

Otis Butler Whaley
Elementary School
Family Handbook
2016-2017



This Handbook belongs to the

Family.

**“The beautiful thing about learning is
that no one can take it away from you.”**

-B. B. King

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Dear Otis Butler Whaley Elementary Families,

This is going to be another amazing year for our students. The staff is evermore committed to providing the highest quality education possible to your children. As we embark upon another school year, the staff is eager to continue to grow and learn as educators and to help your children develop the skills necessary to be successful students and global citizens. Teachers, support staff, and administrators continue to deepen their understanding of the Common Core State Standards in English Language Arts and Mathematics, the English Language Development Standards, the Next Generation Science Standards, and the best practices for fostering a safe and inclusive learning environment.

As the demands and complexities of teaching children increase, it is evident that the school and the community must work together to make certain our children reach their highest potential. We believe it is everyone's responsibility to empower children with the intellect, creativity, and decision-making skills necessary for them to become academically, socially, and emotionally successful and responsible adults.

With that in mind, you are invited to be an active participant at Otis Butler Whaley Elementary School. Research on parental involvement related to schools clearly demonstrates that active parent participation ensures a greater likelihood of academic success for children. Get involved by volunteering in your child's classroom, joining the PTA, and participating in special events such as the Title 1 Mini Conference, Career and Safety Day, Family Literacy and Science Night, and a host of other activities. Stay abreast of the most up-to-date school and district news by regularly visiting our new and improved website, obwhaley.eesd.org.

Throughout the year, I look forward to meeting the newest members of our community and connecting with returning community members.

In partnership,

Mrs. Tonya Trim, Principal

O.B. Whaley School's Vision and Mission Statement

Mission

The mission of O.B. Whaley is to provide a challenging educational environment that allows all students to develop their ability to communicate effectively, think critically, analyze, problem solve, and apply what is learned in a technical and global world. A meaningful and effective education shall involve students in a planned program filled with active learning. Excellence shall permeate all learning and shall be reflected in all curricular areas.

Administration and faculty shall strive for professional excellence by staying current with state guidelines. We shall sustain accountability by continuously measuring our achievement against the district's high standards and our established yearly goals. School leaders shall provide staff access to the best thinking about curriculum and instruction through extensive staff development activities and inspire them through a collaborative environment to analyze and implement strategies that allow all students to reach their maximum physical and intellectual potential. A primary premise shall be that all students can and will be successful learners. By working with educational support services, emphasizing learning styles, and simultaneously involving parents in the process of educating their children, we shall strive for all students to experience success the first time around. Student success shall be measured by student performance. Students not achieving grade level proficiency will be identified early and offered assistance with early intervention and a program of accelerated learning.

We shall seek to give children a caring environment that maximizes self-esteem and inspires children's intrinsic desire to learn. We shall use the Discipline with Dignity plan to promote student's ethical behavior, responsibility for self and concern for others. The Whaley staff believes and expects that all students can and will behave in a reasonable manner to assure an optimum learning environment. Children shall feel valued for their unique talents and recognition shall be given when students have achieved academic and civic milestones. Above all, our environment shall be safe.

O.B. Whaley shall provide opportunities for parent and community collaboration that allows them involvement in the decision making process. We will provide educational opportunities that promote life-long learning for students and their families. We will welcome and encourage our families and community to embrace the value and responsibility of education to make every child's learning experience a successful one.

O.B. Whaley leaders shall inspire staff, parents and students to accomplish our mission through open communication, opportunities for everyone to be heard, their ideas respected, and responsiveness to individual concern. The resulting environment shall be one that celebrates diversity and provides everyone with a sense of satisfaction, well being, academic and social success.

Vision

Excellence shall permeate all aspects of teaching and learning. Our high expectations for student achievement are based on the belief that all students can and will be successful learners. O.B. Whaley students will be prepared to learn and are expected to meet or exceed the grade level standards established by the state and district. Student success will be measured by student performance.

