended/expelled students, and escort them to the office.
3. The district has a strict policy regarding weapons on school property. Possession of firearms of any kind will result in an automatic expulsion.

### **Safety and Your Children**

Parents can collaborate with school staff to help create safe schools. Some things that you can do to help:

- Make sure the school office always has current information about your place of employment, daytime phone numbers and names of adults authorized to pick up your child in an emergency.
- Learn about the programs available regarding proper school behavior, getting along with others, positive ways of expression, and understanding racial and cultural differences.
- Consult with the school about district and community resources for at-risk youths and family dispute resolution, intervention, and counseling.
- Have a family emergency plan and be sure your child knows what to do and who to go to for assistance should an emergency occur while they are at home.
- Review bulletins from your child's school that give directions on what you should do if an emergency occurs at school.
- Familiarize yourself with your child's school lockdown and parent reunification procedures.

To report a threat to the safety of your student's school community, please contact 855-4alertone and use extension x1002.

### **Emergency Preparedness Information**

Should an emergency or disaster situation ever arise in our area while school is in session, Evergreen Public Schools has a detailed disaster plan that has been formulated to respond to a major catastrophe, including earthquakes and other human-caused or natural disasters. Should a major earthquake or other disaster occur during school hours, students will be cared for at the school until a parent can pick them up, or until it is safe to transport students to their homes by school district transportation.

### **During any Emergency**

1. DO NOT telephone the school. Telephone lines will be needed for emergency purposes. Calls to the school will receive a voice message recording only.
2. Parents and guardians should call the school district's "Emergency Hotline" by dialing (360) 604-3637 for more information relating to the emergency.

Radio or television on the following local area stations will broadcast information regarding a school district emergency:

AM Radio	FM Radio	Television
KPOJ 620	KOPB 91.5	KATU Ch. 2
KXL 750	KGON 92.3	KOIN Ch. 6
KPAM 860	KNRK 94.7	KGW Ch. 8
KEX 1190	KYCH 97.1	KPTV Ch. 12
	KUPL 98.7	
	KWJJ 99.5	
	KKRZ 100.3	
	KUFO 101.1	
	KINK 101.9	
	KKCW 103.3	
	KRSK 105.1	
	KLTH 106.7	

Evergreen Public Schools uses an internet-based system for delivering changes in schedule, such as snow closures, to the news media. You may self-register and manage up to five home or office e-mail and/or cell phone text message addresses and receive emergency information just minutes after we post it, at no cost to you. For full information and to sign up go to <http://www.flashalert.net/news.html?id=22>. *Please be aware that with the proliferation of spam and the resulting spam filters used by Internet Service Providers and cell phone companies, as well as individuals, it is impossible to guarantee message delivery, since different filters block different messages.*

3. In the event of a serious emergency or disaster, students will be kept at their schools. Parents will be given instructions on the "Emergency Hotline" or on local radio and television stations. When it is safe, parents or a responsible adult, who has been identified on the "Family Emergency Plan," may pick up students. If it becomes necessary for you to pick up your child at school during an emergency, it is imperative that student/parent reunion procedures are followed. Look for signs marked "Student/Parent Reunion" to be reunited with your child. Please consider the following criteria when authorizing another person on the card to pick up a child at school:
  - They are 18 years of age or older.
  - They are usually home during the school day.
  - They could walk to school if necessary.
  - They are known to your child.
  - They are both aware and able to assume the responsibility.
  - They carry photo identification with them.

While the Internet has many benefits for families, there are also risks. To reduce these risks, parents should be knowledgeable about online dangers, establish and follow clear guidelines, and be continually attentive to their child's use of the Internet. The Vancouver Police Department recommends that parents become familiar with the following websites to obtain information on how to reduce cyber risks – [www.netismartz.org](http://www.netismartz.org) and [www.isafe.org](http://www.isafe.org) .

### **Safe and Drug Free Schools**

Evergreen Public Schools annually applies for federal funds to participate in the Safe and Drug Free Schools program. These funds help support an Intervention Specialist in our middle and high schools to assist students with issues related to safety, drugs and alcohol. You can reach an Intervention Specialist by calling the main office at your child's school.

### **Asbestos Hazard Emergency Response Act**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Evergreen Public Schools contracts with an EPA accredited environmental service to conduct the required three-year asbestos re-inspection of all school buildings. The most recent inspection was completed during the 2009-2010 winter break. An EPA-accredited Asbestos Inspector and Management Planner performed the inspection and reassessment of each category of asbestos containing building materials (ACBM) and noted any significant changes from prior inspections. The district's custodial contractor also conducts biannual surveys of ACBM to check for damage between the required three year inspections. These inspections assist the school district in the process of safely managing all ACBM within our district.

