



**19500 Learning Way
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(530) 377-7850
eie.evergreenusd.org**

Parent/Student Handbook

2026/2027

TEAMWORK ~ COMMUNICATION ~ EFFORT

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Leila Dumore, Director

Welcome Back to the 2026–2027 School Year!

Dear EIE Families,

On behalf of the staff at **Evergreen Institute of Excellence**, I am delighted to welcome you to the 2026–2027 school year! We are honored that you have chosen to be part of the EIE family and look forward to partnering with you for a year filled with learning, growth, and meaningful experiences.

At Evergreen Institute of Excellence, it is our mission to ensure that every child feels welcomed, connected, valued, and an important part of our school community. We believe every student has unique strengths, talents, and aspirations, and we are committed to creating an environment where those qualities are nurtured, celebrated, and inspired to flourish.

As a flex-based, personalized learning program, we recognize that learning is most successful when families and educators work together. Learning coaches (Parents) play an essential role in their child's educational journey, while our credentialed teachers provide personalized instruction, guidance, encouragement, and ongoing academic support. This collaborative partnership creates a strong foundation for student success and reflects our shared commitment to helping every child reach their highest potential.

At the heart of our educational philosophy is the belief that students thrive when they have **voice, choice, and ownership** in their learning. We intentionally encourage students to explore their interests, set meaningful goals, and help shape what and how they learn whenever appropriate. By fostering curiosity, creativity, and self-direction, we empower students to become confident, engaged learners who are intrinsically motivated and equipped with the skills to become lifelong learners.

Our dedicated teachers invest countless hours designing engaging, personalized learning experiences that meet students where they are while inspiring them to grow. Using research-based instructional practices, thoughtful planning, and ongoing analysis of student progress, our teachers celebrate individual achievements, identify opportunities for growth, and support every learner in reaching their full potential.

While academic excellence remains at the center of everything we do, EIE offers so much more than curriculum. Through regularly scheduled meetings, enrichment opportunities, educational field trips, and

community events, students have opportunities to build friendships, explore new interests, develop leadership skills, and create lasting connections within our school community. We believe that meaningful learning happens both inside and outside of traditional lessons and that every experience contributes to a well-rounded education.

We also believe that every student should graduate prepared not only for the demands of post-secondary education and rewarding careers, but also to become thoughtful leaders, compassionate citizens, and lifelong learners who positively impact the world around them.

Strong communication is essential to a successful partnership. Throughout the school year, **ParentSquare** will serve as our primary communication platform for school updates, announcements, celebrations, reminders, and important information. Kindly activate your account and control HOW you will receive our communication. We encourage every family to stay actively connected through ParentSquare so that together we can best support each student's success.

As partners in education, we share the responsibility of helping every student flourish. Your encouragement, involvement, and commitment as your child's learning coach makes an immeasurable difference. Please know that our entire EIE team is equally committed to supporting your family every step of the way. Together, we will cultivate an educational experience that is personalized, engaging, challenging, and joyful.

It is truly an honor to serve as the Director of Evergreen Institute of Excellence. I am grateful to be part of a community where students, families, and staff genuinely care for one another and work together to build meaningful relationships that foster academic achievement, personal growth, and character development.

Thank you for your continued trust, partnership, and support. We are excited to begin another incredible year together and cannot wait to see all that our students accomplish during the 2026–2027 school year.

Together, let's make this school year one of curiosity, growth, perseverance, and celebration. We look forward to watching our students learn, lead, discover, and thrive as they become confident lifelong learners. Thank you for being an essential part of the Evergreen Institute of Excellence family. Here's to an exceptional year ahead—we're so glad you're on this journey with us!

With gratitude,

Leila G. Dumore

Leila G. Dumore
Founder/Director, Evergreen Institute of Excellence

KINDNESS - SAFETY - RESPONSIBILITY - RESPECT

OUR VISION

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

OUR MISSION

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

HOW DO WE DO THIS?

Through purposeful and intentional planning and reflection.

Evergreen Expectations Our Creed AT EVERGREEN, I CHOOSE....

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

School Information

Campus Hours

Our school campus opens at 8:30 AM each morning Tuesday through Thursday and closes at 2:00 PM. If your child needs to arrive at school earlier than 8:30 AM or stay later than 2:00 PM, you will need to make prior arrangements with your supervising teacher. EIE does not have yard duty staff to supervise students. When students are dropped off or picked up, students/parents must be signed in or out at the school office.

EIE Office Hours

Day

Monday - Thursday

Friday

Office Hours

7:00 AM - 2:30 PM

8:00 AM - 12:00 PM

 **Phone:** (530) 377-7850

 Please Note: Office hours are subject to change. We recommend calling ahead to confirm that someone is available before making the drive to the school.