Important Contact Information

Otis Butler Whaley Elementary School
2655 Alvin Avenue
San Jose, CA 95121
(408) 270-6759: Telephone number
(408) 223-4537: FAX number

Tonya Trim: Principal
Kameelah Green: Assistant Principal
Katie Coates: School Secretary
Alma Ahumada-Alcantar: Health Office Assistant
Kim Beckwell: Clerical Assistant

Daily Schedule

Monday – Friday	<u>Start</u>	<u>Dismissal</u>
A.M. Kindergarten & TK	8:30	11:50
P.M. Kindergarten	12:00	3:20

Monday, Tuesday, Wednesday, Friday	<u>Start</u>	<u>Dismissal</u>
Primary (1-3)	8:30	2:24
Upper (4-6)	8:30	2:38

<u>Breaks</u>	<u>Begin</u>	<u>End</u>
Primary Recess	10:15	10:35
Upper Grade Recess	10:40	10:55
First Lunch (Grades 1 and 2)	11:30	12:10
Second Lunch (Grades 3 and 4)	12:10	12:50
Third Lunch (Grade 5 and 6)	12:50	1:30

Thursday Minimum Day	<u>Start</u>	<u>Dismissal</u>
Primary (1-3)	8:30	1:12
Upper (4-6)	8:30	1:23
<u>Breaks:</u>	<u>Begin</u>	<u>End</u>
Primary Recess	10:00	10:15
Upper Grade Recess	10:20	10:35
First Lunch (Grades 1 and 2)	11:00	11:30
Second Lunch (Grades 3 and 4)	11:30	12:00
Third Lunch (Grade 5 and 6)	12:00	12:30

Lunch Price: \$3.00 (includes milk) Breakfast Price: \$1.75

Attendance Policy

As a parent, help your child develop a sense of responsibility and good habits by arriving at school on time. Adult supervision does not begin until 8:15 a.m. so students should arrive to school no earlier than 8:15 a.m. If your child arrives between 8:00 a.m. and 8:15 a.m. they must eat breakfast in the café. **Students need to be either in their classroom line by 8:30 a.m. to be considered on time. Students who arrive beyond 8:30 a.m. are considered tardy and should report to the office to receive a tardy slip.**

A student's absence from school or tardiness must be verified by the parent/guardian with a written note or a telephone call. Call the day of the absence. Education Code section 48260 states that any pupil subject to compulsory full-time education or to compulsory continuation who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor.

Valid excuses for absence from school are:

- a. illness (a doctor's note is required after three days)
- b. quarantine as directed by a health officer
- c. appointments for medical services
- d. attendance of funeral services of immediate family member so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent with excuse shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

All other absences are considered unexcused and therefore truant. Family travel that exceeds 10 days will result in the student being dropped from the attendance rolls. Reinstatement into the class and school is contingent upon available space. Three proofs of residence will be required upon return in order to re-enroll your child. Homework and tests are to be made up at the discretion of the individual teacher. During a reporting period, 7 or more tardies and/or 5 or more absences will be marked as excessive on the report card.

O.B. Whaley School Parking Lot and Traffic Pattern Directions

Otis Butler Whaley School is a walking school, which means the majority of the student population lives within walking distance of the school. Students and their families are STRONGLY encouraged participate in our **Walk n' Roll program**. Mondays are "Move It Mondays". Students earn incentives simply by walking to school. Walking school buses operate on Mondays. Permission slips are available in the front office. If it is necessary for a family to drive their child to school, please follow these safety guidelines:

- Students should be dropped off on the sidewalk surrounding the school.
- Do NOT walk your child through the parking lot. This sets a bad example for other students. For safety reasons, we wish to keep all children out of the parking lot.
- **The school parking lot is reserved for staff and school buses only.** The parking lot gates will be kept closed to the public during peak hours, which are as follows: 8:15 a.m. to 8:30 a.m. and fifteen minutes before and after dismissal. **Vehicles displaying a valid Disabled (Handicap) Sign will be allowed into the parking lot at all times.**
- **Visitor parking spaces are for volunteers and other visitors to the campus after drop off and pick up times.**

- **There is absolutely no double parking and/or parking in the fire lane.**
- If you would like to walk your child to their classroom (kindergarten only) or to the gate (grades one to six), **please park in the neighborhood and walk into the school.**
- **Do not block neighbor's driveways when dropping off and picking up children. They will contact traffic abatement. Your car may be towed.**
- **Do not park in any space specifically reserved for staff.**
- Observe all signage surrounding the school (drop off zones and loading zones).
- All cars enter the parking lot on Alvin Avenue and exit on Tierra Buena Drive.
- When walking to school, you are STRONGLY encouraged to use the crosswalks.

