Evergreen Public Schools

Parent/Student Handbook 2026-2027

Evergreen Public Schools

EPS

Belonging for each,
Success for all

Si tiene preguntas o desea más información en español llame al (360)604-4029.

Если у вас есть вопросы или вам нужна дополнительная информация на русском языке, позвоните по телефону (360)-604-4028

Evergreen Public Schools

2026-27 Parent & Student Handbook

Board of Directors



Julie Bocanegra



Gary Wilson



Willie Williams III



Rob Perkins



Ginny Gronwoldt

Superintendent



Dr. Christine Moloney

The information provided in this handbook is published annually to inform students and parents or guardians of their rights and responsibilities. Throughout the year, Evergreen Public Schools representatives release news and information pieces to families and the community. Photographs or video may occasionally be taken of students for use in the news media or school district publications. If you do not wish to have your child appear in a photograph or video, please complete the form linked here and return to your child's school. Written requests can be placed on file at any time during the year and must be renewed annually. For a complete list of district publications, social media, or news, visit www.evergreenps.org.

Evergreen Public Schools

2026-27 Parent & Student Handbook

Strategic Plan

Mission Statement

Evergreen Public Schools removes inequities by supporting, affirming and growing each student to prepare them for success while they are with us and after they graduate.

Core Values

- **Equity, Inclusion, Belonging:** We prioritize equity in all aspects of our teaching, learning, and work where everyone's voice matters and everyone has access to opportunities to realize their dreams. We see, celebrate and value individual identities. Students see themselves and others reflected in their learning and in their school environment. We work to eliminate disparity. We grow better together.
- **Excellence is Pursued through Growth:** EPS strives to ensure that our scholars thrive as learners. We encourage creativity, adaptability to new ideas, and collaboration to meet the needs of our scholars and community. We cultivate an inviting culture for learning, while promoting habits and mindsets of persistence and perseverance. We model learning through research and ongoing inquiry for continuous growth.
- **Empowerment is Built through Learning:** EPS empowers students and staff to achieve their goals and dreams by advancing their own and others' learning. We partner with students, families, and our community to foster a culture for ambitious teaching and learning that focuses on student wellbeing, encourages academic risk-taking, and promotes habits and mindsets that support student success.
- **Student Centered:** Students have a voice in why, what, and how learning experiences take shape. We elevate student voice to make decisions at all levels, based on what we learn from our students, their families, and community partners.
- **Excellence through Learning:** We set high standards and hold ourselves and our students accountable in order to provide the highest quality, equitable educational experience for every student. In strong partnership with families and our community, we create culturally inclusive learning environments where all students and staff have opportunities to grow and succeed together.

Foundations

From the classroom to the boardroom, we will all work together towards improving in all of the promise areas:

- **Teaching and Learning**: We will support all students. Our classrooms will be safe spaces where students feel a sense of belonging and are motivated to learn every day.
- **School Environment:** Everyone will feel safe, welcomed and valued for who they are anywhere in the school. We will create spaces that allow all students to learn.
- **Family and Community:** We will engage, listen and value input from our community. We will keep lines of communication open so that we can try to understand one another. drive
- **Employee Engagement:** We will encourage all of our staff to share their opinions, experiences and expertise to inform any decision that impacts them and their students.

Discrimination

Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and

other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Cale Piland
Title IX Coordinator
Director of Student Services
13413 NE LeRoy Haagen Memorial Dr.
Vancouver, WA 98684
PO Box 8910
Vancouver, WA 98668-8910
Telephone: 360-604-4430
Caleb.Piland@evergreenps.org

Tai Phong
Section 504/ADA Coordinator
Health Services Manager
13413 NE LeRoy Haagen Memorial Dr.
Vancouver, WA 98684
PO Box 8910
Vancouver, WA 98668-8910
Telephone: 360-604-6711
Tai.Phong@evergreenps.org

Danny Orrantia
Civil Rights Compliance Coordinator
Senior Director of Human Resources
13413 NE LeRoy Haagen Memorial Dr.
Vancouver, WA 98684
PO Box 8910
Vancouver, WA 98668-8910
Telephone: 360-604-4014
Daniel.Orrantia@evergreenps.org

Shane Gardner
HIB Coordinator/
Gender Inclusivity
Director of Safety & Security
13413 NE LeRoy Haagen Memorial Dr.
Vancouver, WA 98684
PO Box 8910
Vancouver, WA 98668-8910
Telephone: 360-604-4066
Shane.Gardner@evergreenps.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of the district's nondiscrimination policy and procedure, contact your Principal or district office or view it online here:

- Student Policy 3205 and 3205P
- Student Policy 3210 and 3210P
- Staff Policy 5010

Harassment, Intimidation and Bullying (HIB)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)
Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

"**Harassment, intimidation or bullying**" means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A.642.010, or other distinguishing characteristics, when the act:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education;
- 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.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

School Board Policy 3207P does not govern harassment, intimidation, or bullying toward or by an employee, volunteer, parent/legal guardian, or community member.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB **(HIB Form)** but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. **No disciplinary action will be taken against another student based solely on an anonymous or confidential report.**
You can also find the HIB forms in the Quick Links section of each school's web page, or at evergreenps.org under the Safety & Security heading.
If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again.

Our district also has a **HIB Compliance Officer (Shane Gardner),** that supports prevention and response to HIB.

What happens after I make a report about HIB?
If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?
When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the District/school will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:
• A summary of the results of the investigation
• A determination of whether the HIB is substantiated
• Any corrective measures or remedies needed *It should be noted that FERPA only allows the District to share the consequences the aggressing student receives for violating policy 3207 with the student and their parents/guardians. The corrective measures can be shared with both parties as long as the information doesn't violate FERPA. Common protective measures include, but are not limited to: No-Contact agreements, schedule adjustments, or one party may request their student's schedule or classroom be changed, as examples.
• Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?
For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's **HIB webpage** or the district's HIB Policy 3207 and Procedure 3207P.

Our School Stands Against Discrimination
Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?
Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit Statement.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, Sexual Harassment Information.
What should my school do about discriminatory and sexual harassment?
When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?
If you believe that you been sexually harassed or sexually assaulted, you can report the incident(s) to any school staff member, or to any of the following designated officials:

Student, or Parent/Guardian: You can fill out a written complaint here: **HIB form if the complaint is a student to student incident**.