EIE STAFF

Director

Leila Dumore: ldumore@evergreenusd.org

Executive Assistant

Dena Hagan: dhagan@evergreenusd.org

Supervising Teachers

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Special Ed

Aubree Carroll: acarroll1@evergreenusd.org

Counselor

Michelle Ackley: mackley@evergreenusd.org

Support Staff

Savannah Bueb: sbueb@evergreenusd.org

Sandy Papesh: spapesh@evergreenusd.org

Supervising Teacher Role & Responsibilities

Supporting Personalized, Flex-Based Learning Success

At Evergreen Institute of Excellence (EIE), each student is assigned a supervising teacher who is an EIE employee. These teachers play a vital role in guiding and supporting families participating in personalized, flex-based learning while ensuring students receive a high-quality education tailored to their needs.

Teacher Responsibilities

Supervising teachers meet with their students every 5–20 days for face-to-face support, providing parents and students with an opportunity to:

- ✓ Ask questions and receive guidance.
- ✓ Gain insights into teaching strategies and learning techniques.
- ✓ Check for understanding and student achievement.
- ✓ Receive support and encouragement for academic success.

What Happens at Meetings?

During these regular check-ins, teachers will:

- ♦ Set Learning Goals – Collaborate with parents and students to determine assignments and academic objectives for the learning period.
- ♦ Review Curriculum & Graduation Requirements – Discuss course selections and ensure students stay on track.
- ♦ Monitor & Personalize Learning Plans – Make adjustments as needed to meet individual academic needs.
- ♦ Answer Questions & Provide Resources – Research and address any educational concerns raised by families.
- ♦ Assess & Record Progress – Collect completed work, maintain learning logs, and evaluate student performance.
- ♦ Distribute Educational Materials – Provide guidance on the use of curriculum resources.
- ♦ Communicate School Updates – Share information about meetings, events, and activities.

Our goal is to empower families with the knowledge, tools, and support necessary to help students succeed in an independent learning environment.

For any questions or further support, please contact your supervising teacher.

Communication Policy

At **Evergreen Institute of Excellence (EIE)**, we prioritize **open and effective communication** between families and the school. Communication between parents/guardians and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher. To stay informed, please follow these guidelines:

Stay Connected:

- ✓ **Download the ParentSquare App** – This is our **primary communication platform** for updates and announcements.
- ✓ **Follow Us on Facebook** – Stay engaged with school events by **liking** the **Evergreen Institute of Excellence Facebook page**.
- ✓ **Keep Contact Information Updated** – Ensure the **school office has your current phone number and email address** to receive important updates.

Communication Methods:

- 📌 **ParentSquare** – Primary platform for school-wide and classroom communication.
- 📌 **Report Cards & Data Reports** –
 - **7th–12th Grade:** Report cards/grades are issued at the end of each quarter (see school calendar).
 - **TK–6th Grade:** Students receive a **Data Report** indicating **mastery of grade-level standards**.
 - 📌 **Student/Parent/Teacher Meetings** – May occur up to **every 20 school days**, with additional **video conferences, emails, and phone calls** as needed.
 - 📌 **E-Communications** – Teachers regularly communicate via email with parents.
 - 📌 **Student Success Team (SST) Meetings** – Staff, parents, and students collaborate to support student success.
 - 📌 **School Messenger** – Automated phone system used for important alerts and notifications.

Teacher Availability:

EIE teachers have **flexible schedules** to accommodate families' needs, including meetings **outside of traditional school hours**. However, please **respect their office hours** and allow up to **24 business hours** for a response.

We encourage parents to reach out **anytime** with questions or concerns. For teacher contact information, please visit the **EIE website** at eie.evergreenusd.org or contact the school office.



Visitor/Volunteer Policy – All Visitors/Volunteers Must Sign In at the Office

At **Evergreen Institute of Excellence (EIE)**, we highly value **parent involvement** in our personalized learning program. Parents/guardians involvement in his/her child's educational experience is expected at EIE. However, to maintain a **safe and secure campus**, we ask all families and visitors to adhere to the following guidelines:



Campus Visitor Guidelines:

- ✓ **Check-In Required** – All visitors **must sign in at the EIE office** before entering classrooms, playgrounds, or other campus areas.
- ✓ **Visitor Identification** – Upon check-in, adults will receive a **VIP pass**, which must be worn at all times while on campus.
- ✓ **Security Measures** – Any adult **not wearing a visitor pass** will be directed to check in at the office or **asked to leave campus**.
- ✓ **Student Drop-Off** – Students **must check in with staff upon arrival** so we are aware of their presence and location.
- ✓ **Supervising Teacher Meetings** – Families attending **scheduled meetings** with their Supervising Teacher must **sign in at the EIE office**.

Thank you for your cooperation in ensuring a **safe and supportive learning environment** for all students and staff!