Student Drop-Off and Pick-up

- In the morning, students are to be dropped off between 8:15 a.m. and 8:25 a.m. There is no adult supervision before 8:15 a.m. Students should be dropped off on the sidewalk surrounding the school.
- During rainy days, students are to report to the cafeteria in the morning. In the event there is **HEAVY** rain at dismissal, 1st – 6th grade students will be escorted to the café for pickup by their parents/guardians. Parents/guardians will enter and exit the café from the Alvin Ave. side of campus. To ensure the safety of our students, make sure your child's teacher acknowledges your presence before leaving the café with your child. TK and Kinder students will be picked up from their regular designated area at their dismissal time.
- **Students need to stand outside in front of the office when waiting for their ride after school. Playing or running is not permitted. Walking on the cement strip or through the plants is not allowed.**
- **Primary grade students, grades 1 – 3, are not permitted to wait inside the black gates, at the blue picnic tables, and/or outside of upper grade classrooms after dismissal at 2:24 p.m. Primary students must wait for older siblings at the flagpole in front of the school.**
- **Students must be picked up from school on time.** Please notify the office if there is an emergency situation, which prevents you from arriving on time to pick up your child. There is a telephone available in the office for students to call for a late pick-up, but students and families should not get in the habit of late pickups. It is very important for students to know a telephone number they can call to get a ride home.

Field Trips

Throughout the school year, your child will have the opportunity to attend field trips. Teachers will be sending home specific information regarding the field trip(s) their class will attend. Siblings are not permitted to accompany chaperones. In order for a child to attend a field trip, they need to turn in a signed field trip permission slip. If a signed permission slip is not turned in to the teacher, the student will not be able to attend the field trip. **Verbal permission or e-mail permission will not be accepted.**

Student Release Procedure

When it is necessary for a student to leave prior to the end of the school day, the student must be checked out at the front counter in the office. The person checking out the student must be listed on the student's emergency card. **Please be sure all daycare persons are listed on emergency cards and in Parent Portal.** It is critical that the information on emergency cards and in Parent Portal is kept current.

If a student is picked up late, the person picking up the child must be an adult and listed in the student's emergency contact information.

Cell Phone Policy

If it is necessary for a student to have a cell phone, it must remain off and in their backpack during school hours. **The school is not responsible for lost or stolen cell phones.** A telephone is available for student use in the office. For the safety and protection of our students, we encourage ALL students to know at least one telephone number of an adult listed on their emergency card and/or in Parent Portal.

The Use of Photos Policy

To protect the privacy rights of our students, at no time should pictures or video of children, except your own, be taken or posted to any web site or social media without the permission from the child's parent or legal guardian.

Back to School and Open House Nights

At the beginning of the school year, you are invited to our annual Back to School Night. Back to School Night is an opportunity for parents and guardians to meet their child's teacher and learn what is expected of their child during the upcoming school year.

During the spring, you are invited to our annual Open House Night. Students are STRONGLY encouraged to attend. During Open House, we open our doors for you to be amazed by the incredible work your child has done over the school year.

Birthday Celebrations

In the 2009-2010 school year, Otis Butler Whaley enacted a birthday celebration policy. We will continue to uphold that policy for the 2016-2017 school year. Food items or balloons **WILL NOT** be allowed for birthday celebrations in the classroom. **No celebrations involving food or drink will be permitted.** If parents wish to recognize their child's birthday at school they may provide decorative pencils, bookmarks, erasers, or stickers. You also have the choice of donating a book directly to the classroom. Talk to your child's teacher about what book might help the classroom collection. Teachers may elect to honor students as they see fit by giving special recognition, singing of songs, special classroom duties, etc. In addition, birthday party invitations need to be handed out outside of school hours.

We have decided to implement this new policy because of several concerns:

- * Conflicts with our local wellness policy regarding childhood obesity
- * Conflicts with the guidelines of the district's Child Nutritional Service
- * Concerns over students who have food allergies
- * The negative impact these food items have on our office and custodial staff
- * Loss of instructional time

Cafeteria Information

To better assist our students in gaining independence and establishing greater peer interactions, students will eat lunch with their peers in grades 1 – 6. Parents will no longer be allowed to eat lunch in the café with their child daily. Instead, special days will

be calendared in which parents will be invited to eat lunch with their child(ren). Parents may stop by the office to sign their child out and then back in during their designated lunch period should they desire to eat off campus with their child. Students must return to school on time before the end of their lunch period. Lunches can be dropped off at the office for students prior to their designated lunch period. See lunch schedules below:

Monday, Tuesday, Wednesday, and Friday

First Lunch (Grades 1 and 2) – 11:30 a.m. – 12:10 p.m.
Second Lunch (Grades 3 and 4) – 12:10 p.m. – 12:50 p.m.
Third Lunch (Grades 5 and 6) – 12:50 p.m. – 1:30 p.m.