Your School Compliance Official

The principal (or designee) of your school

Concerns about discrimination:

Civil Rights Coordinator: Danny Orrantia, Senior Director of Human Resources
13413 NE LeRoy Haagen Memorial Drive, Vancouver, WA 98684 -
PO Box 8910, Vancouver, WA 98668-8910

Telephone: 360-604-4014, Daniel.Orrantia@evergreenps.org

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Cale Piland, Director of Student Services
13413 NE LeRoy Haagen Memorial Drive, Vancouver, WA 98684 -
PO Box 8910, Vancouver, WA 98668-8910

Telephone: 360-604-4430, Caleb.Piland@evergreenps.org

Concerns about disability discrimination:

Section 504 Coordinator: Tai Phong, Health Services Manager
13413 NE LeRoy Haagen Memorial Drive, Vancouver, WA 98684 -
PO Box 8910, Vancouver, WA 98668-8910

Telephone: 360-604-6711, Tai.Phong@evergreenps.org

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:Shane Gardner, Director of Safety & Security
13413 NE LeRoy Haagen Memorial Drive, Vancouver, WA 98684 -
PO Box 8910, Vancouver, WA 98668-8910
Telephone: 360-604-4066, Shane.Gardner@evergreenps.org

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?
The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.
When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:
• A summary of the results of the investigation

• A determination of whether the school district failed to comply with civil rights laws
• Any corrective measures or remedies needed
• Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?
If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?
Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint.**

Who else can help with HIB or Discrimination Concerns?
Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)
• Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
• Email: schoolsafety@k12.wa.us
• Phone: 360-725-6068
OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)
• Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
• Email: equity@k12.wa.us
• Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.
• Website: www.oeo.wa.gov
• Email: oeoinfo@gov.wa.gov
• Phone: 1-866-297-2597

Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
• Website: https://www2.ed.gov/about/offices/list/ocr/index.html
• Email: orc@ed.gov
• Phone: 800-421-3481

Our School is Gender-Inclusive
In Washington, all students have the right to be treated consistent with their gender identity at school.

Our school will:
• Address students by their requested name and pronouns, with or without a legal name change
• Change a student's gender designation and have their gender accurately reflected in school records
• Allow students to use restrooms and locker rooms that align with their gender identity
• Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
• Keep health and education information confidential and private
• Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
• Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit Information Page.
If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Shane Gardner, Director of Safety & Security, 360-604-4066.

Public Complaint Resolution: Policy 4220 and 4220P

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors) (in accordance with Board Policy 5161)

In support of this policy, the board of directors expects its members and all stakeholders to:
● Treat each other and students with dignity and respect;
● Exercise reasonable, good judgment in handling interpersonal disputes;
● Exercise respect, courtesy, and concern for the dignity and cultural background of others;
● Refrain from use of abusive language;
● Model respectful problem-solving;
● Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation;
● Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
● Extend common courtesy to others such as saying please and thank you;
● Practice civility in all conversations and behavior;
● Be respectful of others even when in a disagreement;
● Address incivility when it is observed; and
● Seek to understand others' points of view and cultural perceptions.

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Evergreen Public Schools. The District Dress Code policy 3224 and procedure 3224P apply to all schools in Evergreen Public Schools grades PK-12.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

A material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the School district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.
The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
B. Create a health or other hazard to the student's safety or to the safety of others;
C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

A. Creates a hazard to the student's safety or to the safety of others; or
B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.
Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

General Information

Academic Assistance

Additional academic and social-emotional assistance is provided for students who are in need of support..
Title I, a federally funded program, and the Learning Assistance Program (LAP), a state funded program, provide instructional services to students who meet program criteria. Students who are eligible for these programs are identified

by state and local assessments and by referrals from classroom teachers. Instructional supports include English Language Arts (ELA), Math, and Social-Emotional Learning (SEL). For more information, please contact your child's school or the School Improvement and Accountability office at 360-604-4083.

Animals at School

Animals are not allowed on school grounds during school hours unless pre-authorized by the Principal of the school. Animals brought onto grounds during drop off and pick up times for students must be leashed and under control. Trained dog guides or service animals in use by a person with a disability are allowed on school grounds as identified in **Policy 2030**. Other Animals may be brought onto school grounds for educational purposes only as identified in **Policy 2029**

Animals as Part of the Instructional Program

Requests to include animals in the instructional program of the classroom or school must be approved by the principal. Health issues (allergies, vaccinated status of the animal) involving students and staff shall be addressed before permission is given to allow the animal in the school.

If the instructional program involving the animal is ongoing and the animal will remain at school when school is not in session, appropriate arrangements for the animal's care must be made.

Animals will not be transported in a school vehicle.

Animals that are part of the instructional program will be under the control of their adult-owner, the teacher or designated students at all times.

Service Animals in Schools

The Evergreen School District Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" as required by federal laws and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A "service animal" means an animal that is trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability.

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or Senior Director of Special Services or his/her designee, as appropriate, will determine whether or not to permit the service animal in school.

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Attendance

All students of the age 8 and under 18 years old are required by Washington State Law to attend school regularly. Attending school 90% of the time or more is considered regular attendance. 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.

How to make attendance a priority
• Monitor your child's attendance and participation and contact the teacher to address any concerns.
• Communicate with the school to excuse absences within 3 days of the absences.
• Have a backup plan for getting to school if something comes up. Call a family member, neighbor or another parent.
• Try to schedule non-urgent related medical appointments and extended trips when school isn't in session. (Bring kids back to school after appointments if possible to avoid missing too much instructional time)
• Make sure your child gets the vaccines and other required immunizations.
• Talk about the importance of showing up to school every day.

Tips for Attendance Success

• Middle and high school students are encouraged to communicate with their teachers when absent to follow up on missed classwork. Parents can also communicate with the school through Parent Square, email, or by phone.
• We encourage families to post your child's class schedule and Skyward login information on the refrigerator.
• If your child seems bored or anxious about school, talk to teachers, school counselors, or other parents for advice on how to make your child feel safe and excited about learning.
• Ask for help when you need it. School staff, family resources coordinators, transition coaches, and other parents or community agencies are available to help families.
Learn more about building habits to improve and sustain good Attendance at "Attendance Works website": https://www.attendanceworks.org/resources/handouts-for-families-2/

Safety and/or Exclusion
Find out if your child feels safe. See if they are having any issues with peers or teachers. Your school counselor and administrators can help work with you to find a solution. If your student is excluded from school for disciplinary actions, reach out to counselors and administration to make a plan to ensure they don't become disengaged, behind in schoolwork, or pushed out of the friend or school community. Your school will help support your student to solve problems and find solutions.

How to Excuse Absences*

You must go through the process to excuse all absences. School policy requires absences to be excused within 3 days of absence.