Complaint Procedures

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

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

EIE DRESS CODE

As a public school, **Evergreen Institute of Excellence (EIE)** is committed to removing barriers to student learning while fostering a **productive and respectful learning environment**. We believe that **appropriate dress and grooming** contribute to a positive educational experience.

To maintain **safety, focus, and respect** for all students, we ask that all students adhere to the following **dress code guidelines**:

✓ **Length Requirements**: Skirts, dresses, and shorts must be at least **mid-thigh** in length (**NO spandex shorts**). **Pajamas** are not permitted.

✓ **Coverage**: Clothing must **fully cover undergarments and the torso** at all times. Undergarments are not to be exposed at any time. A good rule of thumb is that tops should **touch the waistband** of pants, skirts, or shorts.

✓ **Shirt Guidelines**: Tops must have a strap.
✓ **Footwear**: Shoes must be worn at all times. For safety, **sandals must have a heel strap**. **Flip-flops, slides and slippers** are not allowed.

✓ **Prohibited Attire**:

- Clothing, jewelry, or personal items that display **obscene or profane statements or images**
- Items that **promote illegal, sexual, or violent behavior**, including references to **alcohol, tobacco, or drugs**
- Attire that **displays gang-related symbols, racism, or sexual innuendos**
✓ **Hats & Caps** shall be worn face forward and should **not** be worn **inside buildings**.

Dress Code Enforcement & Support

- **Administrative Review**: EIE administration will determine whether an outfit violates the dress code and **if it creates a distraction** to the learning environment. This determination will be made **as soon as possible** upon the student's arrival on campus.
- **Loaner Clothing**: If necessary, EIE will provide a **less preferred loaner item** of clothing. (Please **wash and return** loaner items after use.)
- **Dress Code Accommodations**: If a student faces **any barriers** in meeting the dress code expectations, we encourage them to **speak with their supervising teacher or Mrs. Dumore** to develop a suitable solution.
- **Physical Education Requirements**: The **PE teacher(s)** may require **specific attire** for certain activities.
- **Dress-Up Days**: There may be school sponsored dress-up days to encourage community and fun. On these days appropriate PJ's and/or slippers may be acceptable.

We appreciate your **support and cooperation** in maintaining a **respectful, safe, and distraction-free** learning environment. If you have any questions or concerns, please feel free to reach out.

PERSONAL CELL PHONES

At **Evergreen Institute of Excellence (EIE)**, our goal is to **maintain a focused and productive** learning environment for all students. To minimize distractions and ensure student engagement, we have established the following **cell phone policy**:

Cell Phone Guidelines

 **No Cell Phones on Campus:** Students **are not permitted** to have their cell phones on school grounds.

 **Parental Exception:** If a parent **requires** their student to bring a cell phone, it must be **turned off and kept inside the student's backpack** at all times—**not on their person**.

 **Emergency Contact:** If a parent or guardian needs to reach their student **in an emergency**, please call the **EIE office at (530) 377-7850**. We will relay messages and provide necessary instructions.



**NO CELL
PHONES**

Enforcement & Consequences

 **Phones Taken Out During the School Day:**

If a student's phone is found **outside of their backpack**, they will be required to **deliver it to the EIE office**, where it must be **picked up by a parent**. Future offences or a request to surrender their cell phone will be considered insubordination, resulting in further disciplinary action.

We appreciate your cooperation in reinforcing this policy to help maintain a **focused and supportive** learning environment. If you have any questions, please feel free to reach out.

Athletic Eligibility Policy

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

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

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

Lost and Found

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

CONCURRENT ENROLLMENT

We encourage students to pursue **concurrent enrollment** at Shasta College as soon as they are academically prepared. Students who meet the **minimum college requirements** and receive approval from both **EIE staff and their family** may take courses at the college to supplement their learning at Evergreen Institute of Excellence.

Student Support Services

To ensure student success, **EIE staff will provide dedicated support**, including:

- ✓ **Accompanying students** to the college as needed
- ✓ **Meeting professors** and verifying the correct textbook was purchased
- ✓ **Providing homework assistance** via email, phone, or in-person meetings
- ✓ **Helping students plan their semester** using the syllabus
- ✓ **Monitoring Canvas** and assisting parents in supporting their student
- ✓ **Connecting students with academic support programs** available at the college

Eligibility & Requirements

- Students must be enrolled in a **minimum of four EIE classes** (20 credits) to meet the **240-minute minimum school day requirement** and maintain high school student status.
- Participation in the **High School to Future program** requires active **monitoring and support** from EIE staff and parents/guardians.
- To assist and track student progress, **EIE staff must have the authentication code** when requested and current password on file.

If you have any questions about the program or enrollment process, please reach out. We look forward to supporting our students as they take this exciting step toward their future!



HIGH SCHOOL GRADUATION REQUIREMENTS CLASS OF 2027

- A. CREDITS - Total of 230 semester credits are required for graduation.
- Generally a student earns 5 credits for each high school course successfully completed during each semester.