The AHERA Re-Inspection Reports and Management Plans are available to the general public and can be reviewed during normal school hours. A designated person is available during regular district office hours to answer any questions regarding ACBM in our buildings. The designated person can be contacted through Risk Management at the district's Administrative Service Center.

Non-friable ACBM are present in some of the district's buildings. All known ACBM are listed in the district's management plan and are being maintained in accordance with all Washington state and Federal laws.

### **District Notification for Pesticide Use**

From time to time, Evergreen Public Schools finds it necessary to use herbicides and insecticides (hereinafter pesticides) to control weeds and pests on district grounds and in district buildings. Herbicides are used on district lawns, parking lot cracks, curbs, fence lines and shrub beds. Insecticides may be used in buildings and outside when pests become a problem. Whenever possible, these applications will be scheduled for times when school is not in session. All persons who apply pesticides in the school district are either licensed under state law or under the direct supervision of an individual licensed under state law.

The district recognizes that the use of these products may concern parents and has set up a notification process to allow registered parents the opportunity to receive notice prior to non-emergency applications. Each fall, a letter and form are sent home to explain the registration process. Once the form is returned, parents will receive notification 48 hours in advance of planned applications at their student's school site. Students moving to the area after the beginning of the school year can pick up a registration form from their school's main office. Parents who register for the notification list must do so on an annual basis as the list is re-developed each August.

Evergreen Public Schools will post a sign on the main entrance of the building 48 hours prior to a planned application. This sign will notify the public of the date(s) of application, the chemical being used, and the pest being controlled. The Material Safety Data Sheet (MSDS) for the pesticide being applied is available for review in the Burgundy Complex at the district's Administrative Service Center (ASC) located at 13501 NE 28th St. In addition to the sign placed at the main entrance; signs will be placed in the area of application notifying the public of the application.

In the event that an emergency application of a pesticide is deemed necessary, the district will place the notification sign at the main entrance of the building and will send out notification to registered parents after the application. If you have any questions about this program, please contact Risk Management at ASC.

### **Animals at School**

Animals at school can provide a valuable learning experience for students but cannot be allowed to endanger other students' safety or disrupt learning. Any animal brought to school must be caged or leashed with prior permission obtained from the classroom teacher. District bus rules do not permit animals to be taken on the bus, so parents must arrange transportation for the animal to and from school. Assist animals are the only exception with prior permission granted through the transportation department.

### **Bus Rules of Conduct**

- Students are expected to be at their bus stop five minutes prior to bus arrival.
- Skateboards are not allowed on the bus, except at the high school level, and then they need to be enclosed in a bag or backpack.
- Baseballs, basketballs and soccer balls are only allowed on the bus if they are enclosed in a bag or backpack.
- If a student rides the activity bus home, they need to request a bus pass from their teacher and know their address before boarding.

According to District Administrative Policy 8123, school bus drivers are responsible for all student riders. The driver has authority to take prescribed disciplinary measures or recommend suspension/expulsion of students whose misconduct violates the rules. The following are prohibited on school buses:

- Loud talking.
- Throwing objects.
- Sitting with feet in aisle.
- Standing.
- Moving about while bus is in motion.
- Fighting.
- Verbal abuse/Harassment.
- Profane or obscene language.
- Other offenses listed in Administrative Procedure 3200 (See Student Rights, Responsibilities, and Conduct). [Click here](#) for details.
- Opening windows without driver's permission or extending any part of the body beyond the window ledge at any time.
- Possessing firearms, weapons, breakable containers, flammables, plastic 'tote' trays, live animals (other than assist animals), or other objects that could adversely affect the safety of students and driver.

Repeated abuse of the rules can result in loss of riding privileges.

Please remember that cars and other motor vehicles must stop for school buses loading or unloading students when the bus stop sign is out and when the bus' red lights are flashing.

Once an elementary or middle school student has boarded the bus, only the principal or designee may release the student to leave. If the child is departing at another stop other than the usual, a note must be received in the school office prior to boarding the bus signed by a school administrator.

### **Bus Service**

School bus transportation is provided in the district for all elementary students who live more than one-half mile radius from school. Transportation for secondary students is provided for those students who live more than one radius mile from their school or who live in an area that the district has determined that it will provide transportation based upon the state of Washington's criteria for hazardous walkways or other mitigating circumstances, such as construction or roadwork.

Bus schedules are available on the district web site at [www.evergreenps.org](http://www.evergreenps.org). For information regarding special education bus routes, call 604-4959. For all other bus routes and information, please call 604-4950. In order to keep on schedule, buses cannot wait for students who are late. Transportation cannot be furnished for meetings of youth groups.

Student drivers are required to have parking permits, available at the high schools.