Parents or guardians must provide the school a valid reason (see list below) for any absence or late arrival in the following ways:

1) Submit an Absence Request using Skyward Family Access (see https://sites.google.com/evergreenps.org/attendance/attendance for video walkthrough) or through ParentSquare.
2) Call the attendance office (in Secondary Schools), see school websites for contact information
3) Email the school attendance email, see school websites for contact information

4) Deliver a note to the school attendance office.
5) If needed Interpretation/Translation services are available please contact the school.

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

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.

Secondary students should take the following steps:

- Bring a note from a parent or guardian to the Attendance Office (Secondary) stating the dates and reasons for the absence.
- Take a pre-arranged absence form to each of the student's teachers to sign.
- Return the form to the Attendance Office (Secondary) or main office (Elementary) when completed.
- Students must be in attendance at least ½ day to participate in practices, activities, and/or athletics.

Unexcused Absences and excused absences: The school district will take the following actions related to unexcused absences and excused absences according to Washington State Attendance Law and the Becca Bill.

- Parents or guardians will be notified of any unexcused absences.
- A conference is required if an elementary school student has five or more excused absences in a single month or ten or more excused absences in the current school year.
- After three unexcused absences within any month of the current school year, an informal conference will be held to analyze the causes of the student's absenteeism.
- After five unexcused absences, parents or guardians will receive a five (5) day letter notifying them of the absences. A formal conference will be held to create an action plan to eliminate unexcused absences. Middle and high school students will be offered an attendance barrier assessment.
- After seven (7) unexcused absences in the same month or ten (10) unexcused absences in the school year parents or guardians will receive a seven (7) day or ten (10) day letter notifying them of the absences.
- After seven (7) unexcused absences in one month and not later than the fifteenth (15) unexcused absence during the current school year, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district is required to file a petition in juvenile court alleging a violation of Washington State's mandatory attendance law. This may also include a referral to a Community Engagement Board.
- After fifteen (15) unexcused absences, the parent or guardian will receive a fifteen (15) day letter notifying them of the absences.
- After twenty (20) consecutive days of non attendance, students will be withdrawn from their school. Students may enter into a learning plan contract to prevent withdrawal please contact the school to discuss a learning plan for your student.

Re-engagement: The school district will make efforts for up to two months to re-engage students after 20-days consecutive non-attendance

- **Absences and Early Releases**
  Absences: Parents should contact the school thirty minutes prior to school starting. If their child will miss school due to illness, family emergencies, or other excused reasons. At the elementary school level, the school(s) will attempt to contact parents if a child is absent and no contact is made. Robo calls will go out at 8:40am for early schools and 9:40 am for late schools.

  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 must sign out the student at the appointed hour.

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

- **Kindergarten and First Grade Entry**
  Children must be 5 years old on or before August 31 each year to be admitted to kindergarten for that upcoming school year. To enroll in the first grade, students must be 6 years old on or before August 31. No exceptions will be made. Any one of the required documents listed under Age/Name Verification must be presented at the time a child is enrolled.

See Board Policy 3122 and 3122P for more information.

Child Find

All students from birth to 22 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 3 years – Educational Service District #112 (360) 750-7500
- Children ages 3-5 (pre-kindergarten) – contact Special Services at (360) 604-6700

For more information about referring a student ages 5-22 for special education evaluation, please contact the school psychologist at your neighborhood school.

Expectation of Privacy

Except in areas where there is a reasonable expectation of privacy (including locker rooms, changing rooms, private offices, conference rooms, and restrooms), all conduct on Evergreen Public School District property is subject to being recorded, preserved, and examined by means of security cameras. Except in areas where there is a reasonable expectation of privacy, no person on district property shall have a legitimate expectation of privacy with respect to his or her conduct.

All speech and conduct on a School District bus is subject to being recorded, preserved, and examined by means of security cameras. No person on a School District bus shall have a legitimate expectation of privacy with respect to his or her conduct or speech.

Fees and Fines List

See the Fees and Fines List for more information.

Information Technology

Student Technology Handbook
Pautas para el uso Aceptable de Recursos de Tecnología (Estudiante)
Соглашение о приемлемом использовании Технологических Ресурсов (для учащихся)

Acceptable Usage Agreement
Acuerdo de Uso Aceptable de la Red/Internet del Estudiante
Договоренность о пользовании сетью/Интернетом для учащихся

Board Policy 2022 - Electronic Resources and Internet Safety
Board Procedure 2022 - Electronic Resources and Internet Safety

Legal Custody Documentation

In cases involving court-ordered custody of children, schools must have on file the appropriate court documentation of custody. This assures compliance with any limiting court orders. Parents or guardians are responsible for providing the school with current and complete legal documentation regarding custody, parenting plans, restraining orders, or other court orders affecting their student(s). The school must receive a copy of any court order that limits or defines parental rights, including but not limited to custody, visitation, educational decision-making, student pickup, or access to records.
Until official court documentation is provided and on file, the school will assume that both parents/guardians have equal rights to access to their student, their educational records, and participate in school-related matters. Parents/guardians must promptly notify the school of any changes to custody arrangements or court orders.

Policies and Procedures

Copies of all Evergreen Public Schools policies and procedures are available to the public. To request a copy of the district's policies and procedures, or for more information, please visit the district's website, contact your child's school office, or the Superintendent's Office at 360-604-4005.

Report Cards and Conferences

Progress Reports are issued three times a year in elementary schools and for Home Choice Academy's middle school level. At the middle school level, progress reports are sent home at mid-trimester. Report cards are sent home at the end of each trimester. High Schools, Evergreen, Heritage, HeLa, Mountain View, Union, Legacy, and the Cascadia Tech Academy, will send home progress reports twice during the semester and the report card is sent home at the end of the semester.

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

Parents are encouraged 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.

School Calendars are available on the District website

Student Guest Bus Riders

Students at all grade levels who, on occasion, would like to ride a bus other than their district transportation assigned school bus, will need to have the proper pass to access the bus. Parents will need to write a note stating who the student will ride the bus home with, then the student will take it to their school office for approvals and signatures. Bus drivers have the right to exclude guest riders if they have not followed the proper procedures, or if unsafe riding behavior warrants exclusion.

Interpretation and Translation Services

See Board Policy 4218 and 4218P for more information.

Parent and Family Rights
All parents/guardians have the right to information about their child's education in a language they understand. When your child enrolls in school, you will complete a survey asking you about the language you would like to use when communicating with the school. This helps your school identify your language needs so they can provide an interpreter or translated documents. You are welcome to update this information at any time if your needs for translation and interpretation change.

Oral Interpretation
The District and your school will take reasonable steps to provide parents/family members with limited English with oral interpretation about any program, service, and activity. Whenever possible, the interpretation will be done in person, but services are more readily available virtually by video or phone conferencing.