Thursday Minimum Day

First Lunch (Grades 1 and 2) - 11:00 a.m. – 11:30 a.m.
Second Lunch (Grades 3 and 4) – 11:30 a.m. – 12:00 p.m.
Third Lunch (Grades 5 and 6) – 12:00 p.m. – 12:30 p.m.

*** The only exception to this rule is that parents of Kindergarten students may sit with their child at the designated table in the café while their child eats his or her lunch prior to starting school (afternoon Kinder students) or before leaving for the day (morning Kinder students). Parents may not accompany their children through the serving line to select meal items.**

Lunch Information

Students Eligible for Free Meals	No Charge
Students Eligible for Reduced Breakfast Meals	\$0.20
Students Eligible for Reduced Lunch Meals	\$0.40
Students Paying Full Price Meals	\$3.00

Eligible students may receive their lunch at no cost or a reduced price. Child Nutrition Services (CNS) operates under the regulations and guidance of the National School Lunch Program. It is a federal and state assisted program that provides nutritious and well-balanced meals at low or no cost to children each school day. The school meal program is a self-sufficient operation with revenue sources coming from USDA reimbursement, USDA commodities, student and adult meals, and a la carte sales.

Applications for these programs are available online only at www.heartlandapps.com.

Applications must be renewed each year and all information remains confidential. Questions regarding this program should be directed to CNS at (408) 223-4500.

If a student forgets or loses their lunch money, the student will be allowed to charge their meal. Students are only allowed to charge twice, or carry a negative balance of \$5.00. CNS accepts cash, check or an online payment at www.mynutrikids.com

Lunch Drop Off Policy

Student lunches from home should either be brought with them to school or dropped off in the office fifteen minutes prior to their lunchtime. **Student lunches cannot be handed through the fence/gate next to the café.**

Lunchtime Expectations

1. Enter and exit the cafe in an orderly fashion.
2. All students must remain seated during lunch and must request permission to leave their seat.
3. Food should be eaten in a polite and courteous way.
4. Students should speak in a quiet voice.
5. When the whistle is blown, students are expected to be quiet immediately.
6. When finished with your lunch, put trash in the garbage can, pour milk in receptacle, and stack trays.
7. Tables and surrounding area are to be left free of food and trash.
8. Students will be dismissed by the noon duty and should walk to the playground.



Code of Conduct

O.B. Whaley Elementary School students agree to:

- Be Safe.
- Be Respectful.
- Be Responsible.

Behavior Intervention

Possible consequences for students who choose to disregard school expectations:

- Time out of recess
- Exclusion from special events or activities
- Principal/student/parent and/or teacher conference
- Lunch time detention
- In-school suspension
- Out of school suspension

Discipline Policy

School Expectations:

A positive behavior system can be observed at O.B. Whaley School. Our school has high academic and behavioral expectations based on the belief that all students can and will be successful learners. All classrooms have effective management procedures that include clearly defined rules, appropriate consequences, and recognition for positive behavior. As a school, we have adopted a research based systems approach designed by the program School-wide Positive Behavioral Support Interventions & Supports (SW-PBIS), which promotes a positive social culture and provides behavioral support in order to offer an effective learning environment for all students. Discipline is handled with sensitivity to the dignity of the child. The rules and policies concerning behavior at O.B. Whaley are intended to ensure the safety of students as well as promote a positive place for learning.

Our expectations are that students, staff, parents, and community demonstrate our Whaley Way to Go principles by being: Safe, Respectful and Responsible.

WHALEY PLEDGE

Be Safe
Be Respectful
Be Responsible

School employees acknowledge students with Whaley Way to Go tickets when they demonstrate Safety, Respect, and/or Responsibility.

Should a student choose not to follow school expectations, he or she may receive a citation for a minor infraction or an office referral form for a major infraction.

Dress Code

At O.B. Whaley Elementary School we assume that the business at hand is education, and as such students should be modestly dressed. We ask parents to monitor student attire.