### **Child Abuse**

Professional school personnel are required by Washington state law (RCW 26.44.040), when they have "reasonable cause to believe that a child has suffered child abuse or neglect, that he/she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the Department of Social and Health Services." The law also states, "Any other person who has reasonable cause to believe that a child has suffered child abuse or neglect may report such incident to the proper law enforcement agency or to the Department of Social and Health Services."

To report child abuse and neglect, call Child Protective Services at 993-7901 or call 9-1-1 when appropriate. All verbal reports will be followed up by submitting a written report within 48 hours to the building principal.

### **Emergency Information**

In the event a student becomes ill or suffers an injury, it is important that the school office knows whom to contact during the school day. Please keep the office up to date with home and work phone numbers. If school should be closed due to bad weather or an emergency situation, it is important that students know an alternate place to go in case no one is at home. Parents are urged to pre-determine an alternative plan and be sure each student knows it.

### **Emergency Telephone Numbers**

Child Protective Services: 993-7901

Clark County Crisis Line: 696-9560

Clark County Information & Referral Service: 2-1-1

Emergency (ambulance, law enforcement, fire, rescue): 9-1-1

Washington Poison Information Center: 1-800-222-1222

Portland/Vancouver Social Services Hotline: 2-1-1

Evergreen Public Schools' Emergency Hotline (School Closure and Emergency Information): 604-3637

Deaf parents with children attending Evergreen Public Schools may – if they have TTY telephone equipment – relay emergency messages to their children by calling Fircrest Elementary School, 604-6925; Hearthwood Elementary School, 604-6875; Sifton Elementary School, 604-6675; Sunset Elementary School, 604-6900; Cascade Middle School, 604-3600; Pacific Middle School, 604-6500; Wy'east Middle School, 604-6400; Mountain View High School, 604-6100; or the Special Services Department, 604-6700.

## **Forbidden Items**

For the health and safety of all students, matches, lighters, cigarettes, drugs, drug paraphernalia, tobacco or look-a-likes, knives, Chinese stars, sharp instruments, chains, guns, soft air pellet guns or look-a-likes, sling-shots, and other such items, are not to be brought to school. As a rule, toys should be left at home unless the teacher requests one be brought as part of an educational activity. Stereos, iPods and other audio equipment are not to be brought to school without the permission of the parent and teacher. The school district is not responsible for any lost or stolen items.

## **General Health Information**

For the protection of all students, the following guidelines should be followed:

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, earache, vomiting, or fever of 100 or higher within the past 24 hours should not be sent to school.
- A child with a known communicable disease (chicken pox, impetigo, strep, scabies, ringworm, etc.) should not be sent to school without the specific written approval of a doctor or a licensed health care provider.
- A child with head lice will not be admitted or allowed to attend school until nit-free or treated. Treatment should be sought for any child with head lice.
- Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

If a child becomes ill at school, symptoms are noted, but not treated, and parents will be notified to pick up the child. In the event of a serious injury or illness, parents will be contacted for directions. If a parent cannot be reached, the person listed as the emergency contact will be called. Therefore, the school office needs to have updated home and work telephone numbers as well as an emergency contact number for each child. If it is impossible to contact a parent or emergency person, medical assistance will be obtained.

Please notify the school office if a child has known medical or health problems.

## **Serious Health Conditions in the School**

In the event of an outbreak (or potential outbreak) of an infectious health condition (norovirus, pan-flu), Evergreen Public Schools works closely with Clark County Public Health. We follow their directions to control the outbreak. Watch for bulletins from Clark county Public Health and your school nurse in the event of a serious health condition at your child's school.

## **Students with Serious Health Conditions**

The state of Washington (RCW 28A.210.320) requires children with potentially life-threatening health conditions, such as severe allergies, severe asthma, diabetes, seizures, etc., have arrangements for their safety completed before they may attend school. These arrangements include any necessary physician orders, the availability at school of needed equipment and supplies, and the formation of a nursing care plan by the school nurse. Specific staff training may also be needed.

Please contact the school nurse through your student's school office if your child has such a condition or you need further information.

## **Health Screenings**

Schools conduct screenings to identify hearing and vision problems. Parents are notified of any problems found, with the recommendation that further evaluation be received from the family health care provider. Watch your child's school website for screening dates.

Vision and hearing screenings are done in grade levels as mandated by the state.

## **Immunizations**

Washington state law requires certain immunizations against childhood diseases for all students, regardless of age, who attend a public or private school or a licensed day care center.

On or before the first day of attendance, proof of the child's (a) full immunizations, (b) initiation of schedule of immunizations, or (c) certificate of exemption – must be presented at the school. Certified waivers are permitted if parents have religious, medical, or personal objections. These waivers must be on file with the school.