Written Translation
The District will provide a written translation of vital documents for Spanish and Russian. Other documents will be translated as needed at the school level for activities and events related to your child's school. If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English, we will still provide the information to parents in a language they can understand through competent oral interpretation.

How do I request an interpreter? Parent Square
Families can initiate translated messages through our two way communication systems messaging app, Parent Square. It will allow you to choose your preferred language and communicate in that language to school staff via text or

email. You can request interpretation from any school staff including your child's teacher, the front office, administration or whoever you prefer to communicate with.

All interpretation services must be requested by staff. If an interpreter is requested, school staff will use the scheduling system and coordinate the interpretation service.

If families arrive at ASC, the receptionist will use the assistive technology interpretation device to communicate with the family, unless the language is not available on the device. If families need a more intensive conversation they can be referred to schedule services with our scheduling system to receive interpretation services.

Why am I getting called in another language when I speak English just fine?

During registration there are many questions about your families languages as we collect information regarding your child, your family and each individual parent/guardian. If the wrong information is entered into the student information system, please contact us and we will update it or explain how to do it through Skyward Family Access. You are always welcome to interpretation even if your children speak English or you have proficiency, but prefer information in another language.

Transportation

School bus transportation is provided in the district for all elementary students who live more than one-half mile radius from their school. Transportation for secondary students is provided for those students who live more than one-mile radius from their school. Students who live in an area the district has determined meets the state of Washington's criteria for hazardous walkways or other mitigating circumstances, such as construction or road work, will be provided transportation inside the one-half mile radius for elementary school and one mile radius for middle and high school.

Bus schedules are available on the district web site at www.evergreenps.org/Bus-Schedules. For information regarding special education bus routes, call 360-604-4959. For all other bus routes and information, please call 360-604- 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, if available, at the high schools.
Student Rights and Responsibilities

Boundary Exceptions

Students must attend the neighborhood school assigned to their address unless they have an approved boundary exception or have been accepted to a program or school of choice. In-district residents requesting enrollment at a non-neighborhood school must submit an In-District Boundary Exception Request Form to the Boundary Department. Students living outside of the district must apply for a Choice Transfer Request through their resident district. See the Boundary Department Website for more information or contact: boundaries@evergreenps.org.

- You can find your assigned school by checking your address on the Clark County property information website.
- Applications for the current school year can be submitted anytime. In-District applications for the following year can be submitted starting in early January. Out-of-District Choice Transfers for the following year can be requested starting in early May. Check the Boundary Department's website for exact dates.
- If approved, In-District Boundary Exceptions remain in place for all the years the student attends the approved school (grades K-5, 6-8, or 9-12). Out-of-District Choice Transfers are valid for one school year and a renewal

must be requested every year. Withdrawal from an approved school for any reason will void the boundary exception.
- Participation in sports is not a valid reason for a boundary exception. The WIAA does not permit student transfers if the reason for the request is to play sports at a non-resident school.
- Students on boundary exceptions do not receive district transportation.

See Board Policy 3131, Procedure 3131P, and Policy 3141

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 may be able to access resources through our McKinney Vento Program to keep your child(ren) in their home school. For more information, contact the school secretary, Family Resource Coordinator or counselor at your child's school.

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). You may also register online at www.clarkvotes.org. 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 360-397-2345.

Volunteers

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.

In order to be a volunteer in the Evergreen School District, you must complete the Volunteer Application Process and receive notification of clearance from the Evergreen School District before participating in volunteer activities. You can access the Volunteer Application on the district website under Resources.

Evergreen also has volunteer opportunities with some of our district-wide programs. To help with developmentally challenged students, please call 360-604-6700. For all other volunteer opportunities, contact our Community Partnerships Supervisor at 360-604-4165.

Health and Wellness

LIFE THREATENING HEALTH CONDITIONS
Certain medical conditions, such as diabetes, seizure disorders, asthma, severe allergies, or heart conditions, may be considered life-threatening according to Washington State Law (WAC 392-380-020). **Students are not able to start school until all required medications, supplies, medication forms, and doctor's orders are in place.**

MEDICATION IN SCHOOL POLICY
If your student needs to take prescription or over-the-counter medication during school hours, please complete the Medication Authorization in School form (English), signed by **both the healthcare provider and the parent**. Medication Authorization in School form is also available in Chuukese, Russian, and Spanish.

HEALTH ROOM
Our health rooms are for emergencies and urgent situations only. Sick students should stay home until they are well. Please refer to the 'Guidelines for Keeping Children at Home.' If a student becomes ill at school, we will contact you to pick them up.

HOME HOSPITAL
Students who have an acute illness and anticipate being absent from school for four weeks or longer, may be eligible for services. For more information, please contact your child's school nurse.

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 (as noted in state law). These waivers must be on file with the school. If you have questions or concerns, contact your family health care provider.

School staff may reach out to you to provide the school district medically verified records.

The legally required vaccines for children entering kindergarten as of 2017 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. An additional dose of Tdap is required for students in grade 6-12.
- 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.

HEALTH SCREENING
Students in Kindergarten, 1st, 2nd, 3rd, 5th, and 7th grade are screened annually for vision and hearing. You will be notified if your student does not pass.

More detailed information and health forms can be found on the Health Services site. Please contact the school nurse through your student's school office if your child has a medical condition or you need further information.

Student Accident Medical Insurance Enrollment

Safety

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 in 2026. 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 the Facilities Department at Nicole.Daltoso@evergreenps.org

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.

Evergreen Public Schools will post a sign on the main entrance of the building at least 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. 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. The Safety Data Sheets (SDS) are available upon request. If you have questions about this program, please contact the Maintenance Department via Martin.Madarieta@evergreenps.org

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. If you have any questions about this program, please contact the Maintenance Department via Martin.Madarieta@evergreenps.org

Drinking Water

Evergreen Public Schools is committed to providing students and staff with drinking water that meets both federal and state standards for safety regarding exposure to lead. Children six years old and younger are most susceptible to the effects of lead. Their growing bodies absorb more lead than adults, and their brains and nervous systems are more sensitive to the damaging effects of lead. Even at very low levels of exposure to lead, children may experience effects including lower IQ levels, reduced attention span, hyperactivity, poor classroom performance, or other harmful physical and behavioral effects. There are many sources of lead exposure, including drinking water.

