



19500 Learning Way
Cottonwood, CA 96022-9602
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eie.evergreenusd.com

Parent/Student Handbook

2024/2025

TEAMWORK ~ COMMUNICATION ~ EFFORT

OUR MISSION

Evergreen Institute of Excellence will empower students to take charge of their education by connecting their individual needs and interests to a rigorous learning plan, thus creating responsible citizens, critical problem-solvers, and lifelong learners.

HOW DO WE DO THIS?

Through purposeful, intentional planning and reflection by students, parents, and teachers.

OUR VISION

We support and embrace the Evergreen Union School District's vision:

All Children can learn and together we make the difference.

This is accomplished by taking time to develop our Parent/Teacher/Student relationship to personalize your student's educational plan, with all participants making the difference for your students future.

**As a school community we are dedicated to achieving the following
Expected School Wide Learning Results (ESLR's):**

ACADEMIC ACHIEVERS WHO:

- Are self directed, independent learners, who plan for their educational futures by setting goals and establishing priorities
- Show proficiency in essential literacy, writing and mathematical skills
- Assume responsibility for personal lifelong learning

EFFECTIVE COMMUNICATORS WHO:

- Are able to read, write, speak and listen reflectively and critically with a sense of purpose
- Use technology effectively

RESPONSIBLE CITIZENS WHO:

- Are contributing members of society
- Are able to problem solve effectively making informed and responsible decisions
- Accept and respect diverse viewpoints, lifestyles and opinions
- Are able to function in a global society

We support families dedicated to schooling their children at home.

WE OPERATE ON THE UNDERSTANDING THAT:

- Our independent study model is successful when students are supported by their families and dedicated educational staff.
- Strong core competency skills are critical to successful lifelong learning.
- All students have different learning styles, abilities and background experiences. As important as “what” a student learns is “how” a student learns.
- Developing an educational plan tailored to meet each student’s learning style, abilities, strengths and areas of need, which allows them to flourish.
- Students, with strong support, will become self-motivated, organized lifelong learners who are able to use different sources of information and effectively complete responsibilities.
- Powerful teacher-student relationships are a motivating factor toward success.
- Opportunities for distance learning and online education are encouraged and supported to help students be successful in 21st Century Learning.
- Beyond core courses, providing a variety of elective course options allows students to find their individual path, interests and life goals.
- Supported by trained and credentialed educators readied with effective standards-based curriculum, parents provide an excellent education to their children.

WE BELIEVE THAT LEARNING BEST OCCURS WHEN:

- Teachers partner with parents and students to support, monitor and encourage academic growth.
- Assessment tools are used to accurately assess student skill levels ensuring that curriculum and methodologies are appropriate for each student.
- Students are challenged to grow personally and academically to meet their potential.
- Experiential learning is included in a student’s education plan and enrichment opportunities are offered.
- Tutoring and small group instruction is available to provide support to independent learning.
- Student, parent, teacher communication is supportive and frequent.

Supervising Teacher at EIE

Every student is assigned a supervising teacher that is employed by Evergreen Institute of Excellence. The role of our teachers is to serve families participating in Independent Study and to offer support and guidance to parents who accept primary responsibility for the education of their children.

Teachers meet face to face with their students every 10-20 days. These regular meetings offer opportunities for the parents and students to ask questions and for the teacher to share teaching strategies and offer support and encouragement. The following will be addressed at these meetings:

- Determine together with the parent and student, assignments and learning goals to be accomplished during the learning period
- Discuss curriculum choices and graduation requirements
- Ensure that the personalized program continues to meet the student's academic needs
- Note and research questions the family may have regarding the student's educational program
- Record learning content, obtain completed work and logs, assess student progress, make changes to student assignments as needed, deliver educational materials and make recommendations to their use, notify parents and students of school related meetings, events, and activities

Attendance

Attendance is taken according to the California Education code for Independent Study. This model of education requires that the parent or legal guardian act as primary educator with the assistance of the credentialed teacher.

- At the meeting, the teacher will verify that the student completed work each day and completed the Student Engagement Log.
- Attendance can be claimed only for work completed.
- A Formal Non-Compliant letter will be issued if the agreed upon work is not completed.
- A Formal Non-Compliant letter may be issued for a missed meeting, missed work from assignment sheet, missed IEP tutoring session/intervention class, work that is not graded or lack of communication with the Personalized Learning Teacher.
- The teacher issues assignments to be completed during the next learning period.