The legally required vaccines for children entering kindergarten in the 2010-2011 school year are:

- Five doses of DTaP vaccine (or Td or Tdap for children over 7 years old). Four doses are acceptable if the last dose is given at or after the fourth birthday
- Four doses of Polio (IPV or OPV) vaccine. Three doses are acceptable if the last dose is given at or after the fourth birthday.
- Two doses of MMR (measles, mumps, rubella) vaccine, with both doses at or after 12 months of age and at least 28 days apart.
- Three doses of hepatitis B vaccine with the last dose at or after six months of age.
- Two doses of varicella (chicken pox) vaccine, with both doses at or after 12 months of age and at least 28 days apart. Parent-reported history of disease is NOT acceptable.

If you have questions or concerns, please contact your family health care provider.

## **Medication at School**

Children should be given medication at home, not at school. However, if a child's medication program requires having medication during school hours, the medication is to be provided by the parent and specific procedures must be followed. Forms must be completed by the parent and health care provider and be on file at school. Medications must be kept locked in the office unless special arrangements are made with the school nurse.

If a student needs to receive either prescription or non-prescription medication at school, please check with the school office for procedure details.

## **Playground Rules**

School playgrounds are provided for students' enjoyment. To reduce the possibility of injury, students are expected to be considerate of others and to obey the instructions of playground supervisors. Students are to observe the following when on the playground:

- Throwing rocks, sand, sawdust, or any object other than balls, Frisbees, etc., is not allowed.
- Baseballs or hard "softballs" are not approved for playground use.
- The school is not responsible for personal items that may be lost or broken. Toys and other personal belongings from home will not be allowed on the playground.
- Climbing on fences or rooftops to retrieve balls is not allowed. Students should seek assistance from playground supervisors.
- Fighting is not allowed. Quarrels or difficulties should be reported to the playground supervisors.

In addition, each school may have additional playground rules. In the event of an accident, the playground supervisor should be notified immediately.

## **Miscellaneous**

### **Student Meal Service**

The district's food service program is managed by Chartwells Dining Services, the largest contract provider in the world. The Resident District Manager is Karen Steinhardt, who can be reached at 604-3956.

All district schools participate in the National School Breakfast and Lunch program. All meals meet or exceed the standards set forth by the USDA and My Pyramid. Evergreen Public Schools is of our membership and dedication to the Washington Sustainable Food & Farming Network and, our district-wide Farm to School Program.

Free and reduced priced meals are available to all qualifying students. Applications are available at your child's school or on the district website at [www.evergreenps.org](http://www.evergreenps.org). Integrity and anonymity is strictly maintained. Breakfast for qualifying free and reduced students is free of charge. Lunch for qualifying free and reduced students is free to grades K-3; grades 4-12 have a nominal co-pay of 40 cents.

Students who do not qualify for free or reduced meals will be charged the following: elementary school breakfast 95 cents; middle school breakfast \$1.15; high school breakfast \$1.15; elementary school lunch \$1.80; middle school lunch \$2.10; high school lunch \$2.35. Milk is 45 cents at all grade levels.

Secondary schools also offer a variety of entrees, snacks and beverages at ala carte pricing.

All students are assigned a pin number to access their food service account. Students retain the same pin number for as long as they are a student in good standing in the district. Students must have money in their account to cover the cost of all meals and ala carte items. If a student's account is in arrears, we will make every effort to collect the balance due. Fines may be imposed on negative balances.

The food service department will make every effort to accommodate students with special needs or food allergies. Please address all questions and concerns to the Resident District Manager at 604-3956. For more information, or to view lunch menus and nutritional information, [click here](#).

### **Student Insurance**

For those students who are not covered with medical insurance (Blue Cross, Kaiser, etc.) a student group medical insurance plan is available. Contact the school office for a brochure explaining the different programs available and their costs. Parents are urged to consider the purchase of one of these options or some other plan, which will cover medical expenses in the event of an accident. This coverage is required for participation in secondary athletics if the student is not covered by parent-provided insurance. Free or low-cost health insurance is available from Washington state and is based on family size and income. For more information, call 1-877-543-7669.

### **Vandalism**

Vandalism and theft are problems that are costly to taxpayers. When vandals are identified, it is the practice of Evergreen Public Schools to seek legal restitution for damage resulting from their destructive activities. During non-school hours, please call the police (emergency telephone number 9-1-1) if anyone is observed behaving suspiciously on school grounds, doing graffiti, throwing rocks at windows, destroying shrubbery, etc. Callers to 9-1-1 do not need to give their name.