For several years, Evergreen Public Schools had voluntarily tested drinking water in our schools per the EPA's 3T's for Reducing Lead in Drinking Water in Schools. Starting in July 2021, Washington State implemented RCW 28A.210.410. Schools are required to cooperate with the Department of Health (DOH) to test for the presence of lead in drinking water outlets once every five years in schools built, or with all plumbing replaced, before 2016. When lead exceeds recommended state levels, the district shuts off the drinking water fixture. Depending on the location, the district will

repair/replace the fixture. If the fixture is located in an area where there is little or no use, it is decommissioned. Water bottle filling stations are available at every school to ensure students and staff have clean drinking water sources. Current and past testing results are available at https://sites.google.com/evergreenps.org/water-safety/water-safety. Additional information about lead in drinking water is available at www.doh.wa.gov. If you have questions about the water testing program in Evergreen, please contact the Facilities Department via Nicole.Daltoso@evergreenps.org

Air Quality

Evergreen Public Schools values and supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the district's students and staff, visitors, staff and students should refrain from spraying scented personal care products in classrooms or other enclosed spaces. This includes, but is not limited to, cologne, perfume, body spray, hair products, etc. Spraying such products in the classroom or other enclosed spaces may pose a health risk to other students and staff. Students who engage in disruptive conduct by intentionally spraying such products may be subject to disciplinary action under Policy 3241.

Forbidden Items

For the health and safety of all students, matches, lighters, cigarettes, electronic smoking devices, vape, drugs, drug paraphernalia, tobacco or look-alikes, knives, throwing stars, sharp instruments, chains, guns, BB guns, airsoft pellet guns, gel blasters, or look-alikes, 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. Portable music and/or 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.

Lead Paint

Evergreen Public Schools, in accordance with the United States Environmental Protection Agency's Lead Safety for Renovation, Repair, and Painting Rule has performed lead-based paint inspections of its elementary school facilities constructed prior to 1978. Lead-Based Paint Evaluation Reports are available for review at the Administrative Service Center located at 13413 NE LeRoy Haagen Memorial Drive in the Facilities department. These materials can be reviewed without cost or restriction for inspection during normal business hours.

Radon

Radon is a naturally occurring radioactive gas that is invisible, odorless, and tasteless. It comes from the radioactive decay of radium, an element found in most rocks and soils. Radon can enter a building from the ground underneath it, and concentrate to tens or even hundreds of times the level in outdoor air. Although testing for radon is not required by state or federal laws, Evergreen Public Schools shall conduct voluntary testing and mitigation to ensure the safety of students and staff. Current and past testing results are available at https://sites.google.com/evergreenps.org/radon-testing/home If you have questions about the radon testing program in Evergreen, please contact the Facilities Department via Nicole.Daltoso@evergreenps.org

Weapons and Explosives

A student shall not possess or use a weapon, explosive or other item apparently capable of causing bodily harm. Firearms/weapons/air guns are not allowed in school, at school-sponsored activities, on school grounds, facilities or school-provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis. Students may also face disciplinary action for possessing look-alike weapons, especially if they act with malice and/or display an item that appears to be a firearm, even if the item is not in fact dangerous.

Child Nutrition Services - Student Meal Service

Evergreen Public Schools will be operating the Community Eligibility Provision (CEP) at all of the district's schools for the 2026-2027 school year. This provision allows the district to serve one breakfast and one lunch, per day, at no cost to all students regardless of household size and income status.

One breakfast and one lunch, per student, per day are provided at no cost. Second meals are available for a charge in all district elementary, middle, and high schools. Additionally, there are ala carte items available for purchase in all district middle and high schools.

Meal Service Prices:

Breakfast	**FIRST DAILY PURCHASE**	**EACH ADDITIONAL PURCHASE**
Elementary School Student:	$ 0.00	$ 0.95
Middle School Student:	$ 0.00	$ 1.15
High School Student:	$ 0.00	$ 1.15
Adult:	$ 3.00	$ 3.00
Lunch	**FIRST DAILY PURCHASE**	**EACH ADDITIONAL PURCHASE**
Elementary School Student:	$ 0.00	$ 1.95
Middle School Student:	$ 0.00	$ 2.25
High School Student:	$ 0.00	$ 2.50
Adult:	$ 5.00	$ 5.00
Ala Carte	**FIRST DAILY PURCHASE**	**EACH ADDITIONAL PURCHASE**
Individual Milk (*not part of meal*):	$ 0.45	$ 0.45

Various items at Middle & High Schools Only (Smart Snack friendly chips, beverages, etc.): items and prices vary and are displayed at the point of sale.

Purchase Policy

For all purchases except the no cost breakfast and lunch program, students and adults must have funds either available on their personal food service account or cash available at point of sale (secondary only). Students and adults are not permitted to purchase items unless they have sufficient cash or food service funds on their account. Food service funds are not accepted at the point of service in elementary schools. Elementary students with funds to hand in for their food

service account must follow their school's process for turning in funds at the beginning of school each day. Please check with your school's main office staff for this process.

Requests to purchase additional meals or ala carte items must be communicated to the cashier at the point of sale prior to obtaining the products. Cashiers are to verify there are sufficient funds for the purchase.

This purchase policy is established to prevent food service account debt. However, unusual circumstances may still occur causing a food service account balance due.

Parent/Guardian Obligation

Parents/Guardians are responsible for all payments of food service charges incurred by their student(s).

Student Food Service Accounts

All students are given a food service account and assigned a unique barcode associated with an identification number to access their account during meal service. Students retain the same personal identification number throughout their enrollment with EPS. This identification number is the same "other ID" number the student is assigned.

Personal Identification Number and Barcode

All EPS students are assigned an individual student body card (middle and high), and a barcoded meal card (elementary). The barcoded student body card is to be the primary source of student identification during meal service. This barcode is the same barcode on all ASB cards for secondary students. Elementary students are provided a meal service card at the beginning of each school year. Elementary meal service cards remain on campus and students have access to it prior to meal services. Scannable barcode identification cards are the preferred method of identification during meal service for identification security, service efficiency, and touchless sanitation purposes.

Payments

Food service account funds must be prepaid to purchase additional meals and other items. Food service account funds are revolving as long as the student is actively enrolled in the district.

Account payments are to be made online with a credit/debit card using Evergreen Payments from the district website. Schools may have a designated office or staff member that can accept payment methods of cash, check, or credit card. Please check with your students' school main office for more information on how payments can be made in person. Food service cashiers can accept cash or check during meal service at middle and high schools.

Cash is accepted, but not recommended. Cashiers do not provide change for cash transactions. Exact amount is required or excess funds are placed on the student food service account.