Below are a few guidelines:

- No halter tops, backless tops, spaghetti straps or tops that expose the belly. Shirts must be of the appropriate length. No short tops or tall tees.
- No slippers such as corduroy, house slippers, or flip-flops. Shoes must be closed-toe.
- Hats are allowed outside and worn facing the front. All hats and hoods should be removed when indoors.
- No inappropriate logos are allowed. This includes anything profane, vulgar, or drug/gang/alcohol related. Examples are 408, Shark City, Scarface, etc.
- Shorts and skirts must be appropriate length (fingertip) even if tights or leggings are worn underneath.
- Pants must be worn at the waist. No “sagging”.
- In an effort to keep kids safe and on track, we will monitor the colors of garments students wear. Too much blue or too much red will not be permitted due to the association of these colors with gang affiliation.
- Backpacks and notebooks should be kept clean and graffiti-free. In an effort to curb graffiti, **permanent markers such as Sharpies are not permitted.**
- The administration, working together with the staff, reserves the right to use discretion to deem other items inappropriate or disruptive to the learning process since fashion trends change with such regularity.
- Students inappropriately dressed for school will be asked to telephone a parent/guardian to bring a change of clothes. If parent/guardian contact cannot be made, the student will stay in the office during recess times. Please label clothes with your child’s name.

Playground Rules

General Rules

- Treat all students, noon duties, staff and your school with respect.
- Play safely and cooperatively with others.
- **Roughhousing is never allowed.** This includes rough physical play in soccer, basketball, etc. Should rough housing become problematic during recess and/or lunch recess (soccer, basketball, etc.), the activity will be banned for the balance of the school year.
- Be kind. Do not do anything to hurt the feelings of others, such as name calling, teasing, or using inappropriate language.



- Hurting or bullying others is not allowed.
- Playground equipment must be used safely and appropriately.
- Balls are to be used on the field, basketball courts, and handball court.
- Walk around the games of others.
- Run on the grass. Walk on the blacktop and in the hallways.
- Play in appropriate play areas. Hallways, restrooms and behind buildings are not play areas. Stay on the playground side of the yellow line, except to use the restroom or water fountains.
- Use the restrooms appropriately.
- Throwing rocks, dirt, sticks, etc. is not allowed. Do not dig or play in dirt.
- Unsafe activities are not allowed on the playground. Be careful not to do anything that will harm yourself or others. No fighting, pretend fighting, ball kicking, or chasing games.
- When the bell rings all students must FREEZE on the playground. When all students are quietly in the FREEZE position, teachers will blow a whistle. The whistle is the signal to WALK to your line. Stand in line quietly, with hands and feet to yourself, hold the play equipment still, and wait for the teacher to take you to your room.
- Snacks may only be eaten while sitting in the designated areas. No walking or playing while eating.

Play Structure

- Tag or chasing games are **NOT** allowed. No running on equipment.
- Slides are one-way, down, in a seated position with feet first. One student allowed on the slide at a time. No climbing upwards.
- Jumping off the playground equipment is prohibited.
- One student at a time on traveling bars.

Consequences for Not Following Playground Rules

- Time Out - amount of time to be determined by playground supervisor.
- Loss of entire recess.
- Loss of playground or sport equipment privilege for a specific length of time.
- Student is sent to the principal for repeated playground violations.

Bicycle Rules

Students in grades 3 – 6 are permitted to ride their bicycle to school with parent permission. A permission slip must be on file in the office before a student is permitted to ride his or her bike to school. **In addition to the California Highway Patrol bicycle regulations, we ask that bikes be walked, not ridden, on school grounds.** Failure to follow ALL rules will result in a student losing his or her privilege to ride their bike to school. O.B. Whaley Elementary School will not be responsible for any loss or damage to bicycles brought to school.

Concerns

If you have a question about your child's class, please contact your child's teacher first. He/she is most likely to be acquainted with the situation. A discussion may help to clear up any questions/concerns.

If an acceptable solution cannot be reached, the teacher or parent may contact the principal to arrange a time when the situation can be presented and other solutions offered.

Safety Drills and Procedures

Fire drills are conducted monthly. Periodically, students practice evacuating situations such as: earthquake drills and Run, Hide, Defend drills. Students cannot be released or checked in during the time of a drill.

School Cleanliness

O.B. Whaley Elementary School students learn to take pride in their environment by helping to maintain the grounds and keeping it free of debris. Students, staff and visitors are asked to help maintain our clean campus by utilizing the trashcans placed throughout the campus. In order to maintain school property and cleanliness on campus, gum chewing is not allowed.



Volunteers

Parents and community members are welcome and encouraged to actively participate in their child's education at O.B. Whaley Elementary School. Opportunities for involvement include helping the classroom teacher within the classroom, field trip chaperone, Project Cornerstone reader, and many other possibilities.