## **Student Rights and Responsibilities**

Civil and Legal Rights and Responsibilities, Conduct, Due Process, and Sanctions Consonant with the laws of the state of Washington, the Washington Administrative Code, the Washington State Constitution, and the United States Constitution, students attending Evergreen School District 114 shall be entitled to the following substantive and procedural rights:

### **Student Rights**

Students shall have the right to:

- Citizenship as delineated in the United States Constitution.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures.
- Freedom of inquiry, speech, expression, and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Present petitions, complaints, or grievances to school authorities and the right to prompt authoritative replies subject to reasonable limitations upon the time, place, and manner of exercising such right.
- Equal educational opportunity and freedom from discrimination because of race, religion, sex, national origin, economic status, marital status, pregnancy, previous arrest or incarceration, or a physical, mental, or sensory handicap.
- Use established channels to voice their opinions in the development of curriculum.
- Advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as related to their rights and corresponding responsibilities.
- Consult with teachers, counselors, administrators, and other school personnel.
- Freedom of dress and personal appearance as long as appearance and dress are consistent with health and safety regulations and the maintenance of an orderly educational process.
- Expect fair and equitable treatment from school authorities. Be free from unlawful interference in their pursuit of an education while in the custody of school authorities.
- View the contents of their Cumulative Academic Record and to be apprised, with parental permission, of the contents of their Supplemental Record at reasonable times during school hours upon request.
- Know the requirements of the course of study and to know on what basis their grade will be determined.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- Procedural due process whenever they are subject to disciplinary action, suspension, or expulsion by school authorities.
- Physical safety.
- Safe buildings and sanitary facilities.
- Act in their own behalf in matters which affect their role as students at the time they become 18 years of age, except that parents or guardians of a dependent student shall receive notification of matters affecting such student.

### **Student Responsibilities**

Students attending Evergreen Public Schools shall have the responsibility to:

- Attend school daily and be on time to all classes and pursue his or her course of studies.
- Be aware of all rules governing student behavior and to conduct themselves accordingly.
- Submit to reasonable corrective action or punishment imposed by school authorities.
- Express their opinions and ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner that is not disruptive to the educational process and is not threatening to the health and safety of themselves or others.

- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Exercise self-discipline in adhering to established rules and regulations so as not to limit or impede the due process rights of others.
- Follow established procedures in seeking changes in those policies, rules, or regulations that affect them and with which they disagree.
- Comply with the lawful instructions of school employees in the performance of their duties.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events, or on school buses.

### **Student Conduct**

District policy and rules of conduct shall be applicable to all students in any program or activity conducted by Evergreen Public Schools. Rules and procedures shall be developed that govern the conduct of students on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activities, that protect the health and safety of individuals and property on the school grounds and at school-sponsored activities, and that insure a proper learning environment prevails in the classroom.

Individual schools in the district may develop their own written set of rules and sanctions that are consistent with Evergreen Public Schools policy and that are appropriate to the operation of the particular school.

Any student who willfully violates or fails to follow district or individual school rules or regulations, or performs any act that materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process in Evergreen schools, shall be subject to discipline, suspension, or expulsion. Corporal punishment, which consists of spanking or striking a student, will not be used in Evergreen Public Schools. In the case of Civil and Legal Rights and Responsibilities, etc., suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school district rules for student conduct constitutes “exceptional misconduct” as defined below, suspension may be imposed notwithstanding the fact that prior alternative corrective action or punishment has not been imposed upon the student involved. Disciplinarians and hearing officers may grant exceptions to the suspension of students who are guilty of “exceptional misconduct” in cases involving extenuating and/or exceptional circumstances.

“Exceptional misconduct” is a violation of district rules for student conduct which is so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to suspension. Any of the acts outlined in board policy as constituting sufficient cause for discipline, suspension or expulsion may, under given circumstances, constitute “exceptional misconduct” in the judgment of the administrator based upon the type and severity of the act and the age of the student. Such acts shall include, but not be limited to, those enumerated below:

1. Arson.
2. Physical assault.
3. Possession or use of dangerous weapons or objects.
4. Possession of any firearm including, but not limited to, any handgun, rifle, shotgun or look-a-like toy gun. IN ACCORDANCE WITH RCW 9.41.280, ANY STUDENT SHALL BE EXPELLED WHO CARRIES A FIREARM ONTO SCHOOL PREMISES, SCHOOL-PROVIDED TRANSPORTATION, OR OTHER AREAS BEING USED EXCLUSIVELY FOR SCHOOL PURPOSES.
5. Extortion.

6. Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened.
7. Theft.
8. Cheating or plagiarism.
9. Disruptive dress.
10. Disruptive behavior, including tardiness.
11. Defiance of reasonable instruction of school authority, including refusal to identify oneself.
12. Immoral conduct.
13. Fighting.
14. Use or possession of alcoholic beverages.
15. Possession or use of any controlled substance as defined by RCW Chapter 69.50 (including without limitation, any narcotic drug, hallucinogenic substance or marijuana) not prescribed by a physician for such possessor or user.
16. Sale or delivery of any controlled substance to another person.
17. Possession of drug paraphernalia intended or designed for use, storage, or distribution of any controlled substance except to the extent authorized by a physician for such possessor.
18. Abuse by inhalation, ingestion, or otherwise of any substance for its intoxicating effect.
19. Use or possession of any tobacco products, including smokeless or look alike tobacco, by students in grades K-12.
20. Littering.
21. Use of vulgarity or profanity.
22. Verbal abuse.
23. Destruction or defacing of school property.
24. Truancy or unauthorized absence from class.
25. Committing a criminal act as defined by law.
26. Interference by force or violence with a teacher, administrator, classified employee, student, or any other person.
27. Failure to conform to the high school driving and parking regulations (procedures #5131.3).
28. Repeated violations of the foregoing acts.
29. Intimidation or bullying of any teacher, administrator, classified employee, student, or others by threat of force or violence.

Appropriate sanctions for acts that result in discipline, suspension, or expulsion shall be developed and appended to the administrative procedures attached hereto.

Students riding buses to and from school shall comply with the rules and conduct set forth in this policy in addition to those rules adopted by the board and authorized by the Superintendent under Policy 8123. School bus drivers shall possess the authority to discipline students for misconduct that violates such rules.

### **Harassment, Intimidation and Bullying (HIB)**

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. Board Policy 3207 defines harassment, intimidation, or bullying as “any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property; or
- Has the affect of substantially interfering with a student’s education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If you, your student, or a member of the Evergreen Public Schools community is being subjected to harassment, intimidation, or bullying, please report your concern by one of the following methods:

- Contact SafeSchools Alert at 1-866-548-3847 x1002
- Use <https://egreen-wa.safeschoolsalert.com/> to report your concern via the internet. Click on the bullying/harassment link and fill out the web based form.
- Send an e-mail to [tips@egreen-wa.safeschoolsalert.com](mailto:tips@egreen-wa.safeschoolsalert.com); please reference district code 1002 and the name of the school involved in the e-mail.
- Send a text message to #1002 @tip + your tip to (513) 655-7173
- Contact any employee of Evergreen Public Schools.

The concern will be forwarded to the appropriate person at your student's school for follow-up. If you provide your contact information, your student's school will contact you for follow-up and will let you know when the investigation is complete. The building will share you their findings and any interventions that have been taken. If you file a concern anonymously, the building administrator will investigate the concern, take appropriate actions if necessary but will be unable to follow-up with you once the investigation has concluded. Please understand that if discipline is involved, federal and state privacy laws prohibit the school district from sharing this information with you.

The district's policy on bullying and harassment is 3207. The policy can be found here. The district's procedure is 3207P. The procedure can be found here. Copies are also available at your student's school for your review.

If the concern of harassment, intimidation, or bullying is not resolved to your satisfaction, please contact the district's compliance officer. The district's compliance officer is Scott Deutsch. The compliance officer can be contacted via phone at (360) 604-4049 or via e-mail at [scott.deutsch@evergreenps.org](mailto:scott.deutsch@evergreenps.org).

### **Sexual Harassment**

The board of directors seeks to provide an environment within Evergreen Public Schools that is free from all types of discrimination, including sexual harassment. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

Any staff member, student or other person who has been found, after appropriate investigation, to have sexually harassed a district employee, volunteer, parent, or student will be subject to disciplinary action up to and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements.

The district pledges to investigate promptly any complaint received and to take immediate and appropriate corrective action where warranted.

#### **A. Definitions**

1. Sexual harassment is defined to include (but may not be limited to) the following types of behavior:
  - a. Unwelcome and unwanted attention of a sexual nature (degrading comments, propositions, jokes, tricks, etc.) or because of the recipient's gender.
  - b. The threat, suggestion or innuendo that an employee's job or advancement, assignment, salary, etc., or a student's grade or access to educational opportunities depends on tolerance of or submission to sexual demands.

- c. Any unwelcome and unwanted sexual contact with a supervisor, co-worker, student, or district employee.
  - d. Creation of a hostile, intimidating, or offensive work environment by any word or action of a sexual nature because of the recipient's gender.
  - e. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal conduct or communications of a sexual nature if:
    - (1.) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.
    - (2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
    - (3) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
2. Complainant is defined as a person who submits a complaint alleging sexual harassment.
  3. Complaint is defined as a concern stating, in effect, that there has been a violation of a federal, state or local statute or Evergreen Public Schools policy prohibiting sexual harassment.
  4. Complaint Resolution Team is appointed by the Superintendent and will include the Executive Director of Personnel, an Assistant Superintendent and another manager.
  5. Personnel Compliance Officer is defined as the Executive Director of Personnel or their designee.
  6. Informal Complaint is defined as a complaint made verbally.
  7. Formal Complaint is defined as a complaint made in writing.