Food service account activity and balance information is available online to students and parents/guardians through Skyward Family Access, which is accessible from the district website: http://www.evergreenps.org or by calling the Child Nutrition Services office at (360) 604-4034

USDA Free or Reduced-Price Meal Benefit Program

Although meals are at no cost to all students regardless of household qualification, the National School Lunch and Breakfast eligibility data is still very important. Accurate identification of household qualifications from this program are used to qualify our schools, educators and students for other important programs and funding that our Evergreen Community needs. This qualification may also qualify families for additional benefits or programs outside of meal service.

If your household receives certain state benefits, we may receive direct certification of your student's eligibility for the National School Lunch and Breakfast Programs. You will receive a letter of eligibility from the District stating your qualification for this. You must sign and return the Parent Consent Form to Child Nutrition Services, or drop it off at your students' school, and retain the letter for proof of eligibility for additional programs or benefits that may request it.

If your household does NOT receive certain qualifying state benefits, and the District therefore does not receive direct certification for your student, we then encourage your household to complete a Child Nutrition Eligibility & Education Benefit Application (CNS Benefit Application). This application is not directly affiliated with the USDA National School Lunch and Breakfast programs. The CNS Benefit Application is an alternative option to help ensure that your child's school receives the full amount of federal and state funding and makes sure your child and household receive services they are entitled to when Household Free or Reduced-Price Applications are not an available option.

Per the USDA National School Lunch and Breakfast Program rule, the Free or Reduced-Price Direct Certification and the CNS Benefit Application are annual forms. Their qualification expires prior to the start of a new school year.

Child Nutrition Eligibility & Education Benefit Application

Also refer to the USDA Free or Reduced-Price Meal Benefit Program section above. CNS Benefit Applications are not directly affiliated with the USDA Nutrition Programs. As a sponsor of the Community Eligibility Program (CEP), making breakfast and lunch at no cost to all EPS students, the District does not process Free/Reduced-Price Meal Benefit Applications. However, families who are not directly certified through designated state benefit programs may still need a way to demonstrate their qualification they would otherwise have with the National School Lunch/Breakfast Program. The CNS Benefit Application serves this purpose.

Parents/Guardians of students that are not directly certified are encouraged to complete the CNS Benefit Application. This application helps to provide the District accurate identification of needs as well as households the proof of eligibility they may need for other benefits or programs.

The CNS Benefit Application is available through the primary parent login in Skyward Family Access, print from the District Website, or hardcopy available at each school main office. Translations in Spanish, Russian, and Chinese are also available on the District Website or at each school's main office. Hard copies of the application should be turned into the Child Nutrition Services Office directly at the Administrative Service Center, or turned into your students' school office.

The Child Nutrition Services Department will process all CNS Benefit Applications in the order in which they are received. Completing the application in full with as much information as possible will help streamline the processing time. CNS will attempt to contact households if there is information verification needed, or incomplete data on the application which leads to the inability to process the application fully. If there is no response from the household to Child Nutrition Services within 30 days of the application submission date, it may lead to a denial of the application and the household would have to process a new one at that time.

Households with qualifying applications will receive a written confirmation, in letter format, to the primary mailing address on file with the student record.

Disclosure and Consent

Free and reduced-price eligibility (including that identified through the CNS Benefit Application) is not disclosed beyond that which is specifically authorized under the National School Lunch Act (NSLA). Parent consent **must** be on file with

Evergreen Public Schools Child Nutrition Services Department in order for eligibility to be used for qualification of other local education programs, such as reduced ASB Fees, waived testing fees, or other program discounts.

The Parent Consent Form is provided through the primary parent login for Skyward Family Access, for print from the District Website, or hardcopy available at each school. If you receive a benefit letter in the mail, a Parent Consent Form and pre-paid envelope is also provided for convenience. Hard copies of the Parent Consent Forms should be turned into the Child Nutrition Services Office directly or your child's school.

Insufficient Funds

A negative balance owing (debt) of any amount is immediately due. Purchase of a la carte items, additional milk, and additional meals are not allowed if there are not sufficient funds available for the purchase.

A negative food service account balance will remain a food service account balance throughout the duration of the student's active enrollment with the District unless the District determines the circumstances of the student's balance warrant a fine and/or third party collections. A negative food service balance owing the District upon withdrawal or graduation will be transferred to a fine as an outstanding debt until paid in full.

Low and/or Negative Balance Communications

Negative balance (debt) should not occur given District policy requiring students to have sufficient funds on their account. If an unforeseen circumstance occurs, such as a returned check, communication methods such as email, phone call, letter home with student, or letter mailed to parent/guardian are used.

In the event third party collections become necessary, the primary family will be notified in writing to the email and mailing address on file 30 days prior to the collections referral.

Food Service Account Information

Food service account activity and balance information is available online to students and parents/guardians through Skyward Family Access, which is accessible from the district website: http://www.evergreenps.org or by calling the Child Nutrition Services Office at (360) 604-4034

Checks Returned by Bank and Counterfeit Notes

Food service funds paid by check that are returned by the bank or counterfeit money, are immediately reversed upon notification from the bank. An email and/or mailed letter are immediately sent to the payor. If the returned unpaid check leaves the student's food service account balance negative, the primary family (family1) will be notified of the food service balance regardless of whether they were the payor of the returned check. If counterfeit funds are used and results in a negative balance on the students' food service account, funds are to be repaid immediately. Credit card or cash payments will be required once two checks have been returned by the bank within a school year. Credit/debit card online payments will be required for the reminder of the school year in the event counterfeit notes are used.

Refunds, Transfers, and Donations

Food service account funds can be refunded, transferred across food service accounts, or donated for additional feeding needs at any time upon written request using the Food Service Account Balance Refund and Transfer Form. You can find this form at your child's school office, or reach out to the Child Nutrition Services Department to request one. Food service funds can be transferred to another specifically named student or donated for the district's discretion of student food service needs. Funds remaining on account after a student withdrawals or graduates from the District are communicated to the primary family via letter and/or email to the address on file for the student record.

Unclaimed Property

When unused food service funds are not retrieved by refund or transfer and the student has remained inactive for 2 years as of August 31 each year, then the remaining balance is sent as unclaimed property to the state.

Special Dietary Needs

Dietary accommodations and modifications can be made with an approved request. Requests for dietary accommodations and modifications must be signed by a State-recognized medical authority. The Request for Special Dietary Accommodations Forms are located on the EPS-CNS website at: https://www.evergreenps.org/child-nutrition-services

Questions can be directed to our Food Service Management Company at (360) 604-3956. Request Forms can be submitted to the Child Nutrition Services Office via email: nutrition.services@evergreenps.org, or to the CNS Office located at the EPS Administrative Service Center. You may also drop these off at your students' school in the main office.

Contact Information

The EPS sponsored Federal Nutrition Programs and Food Services are administered by the Child Nutrition Services Office located at the Administrative Services Center. Our Food Service Management Company is Chartwells Dining Services. Further contact information is available on the EPS/CNS website.