Classroom Volunteer and Visitation Reminders:

To ensure the safety of students and minimize interruption of the instructional program, visits during school hours must be prearranged with the principal.

Volunteering in your child's classroom is encouraged and welcomed. Please be sure to prearrange these opportunities with your child's teacher. The office staff will contact the teacher to verify he or she is expecting you. When visiting or volunteering, please remember to:

- Stop by the front office and register in the Volunteer/Visitor's binder
- Obtain and wear your visitor's badge
- Remember to stop by the office to sign out before leaving campus

Parent / Visitor Campus Security Procedures

During school hours, NO student is permitted to leave school grounds without written permission and checking out with the office. Please come to the office to sign your child out for any appointments during the day. **All campus volunteers/visitors are required to sign in and out at the office, and**

wear a badge while on campus. When volunteering on campus, please be respectful of the teachers' time in the staff room by not using it as a short cut or being in the staff room during recess and lunch times. **Children are not allowed in the staff room at any time.** This includes before, during and after school hours. Refrain from using your cell phone when volunteering in the classroom, and leave the phone on vibrate so it does not disturb the class.

For the safety of our students, adults are NOT allowed in any student bathroom. Adults must use the restroom in the front office.



Parent Teacher Association (PTA)

The PTA is actively committed to supporting the teachers, staff, and students of O.B. Whaley Elementary School. There are several opportunities for volunteer involvement throughout the year. Parents are encouraged to attend PTA meetings. Parent help is needed for fundraising and planning events. Additional information regarding the PTA may be obtained in the office.

Health Services

Children who become ill, sustain an injury during school hours, or who have medications prescribed by their health care provider for administration at school, are cared for by our school's Health Assistant. Health Assistants receive training in CPR and First Aid and are under the supervision of the District's Credentialed School Nurse.

Every student is required to have an Emergency Card on file in the school office as well as up-to-date information in Parent Portal, Evergreen School District's online repository. If you need help updating your Parent Portal account, please stop by the office for assistance. Information requested includes parent and emergency contacts and pertinent health information: allergies, medications, specific health concerns. It is critical to keep your child's information up-to-date and to communicate changes to the office as soon as possible.

Families in need of assistance obtaining health insurance coverage for their children can obtain application forms in the school office. Please contact office personnel for assistance.

- The California Ed Code mandates students have their vision and hearing screened at specific intervals during their school experience. Vision is tested in grades 1, 3, and 6 and hearing is screened in grades 1, 2, 5, and 8. If students fail the screening process, they are referred to their health care provider for a formal evaluation.
- It is the requirement of the Evergreen School District that students remain at home, symptom-free: no fever (oral temperature less than 100.0), vomiting, or diarrhea, without medication for 24 hours before returning to school when ill. It is a best practice to limit the spread of illness and allow the student to fully recover from their illness.
- In general, medication should be given at home. If your child's condition requires that medication be taken during school hours, the following steps must be taken:

- All medications taken at school must have a school medication form signed by the physician and parent. This includes over-the-counter (OTC) medications.
- All medications must be sent to school in a prescription container or the original labeled container. Un-labeled and/or hand labeled containers of medicine will not be accepted.
- All medication must be brought in by the parent and kept in the office where the Health Assistant, as directed by the physician, will administer it.
- Medications should be picked up on the last day of the school year. Any medication that is not picked up will be discarded the day after school closes. A new medication authorization form must be completed each school year.

Evergreen School District Policies

- Student Use of Technology Policy: The district recognizes technology and on-line resources as support to instructional programs and it shall be used to further student learning. Regulations prohibit access to harmful matter on the Internet. Student and parent must sign an Acceptable Use Agreement, outlining responsibilities and obligations, before using the district on-line resources.
- Student Non-Discrimination / Harassment Policy: District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.
- Student Sexual Harassment Policy: The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.
- Uniform Complaint Procedure Policy: The district shall investigate and seek to resolve complaints at the local level. This district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education and child care and development. Contact the Superintendent or Assistant Superintendent for Educational Services if you have a question concerning noncompliance on any of the above listed programs. After receiving the district's decision regarding a complaint, appeal procedures to the California Department of Education are available. Complaints may use any civil law remedies that are available.

School Website

Visit the school website weekly for school, district, and community news.

obwhaley.eesd.org

“Educating the mind without educating the heart is no education at all.”

~Aristotle~