## **B. Reporting Responsibilities**

District employees, students, parents, and volunteers are strongly encouraged to report any incidents of behavior that they consider to be sexual harassment, whether the behavior was directed at them or was observed to have been directed at another individual. All staff is responsible for receiving informal complaints and reports of possible sexual harassment and informing appropriate district personnel of the complaint or report. If the district is not made aware of a concern, there may be little that the district can do to address or cure the problem.

All staff members and students are expected to cooperate fully with the investigation of any complaints of possible sexual harassment, providing complete and truthful information to the district's investigative team. Each staff member bears part of the responsibility for ensuring a working and educational environment free of sexual harassment by promptly reporting any violations of this policy and not condoning sexual harassment in the district.

## **C. How and Where to Report**

1. Students – Informal complaints or reports may be brought to the attention of any district staff member, who shall immediately forward the complaint to a building administrator. Formal complaints should be made, in writing, to a building administrator or to the district's personnel compliance officer. If the complaint in any way implicates the building administrator, the complaint should be made to the personnel compliance officer.
2. District employees should report concerns about possible sexual harassment to their immediate supervisor or to the district personnel compliance officer.
3. Parents, volunteers, or other patrons of the district should report concerns about possible sexual harassment to a building administrator or to the district personnel compliance officer.

## **D. Complaint Resolution**

1. Informal Complaints - Evergreen Public Schools encourages resolution of sexual harassment concerns through an informal process whenever possible. Building administrators and the personnel compliance officer are available to assist in efforts to resolve concerns on an informal basis.
2. Formal Complaints - In order to invoke the district's formal complaint process, the complainant must file a written complaint with a building administrator or the district personnel compliance officer. The written complaint must set forth specific acts, conditions, or circumstances that form the basis for the allegation that

sexual harassment has occurred. Forms for submitting a formal complaint are to be available in each school building and at the office of the district's personnel compliance officer. Upon receipt of such a formal complaint, the district shall investigate the allegations in an effort to bring about a prompt resolution of the complaint.

#### **E. Investigation of Complaints**

1. Staff to staff complaints will be immediately forwarded to the district personnel compliance officer who will investigate the complaint.
2. All other complaints will be investigated by the building administrator. If the complaint in any way implicates the conduct of the building administrator the complaint will be investigated by the personnel compliance officer. A district personnel compliance officer will be available to provide assistance, if necessary.

#### **F. Reports and Responses**

1. Upon completion of an investigation made by a building administrator, the investigator shall respond in writing to the complaining party as expeditiously as possible, but in no event later than 30 calendar days following receipt of the harassment formal complaint. The investigator's response shall clearly state either that the allegations contained in the formal complaint are denied, or shall state the reasonable corrective measures deemed necessary to eliminate any sexual harassment which the investigator believes may have occurred. Corrective measures contemplated by the investigator's response shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the investigator's mailing or delivery of the written response to the complaining party.
2. Upon completion of an investigation made by the personnel compliance officer, a full written report of the complaint and the results of the investigation will be presented to the Complaint Resolution Team. The Complaint Resolution Team shall determine whether the allegation in the complaint was found to be with or without merit, and what discipline, if any, is appropriate. The personnel compliance officer will be responsible for communicating to the complainant, in writing, the disposition of the complainant. The personnel compliance officer will be responsible for communicating, in writing, to the alleged harasser, any corrective action to be taken. Corrective action shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the mailing or delivery of the written response to the complainant.
3. A full written report, including the formal complaint form, the results of the investigation, and the sanctions or other corrective action taken, if any, will be forwarded to the district's Executive Director of Personnel who will keep all reports filed at the Administrative Service Center, and place appropriate records of disciplinary or other action, if any, in the employee's personnel file, consistent with any requirements of the collective bargaining agreement.

#### **G. Appeals**

1. In the event that the person who submitted a formal complaint of sexual harassment is not satisfied with the response from the building administrator, the person who submitted the complaint may appeal to the district's Complaint Resolution Team by filing a written notice of appeal with the personnel compliance officer by the 10th day following the date on which the complainant received the building administrator's response or 10 days after the expiration of 30 days following the submission of the formal complaint if the building administrator has not responded.
2. In the event that the person who submitted a formal complaint of sexual harassment is not satisfied with the response from the district's Complaint Resolution Team, the person who submitted the complaint may appeal to the district's board of directors by filing written notice of appeal with the secretary of the board by the 10th day following the date on which the complainant received the Complaint Resolution Team's response or 10 days after the expiration of 30 days following the submission of the complaint if the Complaint Resolution Team has not responded. Upon receipt of a timely appeal, the board shall schedule a hearing to occur in closed session within 20 calendar days following the filing of the appeal. The parties to the complaint shall be entitled to present such witnesses and testimony as the board deems relevant and material. The board shall issue a written decision by the 10th day following the termination of the hearing. Copies of the board's decision shall be provided to all of the parties involved.