Please note: Incomplete work or other violation of the Master Agreement may result in the Formal Non-Compliant letter indicating that independent study may not be the appropriate setting for student success.



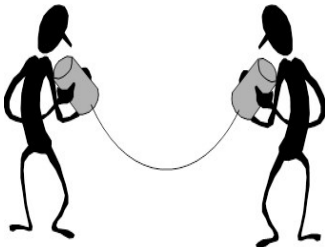
STUDENT HEALTH

With your students' well-being in mind and out of courtesy for fellow students and staff please monitor their health. Students need to be fever free at a minimum of 24 hours without medicine. Please keep them at home for any tummy or GI issues. Kindly inform their in-person teacher of the students absence.

COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's supervising teacher or the director. E-mail addresses of all teachers are also available on the school's web site. The school uses the following methods to communicate with families:

- ParentSquare
- Report cards/Grades at the end of each quarter (see calendar) for 7th-12th. Presently in TK-6th, we provide a Data Report indicating master of grade level standards.
- Student/Parent/Teacher meetings may occur up to every 20 school days with video conferences, emails, phone calls in between as needed.
- E-communications from teachers to parents
- Student Success Team (SST meetings with staff, student and parents)
- "School Messenger" phone system for alerts.



Please be aware that our staff has flexibility in meeting with families and students, allowing work outside of a traditional school day in order to meet the needs of their families. With that being said, please be mindful of the "office hours" of your supervising teacher. They will get back to you within 24 business hours.

VISITORS - ALL VISITORS MUST SIGN IN AT THE EIE OFFICE

Parent involvement in his/her child's educational experience is expected and imperative in our personalized based program. However, due to campus security, we ask all families and visitors to abide by these guidelines:

- Visitors MUST check in at the EIE office before going to classrooms or playgrounds. This allows for us to know who is on campus for safety purposes.
- All visitors will be identified by staff and students by wearing a "VIP" pass when walking through campus or to the playground.
- Adults not wearing these passes will be asked by school personnel to check in at the office or leave campus.
- Students being dropped off need to check in with staff so we know they are on campus and where they plan to be.

When attending regularly scheduled meetings with your Supervising Teacher, we expect families to sign in at the EIE office and borrow a family meeting pass.

Student Educational Funds

Evergreen Institute of Excellence apportions part of the school-wide budget toward an allocation for each student's individual learning plan, approved by the teacher and the charter director through input by the families and staff of the school. The student budget amount is the maximum amount that can be used to meet the student's educational needs, beyond EIE provided curriculum.



At the center of any purchase for student materials is the understanding that the student's educational needs are being met. The educational needs are identified through discussions between the educational team, parents and students; however, the ultimate determination and approval of budget expenditures lies with the EIE director.

The Student Educational Fund is intended to enrich the student's education with resources beyond the basics provided by parents. Items supported are of non-religious nature.

Vendors

This is a great resource in our program giving students the ability to utilize these funds for services offered through contracted vendors. We have a list of approved vendors that offer unique learning opportunities to students in a variety of subject areas. Students can take advantage of these services in order to meet their educational needs. If you would like to see a particular vendor on the list, please discuss it with your teacher. There is a process that vendors must go through to be on our approved list.

The school will not begin to pay for services from vendors until they are approved.

If a student exceeds the school year limit, the parent is responsible for paying the vendor the overage. EIE cannot pay for a missed vendor lesson/session. If a student does not attend a scheduled class, the parent will need to communicate with the vendor and accommodate the vendor's policy on absences. Students who enroll after the first month will have a budget that is prorated by month.

*Vendors are NOT EIE employees. We do require businesses to monitor employee fingerprinting as per California law. However, it is important for parents/adult to stay with and/or monitor interactions between instructors and their children.

EMERGENCY PROCEDURES

The staff recognizes that in the event of a natural disaster or other emergency situations, 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 Charter personnel, and emergency personnel and their vehicles that may require access to school grounds and buildings.

1. Parents will be notified via ParentSquare in case of emergency as follows:
 - Via e-mail blast; and/or,
 - Via automated phone message; and/or,
 - Via local media
2. 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 charter will assume the responsibility for transporting them. If a situation involves the necessity to transport students to a different location, the charter will inform parents, via ParentSquare of the locations for those parents who 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 public media sources and the charter web site.