Address:	13413 NE LeRoy Haagen Memorial Drive. Vancouver, WA 98684
Phone:	(360) 604-4034
Email:	nutrition.services@evergreenps.org
Web:	https://www.evergreenps.org/child-nutrition-services
Office Hours:	8:00am – 4:30pm M-F on school days *(hours may vary on non-school days and breaks)*

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail**:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

or

2. **fax:**
(833) 256-1665 or (202) 690-7442;
or

3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider

Student Records

District Policy and Administrative Procedures No. 3231 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 complete the form linked here and return to your child's school. Written requests can be placed on file at any time during the year and must be renewed annually.

District policy and Administrative Procedure 3231P, 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 Senior Director of Special Services or his/her designee. Review of records by parents/guardians shall be arranged by the building principal, or the Senior Director of Special Services or his/her designee, 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 special education, such a request must be made to the Senior 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 Procedure 3231P, 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 principal at the student's school, or in the case of a special education student, to the Senior Director of Special Services or his/her designee.

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

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

The Family Educational Rights and Privacy Act (FERPA) Educational Records

This Act affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Please contact the principal at your child's school to review education records.
- The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Dept. of Education 400 Maryland Ave SW, Washington, DC 20202-4605.

Releasing Student Directory Information

The Federal Family Educational Rights and Privacy Act defines certain information about your children as "directory information." This information may be released unless it is requested by submission of a FERPA form annually to the school district, that such information not be released. Directory information is:

- Student's name, address, electronic address (school email), and telephone number
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and grade level
- Degrees and awards received
- Most previous educational agency or institution attended by the student

This type of information is used in school publications such as newsletters, school programs (music, drama, graduation, etc.), sports information sheets, honor roll and/or other recognition lists. During the school year, district personnel will be

photographing students for publications, school newsletters, and websites. Requests for directory information also come from the local media.

In addition, many school events, activities and concerts will be videotaped for presentation on Evergreen's local channel. Parents who do not want their children included should make that request by submission of a FERPA form annually to the school district

Two federal laws require local educational agencies under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories: name, address and telephone listing, unless parents have advised the district, in writing, not to release such information. In the fall, all parents of juniors and seniors will receive an informative letter with an "opt out" form to sign and return by October15. The "opt out" form is also available at your school office

The Evergreen Public Schools will not release any directory information for commercial purposes or for other purposes not related to the conduct of school business. The Evergreen Public Schools policy and procedure addressing student records and information is 3231 and 3231P.

Military Notification

The 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. These are also mailed to the primary residence of all students and due back by October 15th.

Staff Qualifications Information

Parents of students enrolled in Title I schools may inquire about teacher and paraprofessional qualifications. Parents of children enrolled in a Title I school may request information concerning the professional qualifications of their child's teacher(s) and/or paraprofessionals including the degrees held, certifications held, and whether the teacher is certified in the area he/she is teaching. Requests for this information may be submitted to the school principal. For more information, please contact the building principal at your school.

In the event that concerns cannot be addressed at the school or district level, families have a right to file a citizens complaint and can do so at the following link: https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/citizen-complaints-federal-programs

Students and Telecommunications: Evergreen School District #114 Policy No. (Policy 3245, Procedure:3245P)

Students in possession of telecommunications devices, including, but not limited to, electronic communication devices, smart watches and cellular phones, AI glasses (smart eyewear using artificial intelligence, cameras, and microphones) while on school property or while attending school-sponsored or school-related activities, will observe the following conditions:

- Telecommunication devices may be used in the classroom only under the direction of the classroom teacher and building administration;
- Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.01, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;
- When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws may be referred to law enforcement;
- For instances that are not time sensitive or do not present imminent danger, staff shall secure the device and attempt to notify the parent/guardian prior to initiating the search;
- Students are responsible for devices they bring to school. The district will not be responsible for loss, theft, or destruction of devices brought onto school property or to school sponsored events;
- Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- Disruptions to the learning environment associated with telecommunication devices will be managed per discipline policy **3241** and procedure and **3241P**.

Evergreen Public Schools Student Conduct Expectations and Reasonable Sanctions

Student Rights and Responsibilities: Students of Evergreen Public Schools are entitled to all civil and legal rights and responsibilities, conduct, due process, and sanctions in accordance with the laws of the state of Washington, the Washington Administrative Code, the Washington State Constitution, and the United States Constitution.

The behavior expectations for students are the same from the beginning of the year, until the end. For Seniors, the end of the year is after the commencement ceremony. If a soon-to-be graduating senior acts in violation of our school board policies, they will be disciplined in accordance with our discipline policies and procedures. Depending on the behavior, the consequences could be suspension, or expulsion, even if the student has finished attending regular classes. Such behavior may also result in the student not participating in the commencement ceremony.

Because we recognize that families put much preparation and planning into attending this public celebration, we encourage parents and guardians to have a word with your student(s) about their decisions that could jeopardize their privilege of participating in this ceremony.

Student Conduct Rules

Evergreen School District #114 Policy No. 3241 Student Discipline The following is a summary of misconduct for which a student may be disciplined, suspended or expelled. This is a summary. Comprehensive information is included in Policy and Procedure 3241. The number of the Evergreen Public School policy or procedure follows the heading for each. You may view the full text of the policies and regulations on the district's website here, in the Policy Section.

Evergreen Public Schools

2026-27 Parent & Student Handbook

During the year, the District may revise or repeal existing policies and procedures, or adopt new policies and procedures. These changes and the current version of the policies and procedures will be on the district's website.