3. If a person who submitted a formal complaint of sexual harassment is not satisfied with the board's decision, the complainant may appeal the board's decision to the Superintendent of Public Instruction pursuant to WAC 392-190-075. Such an appeal must be received by the Superintendent of Public Instruction by the 10th day following the date upon which the complainant received written notice of the board's decision.

#### **H. Remedies Available to Victims of Sexual Harassment**

Remedies available to victims of sexual harassment at the district shall be determined on a case by case basis and shall be appropriate to the circumstances. Remedies may include, without limitation, limiting contact between the victim and the perpetrator, apologies from the perpetrator to the victim, disciplinary action (up to and including discharge or expulsion), of the perpetrator, other appropriate sanctions against the perpetrator, counseling for the victim, and any other corrective or remedial measures deemed appropriated under the circumstances.

#### **I. Reprisals, Retaliation, and False Complaints or Accusations Prohibited**

Reprisals or retaliation against anyone who makes a complaint of sexual harassment or who provides information during the investigation of a sexual harassment complaint is prohibited and will result in appropriate disciplinary action or other corrective sanctions. Filing of any knowingly false accusation or complaint of sexual harassment is prohibited and will result in appropriate disciplinary action or other corrective sanctions.

#### **J. Discussion of Sexual Harassment Policy in Schools**

Each school in the district shall develop a process for discussing the district's sexual harassment policy. The process shall ensure that the discussion addresses the definition of sexual harassment and issues covered in the sexual harassment policy.

#### **K. Dissemination of Sexual Harassment Policy**

The district's sexual harassment policy shall be conspicuously posted throughout each school building and shall be made available to each employee, volunteer, and student. Reasonable efforts shall be made to inform all students and their parents about the district's sexual harassment policy and procedures. A copy of section A through J of this policy shall be included in any publication of the district or of a school setting forth the rules, regulations, procedures, and standards of conduct for the school or district.

#### **L. Internal Review**

The district's Executive Director of Personnel shall conduct an internal review of the implementation and effectiveness of this policy on sexual harassment. Internal reviews shall be conducted at least once every two years.

#### **Student Records**

District policy and administrative procedures No. 3600 relate to student records. They provide that: In order to protect the privacy of parents and students and to comply with the Family Education Rights and Privacy Act (FERPA) of 1974, Evergreen Public Schools designate the following categories of personally identifiable information from students records as directory information: the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas and awards received, and the most previous school attended.

It is the right of the parent or guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories as directory information. Any such student or a parent must notify the school district in writing of such refusal within 10 school days following annual publication of this notice, or no later than 10 school days following the enrollment of the student in Evergreen

Public Schools. Written notice should be addressed to: Superintendent of Evergreen Public Schools, PO Box 8910, Vancouver, WA 98668-8910.

District policy and administrative procedures No. 3600, as required by the privacy act; also allow access to student official records (permanent records), student cumulative records, confidential records, special education records, by students and/or parent or guardian. A parent/guardian may request access to the student's records by providing a written request to the building principal. If special education records are being requested, the written request must be made to the Director of Special Services or his/her designee. Review of records by parents/guardians shall be arranged by the building principal, or the Director of Special Services, or his/her designee within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

A student may request access to his/her records by providing a written request to the student's principal or counselor. Such a request must be accompanied by a written parental consent. In the case of a special education student, such request must be made to the Director of Special Services or his/her designee. Once the appropriate written consent is received a review of the records shall be arranged within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

District policy and administrative procedures No. 3600, as required by the privacy act, also allows the challenge of student record validity by parent/guardian/student. A parent of a student (or an adult student) who believes that information in education records collected, maintained, or used is inaccurate, misleading, or violates the privacy or other rights of the student may request Evergreen Public Schools which maintains the information, to amend the information. A request to amend a student's educational record must be made in writing to the Executive Director of Personnel, or in the case of a special education student, to the Director of Special Services.

Complaints regarding the alleged violations accorded to parents and students aged 18 or older under this policy and procedures may be addressed to:

The Family Educational Right and Privacy Act Officer (FERPA)  
Department of Health, Education and Welfare  
3300 Independence Ave., S.W.  
Washington, D.C. 20201

### **Military Notification**

In response to the "No Child Left Behind Act" Evergreen Public Schools will provide military recruiters with a list of all juniors and seniors. This list will include each student's name, address, and phone number. The "No Child Left Behind Act" states that high schools must provide student information to the Defense Department upon request unless parents/guardians object in writing. This requirement applies to all public and private schools that receive federal funding. Schools that fail to comply risk losing their funding.

If you object to your child's information being provided to the Defense Department for recruitment purposes, request a "Do Not Provide Information to Military" form from the office at your child's school. This form must be returned to the office by September 30, 2009.