3. 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.
4. Please do not call the school office or classroom telephones. These lines may be needed by school personnel to contact individuals about the emergency.



Testing and Assessment

In order to continue to offer innovative alternative educational programs, charter schools must abide by the laws that govern them. According to California charter school law, we must demonstrate that our students are learning at a level equivalent to or greater than that of children in traditional schools. If we cannot, we risk losing our charter and the students risk losing this option.

We recognize that standardized tests do not always accurately reflect a student's knowledge and skills. While we have the opportunity to see, first hand, how much our children are learning, testing creates an avenue with which we can demonstrate to the California Department of Education, the Western Association of Schools and Colleges, and the California Charter School Association, our accrediting institutions, what we already know to be true.

With this in mind, we urge you to prepare your son or daughter to participate in the California Assessment of Student Performance and Progress (CAASPP) program mandated by the State to administer every spring. The individual results will not be used by the state to track or label the students in any way. Individual results are confidential and will be shared only with parents or guardians and the student's teacher(s). Please keep these reports to use when talking to teacher(s) about ways to support your student's learning.

Additional local assessments will occur three times to allow for discussion to guide and direct instruction to best personalize our student's educational plans.

Concurrent Enrollment

Students are encouraged to pursue concurrent enrollment at the community college as soon as they are prepared for the curriculum. Students meeting the minimum requirements of the college and upon approval by the staff and family, may take courses at Shasta Community College to augment the learning at Evergreen Institute of Excellence. Staff will be assigned specifically to support the students at the college ensuring that they are successful. Techniques to support the students include:

- accompanying the student to the college
- meeting the professor and ensuring the right textbook was purchased
- supporting homework from the college by email, phone, or in person
- helping the student plan the semester using the syllabus
- monitoring student Canvas & helping parents support students

The teachers also ensure the students are aware of and familiar with all of the academic supporting programs at the college campus.

Students must maintain a minimum of four EIE classes, equivalent to the 240 minute minimum school day in order to maintain high school student status and participate in our High School 2 College program.

In order to monitor & assist our students attending higher level education, EIE staff must have the authentication code when requested.



Work Permits

All minors under 18 years of age employed in the state of CA must have a permit to work. Once a minor has been offered a job, request an "Intent to Employ" form from our office or website-this requires the student and parent signature. The form is filled out by the employer and then returned to our school. The official Work Permit is then issued and the student is able to work. Please allow 48 hours during school hours. Students must maintain C average or better in academic classes to keep their work permit.

Change of Information

It is the parent/guardians responsibility to advise our office secretary of any change in address, phone numbers, etc. Notifying your supervising teacher of such changes is not sufficient as there may be additional information required that the teacher is unaware of. Please report any changes to:

*Dena Hagan at: dhagan@evergreenusd.org
or call: (530) 377-7850*

Curriculum & Technology Use

EIE is pleased to integrate curriculum materials and technology into a personalized learning program. To achieve success EIE is offering the use of textbooks, reading books, Science equipment, Chromebooks and flash drives as a means of enriching current educational goals.

In order for EIE to continue making these resources available, students must take responsibility for appropriate and lawful use of these resources. Students misconduct will result in consequences such as temporary or permanent ban from such resources, or possible removal from the school.

Security

Security on any computer system is a high priority. You are not permitted to use another individual's account and you should never allow anyone else to access your account. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the suspension of you computer privileges.

Restitution

Students will be required to provide restitution for damages to school curriculum and/or equipment while in the students possession. In the case of no physical damage, but the requirement of staff time to reconfigure a system, students will be charged at the rate of \$50/hour for a minimum of one hour.

Privileges and Consequences

The use of school resources are privileges and unacceptable use will result in the suspension of those privileges. The Charter director may revoke privileges at any time as deemed appropriate.

Indemnification

EIE makes no guarantees of any kind, whether expressed or implied, for the services they are providing. EIE will not be responsible for any damages suffered. This includes loss of electronic data resulting from faulty software or equipment, delays, non-deliveries, mis-deliveries or service interruptions caused by their negligence or your error or omissions. Use of any information obtained via the school computers and/ or the Internet is at your own risk.