- **Alcohol or Illegal Drugs (Policy 3241) See Procedure 3241P**
  - Section: Drugs/Alcohol and other prohibited chemical substances.
  - Beginning in the 2023-2024 school year, all secondary schools have been issued a (BACtrack S80 Breathalyzer). Use of this device qualifies as a search. Searches are covered by Evergreen School Board Policy 3230 and Procedure 3230P. The U.S. Supreme Court has concluded that breathalyzer tests are minimally intrusive.
- **Attendance (Policy 3110 and 3122)**
  - Compulsory school attendance Law and board requirements are outlined in Policy 3110 and 3122.
  - The parent/guardian/custodian must provide an excuse for a student's absence within three (3) days of the student's return to school. A student who is truant (absent without an excuse) will confer with the principal. The principal will contact the parent/guardian/custodian with regard to preventing future truancies. Habitual truancy will be dealt with per state law and school board policy/procedure. See Procedure 3122P.
- **Bomb threat consequences (Policy 3143 and 3241)**
  - See Policy 3143 and Procedure 3241P.
- **Bullying – Policy 3207**
  - See Policy and Procedure 3207P
  - Prohibition of Harassment, Intimidation, and Bullying.
  - Bullying is strictly prohibited.
- **Cell phones and other personal communication devices (Policy 3245, Procedure:3245P)**
  - See Policy Students and Telecommunications Devices.
- **Closed Campus**
  - All Evergreen Public Schools have closed campuses. Any student who leaves the school grounds without authorization shall be considered truant and subject to discipline, suspension and expulsion.
- **Cooperation with school personnel (Policy 3241)**
  - Students are expected to cooperate with school personnel. If the child refuses to comply, appropriate disciplinary action will be taken by the principal.
- **Criminal Acts (Policy 3241)**
  - Any act, which would constitute a felony or misdemeanor under Washington law, is prohibited in schools, on school district property or at school-sponsored events.
- **Damage and destruction of District property**
  - If a student loses, damages or destroys district property or causes the interruption of electronic services, the school administrator will investigate, notify the parents and seek appropriate restitution for the loss or damage. A student's grades, transcripts, and diploma may be withheld until restitution is made, or the student satisfactorily completes approved volunteer work. In cases of willful destruction, vandalism or theft, authorities will be notified and the student may be subject to disciplinary action and payment or restitution. When amounts are beyond the earning capacity of the student, the parent/guardian/custodian will be asked to assume the student's obligation.
- **Discipline, Suspension, and Expulsion (Policy 3241)**
  - See Policy 3241 and Procedure 3241P

- When moving forward with a long term suspension or expulsion for a ML/DL student, consult with the Multilingual department about continued services and educational programming.

- **Disruptive Conduct (Policy 3241)**
  - Conduct, which interferes with the educational process, is prohibited. Students who disrupt the educational process will be subject to discipline, suspension, or expulsion.
- **Dress and Appearance**
  - The dress and appearance of students is the direct responsibility of their parents/guardians/custodians. Dress or appearance, however, cannot disrupt the educational process, or present health or safety problems. Certain classes, activities, or **athletics may require certain dress and grooming. Shoes must be worn always.**

- **Electric Bicycles, Scooters and Motorized Devices**

  Students who ride bicycles, electric bicycles (e-bikes), scooters, or similar transportation devices to school are expected to operate them safely and responsibly at all times.
  For purposes of this handbook, motorized devices may include:

  - Electric bicycles (Class 1, 2, or 3)
  - Electric scooters
  - Electric skateboards
  - One-wheel devices
  - Electric motorcycles or “e-motos”
  - Other battery-powered personal transportation devices

Permitted Devices

Traditional bicycles and legally operated e-bikes may be brought to school provided they are used in a safe manner and comply with school and state laws.

Prohibited Devices

The following are prohibited on school property, school grounds, parking lots, sidewalks, athletic facilities, and at school-sponsored activities:

- Electric motorcycles or electric dirt bikes
- Gas-powered motorcycles, mini-bikes, or scooters operated by students
- Modified e-bikes capable of motorcycle-like speeds or operation
- Any motorized device operated in a reckless or unsafe manner

The district reserves the authority to determine whether a device constitutes an e-bike or a prohibited motorized vehicle.

Campus Safety Expectations

To promote pedestrian and campus safety:

- Students must walk bicycles, e-bikes, scooters, and similar devices while on school grounds.
- Riding on sidewalks, through common areas, near building entrances, or in crowded pedestrian areas is prohibited.
- Devices must be parked only in designated bicycle parking areas or racks.
- Devices may not block walkways, entrances, exits, ramps, or accessibility routes.

Helmets and Legal Compliance

Students operating bicycles or e-bikes are expected to follow all applicable traffic laws and safety regulations, including helmet laws and safe riding practices.
Parents/guardians are responsible for determining whether a student may legally and safely operate a motorized device to and from school.

Batteries and Charging

Lithium-ion batteries present a potential fire risk if damaged or improperly charged.

- Charging of e-bikes, scooters, or other motorized devices is prohibited on school property unless specifically authorized by school administration.
- Detached batteries may not be brought into school buildings unless approved for educational purposes.

Storage and Security

Students bring bicycles, e-bikes, scooters, and related equipment to school at their own risk. The district is not responsible for theft, damage, loss, or vandalism involving personal transportation devices.

Violations

Students who violate this section may be subject to:

- Loss of permission to bring the device to campus
- Confiscation consistent with district policy
- School discipline for unsafe, disruptive, or noncompliant behavior

- **Medication in the schools (Policy 3416)**
  - See Procedure 3416P
  - Student Medication in the School following this section.
- **Off Campus Events**
  - Students at school-sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.
- **Possession of Firearms and/or Weapons**
  - See Policy 4210 and Procedure 3241P
- **Profanity and Vulgarity (Policy 3241)**
  - Profane, lewd or obscene speech, or vulgar behavior is not allowed in school or on school grounds. Students using such language or gestures will confer with the principal and appropriate disciplinary action will be taken.
- **Refusal to Identify Self (Policy 3200 and 3241)**
  - All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.
- **Sexual Harassment (Policy 3205)**
  - See Sexual Harassment.

- **Smoking, Sale or Use on Campus (Policy 3241 and 2121)**
    - Possession, sale or use of tobacco or tobacco look-alikes on school grounds or in the school building or at any school-sponsored activity is prohibited.
    - For the health and safety of all students, matches, lighters, cigarettes, electronic smoking devices, vape, drugs, drug paraphernalia, tobacco or look-alikes are prohibited.
- **Stolen Property**
    - The school is not responsible for the student's or parent's personal property that has been stolen from school district property. This includes musical instruments that have been left overnight or weekend at the school. The school will do what it can to protect students' personal property, but it cannot purchase insurance to cover stolen items. The only way stolen instruments/property can be covered is through parents' homeowners' insurance policies.
- **Student Searches**
    - See Policy 3230 and Procedure 3230P
    - A school principal, vice principal, or principal's designee may search a student, the student's possessions, and the student's locker, if the principal, vice principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules.
- **Technology use, ethics, and internet safety (Policy 3241, 2022, and 2020)**
    - See Policy 2022 and Procedure 2022P
    - Electronic Resources and Internet Safety.
- **Threats of Violence and Reporting of Threats (Policy 3241)**
    - Staff, students, volunteers, and others involved in school activities have the responsibility to report to the administrator or designee any threats of violence or harm. Depending on the significance and credibility of the threat, it shall be reported to law enforcement. Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and, if necessary and appropriate, will be referred to relevant community agencies including law enforcement and mental health services.