HIGH SCHOOL GRADUATION REQUIREMENTS CLASS 2025

A. CREDITS – Total of 230 semester credits are required for graduation.

- Generally a student earns 5 credits for each high school course successfully completed during each semester.

Successful completion of the following requirements is needed for graduation:

1. ENGLISH	40 credits
2. MATHEMATICS	30 credits*
3. SOCIAL SCIENCE	35 credits
World Geography/Personal Growth (5 credits); World History (10 credits); U.S. History (10 credits); American Government (5 credits); Economics (5 credits)	
4. SCIENCE.20 credits
Biological Science (10 credits); Physical Science (10 credits)	
5. PHYSICAL EDUCATION.	20 credits
6. FOREIGN LANGUAGE or VAPA.	10 credits
7. CAREER TECHNOLOGY EDUCATION.....	30 credits
8. ELECTIVE	45 credits
*includes one year of Algebra I or equiv.	
230 TOTAL CREDITS	

***A-G courses are offered through online courses and community college.**

B. EIE EXCELLENCE- In addition to the graduation credits outlined above and in pursuit of academic, career and community excellence, ALL EIE students, when enrolled for two consecutive years prior to graduation, will complete the following requirements:

- 6 units of approved college coursework
- 30-hours work-based experience. Job shadow/internship students are placed at local business based on the students' CTE pathway and/or interests. These hours can be completed at more than one business.
- 30-hours of Community Service

HONOR CODE

An honor code is a set of rules and ideals that express the school's principles and standards. Focused mainly, but not solely, on academic honesty, an honor code allows for a standard that students can hold to when attending Evergreen Institute of Excellence. The Honor Code will articulate the interest to the school community in maintaining our high standards. The goal of EIE is to help every student reach his or her highest potential.

EXPLANATION OF THE HONOR CODE

Any actions, whether intentional or unintentional, which disregard honesty, diminish the integrity of both the individual and the community go against the established honor code. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience, which is crucial to educating the whole person. Though not exhaustive, the following represent examples of actions which may violate the Honor Code:

- 1. Cheating-copying or giving your work to another**
- 2. Plagiarism-representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit**
- 3. Falsifying data/citations**
- 4. Fabricating academic documentation (e.g., letters of reference)**
- 5. Lying to an administrator or teacher**
- 6. Purposeful destruction, theft or misuse of electronic media (computer hardware or software)**



DRESS CODE

- All skirts, dresses and shorts may not be shorter than mid-thigh (usually this is fingertip length when the students' arms are down at their side). No pajamas.
- Top garments shall be long enough to always cover mid - sections of the body. Touching the waistband is a good rule of thumb.
- Sleeveless shirts should reach the edge of the shoulder. Tank tops can be worn but the top of the tank top (straps) must be at least one-fingers wide. (Tank tops should meet right under the arm and should not be low or scooped in the front.)
- Undergarments cannot be exposed at any time.
- Footwear must be worn at all times. For safety purposes, sandals should be held in place with a heel strap. Flip flops and slippers may not be worn.
- Students should not wear stenciled or pictorial garments which are not in good taste for school environment (for example: clothing with off-color references, profanity or referring to drugs or alcohol).
- Hats or caps should not be worn inside buildings.



As a public school we need to make sure there are as few barriers to student learning as possible. IF dress code is not followed we will individually address students, as soon as possible upon arriving on campus. EIE will provide a less preferred loaner item of clothing, if needed. (Kindly wash and return when done.) IF there is an individual barrier to meet the dress code expectations, please speak to your supervising teacher or Mrs. Dumore to develop a solution.

PERSONAL CELL PHONE

Students are not to have their cell phone on school campus. **IF** required by parent, students are to leave the phone in the backpack -not on the person. When you need to reach your student in an emergency, please call: (530) 377-7850 to provide a message and possible instructions.

Student's phone out of backpack during the school day will be delivered to the office by the student, to be picked up by parent.

ANIMALS ON CAMPUS PROCEDURE

NO PETS are allowed on campus



Although we are non-classroom based, your time in filling out and returning the Free and Reduced Price Meal Application is greatly appreciated. Our charter funding is directly related to the percentage of students who qualify for the Free and Reduced Meal Program. All children regardless of eligibility, will have access to breakfast & lunch at no charge. Those who wish to have a lunch must email: dhagan@evergreenusd.org OR phone: (530) 377-7850 to request a lunch *by 8:30am each day a student needs a lunch*. Please feel free to stop by the breakfast cart or Middle School cafeteria between 9:30am-10:00am to partake in breakfast.

UNPAID MEAL PROTOCOL

District goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To minimize meal charges and encourage parents to pre-pay for all meals.

Preventing meal debt: Evergreen USD will communicate and work with households to certify all eligible children for free and reduced-price meals to prevent households that are unable to pay from accruing meal debt.

Pre-payment: Students/Parents are encouraged to bring cash/checks to the office or to make payments online using credit/debit cards at <https://family.titank12.com/Y439EE>. Parents or guardians can access the online system to check a student account balance or to make a payment at any time. Parents are charged a fee to use the online method of payment.

Repayment for meal charges and bad checks: Federal guidelines prohibit the district nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals.

- Parents/guardians may contact the cafeteria Business Manager at: 530-347-3411 ext. 7528 for account balances at any time.

Extra items, such as milk, water, juice or second meals cannot be charged.

For additional information regarding Food Service Operations/Cafeteria Fund please visit our website at evergreenusd.org and look for AR 3551.



THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

POLICIES AND PRODECURES

*based on EUSD Policy

SUSPENSION/EXPULSION POLICY

CONTROLLED SUBSTANCE DISCIPLINE PROCEDURE

First Offense-

1. Referral to the proper law enforcement agency.
2. Automatic five day suspension.
3. Removal from current athletic teams or any other activity which represents the school and district for the remainder of the current trimester and the following trimester.
4. Denial of admission to extra-curricular activities such as dances, etc., for the remainder of the current trimester and the following trimester.
5. Incident reported to the Evergreen Union School District School Board.

Second Offense-

Suspension of student pending an Evergreen Union School District School Board hearing for the expulsion of the student from school for the remainder of the year.

STUDENTS SUSPENSION AND EXPULSION/DUE PROCESS

A student may be suspended or expelled for any of the acts listed above if the act is related to a school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.
- During, going to or coming from a school -sponsored activity.

GROUNDNS FOR EXPULSION

Mandatory Expulsion-

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.

MANDATORY RECOMMENDATION FOR EXPULSION

- Causing serious physical injury to another person except in self-defense.
- Possessing any knife, explosive or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, except for a first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault or battery upon a school employee, as defined in Penal Code Sections 240 and 242.

Recommendation for Expulsion-

A principal or superintendent may recommend expulsion upon finding that the pupil violated Sections 48900 (1) through (16).

It is the responsibility of every staff member to ensure that children understand these rules. As long as the school's contract is not violated, each class may develop an amended school contract.

SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- Caused, attempted to cause or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- Unlawfully possessed, used, sold, or otherwise furnished or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Knowingly received stolen school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drugs defined in Section 11014.5 of the Health and Safety Code as paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
- Possessed an imitation firearm, i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Students in grades 4 through 12 are also subject to suspension or recommendation for expulsion for any of the acts listed below.

- Committed sexual harassment as defined in Ed. Code 212.5
- Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in Ed Code 33032.5.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

SEXUAL HARASSMENT POLICY - STUDENTS

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.

- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Notifications-

A copy of the district's sexual harassment policy shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- Be displayed in a prominent location near each school principal's office.
- Be provided as part of any orientation program conducted for new students at the beginning of each trimester or summer session.
- Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct.

Enforcement-

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

- Removing vulgar or offending graffiti.
- Providing staff in-service and student instruction or counseling.
- Taking appropriate disciplinary action as needed.

Regulation Approved: 1/19/93 – Evergreen Union School District Board of Trustees

BULLY POLICY

Every student is entitled to a safe environment free from discrimination, harassment, intimidation, and bullying. The Evergreen Union School District's Board Policy, BP 5131.2, on Bullying can be accessed at Evergreen Union School District's District Office as well as copies are also available at each site.

- The Evergreen Union School District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).
- School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
- Acts of discrimination or bullying should be brought to the attention of the principal.
- You may file a complaint by contacting the principal or the District Office at Evergreen. If there is sufficient corroborating information, the principal will commence an investigation.
- Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
- Students who violate the Evergreen Union School District policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.