Successful completion of the following requirements is needed for graduation:

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

***A-G courses are offered through select in-person classes, online courses and community college.**

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

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

EUSD Approved 4/7/2020



EIE High School Graduation Requirements

Classes of 2027–2031

<u>Graduation Requirement</u>	<u>Classes of</u> <u>'27–'29</u>	<u>Class</u> <u>of '30</u>	<u>Class</u> <u>of '31</u>
English	40	40	40
Mathematics	30	30	30
Social Science			
• World Geography / Personal Growth	5	0	0
• World History	10	10	10
• U.S. History	10	10	10
• American Government	5	5	5
• Economics	5	5	0
• Ethnic Studies	—	5	5
• Personal Finance	—	—	5
Science			
• Life Science	10	10	10
• Physical Science	10	10	10
Physical Education	20	20	20
Foreign Language / VAPA	10	10	10
Career Technical Education (CTE)	30	30	30
Electives	45	45	45
TOTAL CREDITS REQUIRED	230	230	230



Changes by Graduating Class

- **Class of 2030** (*Incoming 9th Grade*): **Ethnic Studies** becomes a graduation requirement.
 - **Class of 2031** (*Incoming 8th Grade*): **Personal Finance** becomes a graduation requirement and replaces **Economics**.
-



Continued EIE Graduation Requirements

Students who have been **continuously enrolled in EIE for two (2) or more years prior to high school graduation** must also complete:

- 🎓 **6 units of approved college coursework**
- 💼 **30 hours of Internship or Job Shadowing**
- 🤝 **30 hours of Community Service**

WORK PERMITS

In the state of California, **all minors under 18 years of age must have a work permit** to be employed.

Steps to Obtain a Work Permit:

1. **Job Offer:** A minor must first receive a job offer.
2. **Request an “Intent to Employ” Form:** This form can be obtained from our office or website and requires signatures from the **employer, student, and parent.**
3. **Submit the Completed Form:** Return the signed form to the school office. This can be done through email, but the original must be turned in when the permit is picked up.
4. **Work Permit Processing:** Once received, we will prepare the **official Work Permit** within **48 hours** (during school hours).
5. **Pick Up & Sign:** The student will be contacted to sign and pick up the permit.
6. **Employer Submission:** The student must present the permit to their employer before beginning work.



Important: *Students must maintain an **academic performance of C or above** to keep their work permit.*

School Rules/Expectations

EIE rules and expectations are based around the Evergreen Creed: Safety, Kindness, Responsibility, Respect. Students are expected to know and follow all school and classroom rules/expectations and the EIE Honor Code as well as exercise good judgement in making decisions regarding their behavior.

HONOR CODE

At Evergreen Institute of Excellence, we hold our community to high standards of honesty and integrity through our Honor Code. This set of principles and ideals reflects the values of our school and guides the actions of all students. While the Honor Code primarily focuses on academic honesty, it applies to all aspects of our school culture, fostering an environment where students can reach their highest potential.

Explanation of the Honor Code

Any action—**intentional or unintentional**—that undermines honesty or diminishes the integrity of the individual or the community violates the Honor Code. These actions prevent the teacher from **fairly evaluating** the student's progress or offering needed support. More importantly, they deny the student a **valid learning experience**, which is central to their education.

Though not exhaustive, the following are **examples** of actions that may violate the Honor Code:

- **Cheating:** Copying or giving your work to another person.
- **Plagiarism:** Representing others' ideas or expressions (whether published or unpublished) as your own without **proper citation** or credit.
- **Falsifying Data/Citations:** Manipulating or fabricating information or sources.
- **Fabricating Academic Documentation:** Creating false documents, such as letters of reference or academic records.
- **Lying to Administrators or Teachers:** Providing false or misleading information to school officials.
- **Purposeful Destruction, Theft, or Misuse of Electronic Media:** This includes damaging or improperly using computer hardware or software.

We take these actions seriously because they compromise the learning experience and the trust that is essential to our community. Upholding honesty and integrity allows all students to grow and thrive in an environment where they are supported and respected.

Please ensure that you are familiar with these guidelines and take responsibility for maintaining the highest standards of academic honesty. If you have any questions or concerns, feel free to reach out.



Central to this is the need for students to help create an environment in which everyone can learn and interact cooperatively. Safety, respect, and maintaining a positive atmosphere for learning is everyone's responsibility. When a student's behavior is such that these critical elements are jeopardized, disciplinary action is warranted.

Discipline Procedures

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

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact the child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

SUSPENSION/EXPULSION POLICY

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



Bully Prevention

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

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

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

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

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



Independent Study Attendance Policy

Attendance for **Evergreen Institute of Excellence (EIE)** follows the **California Education Code** for **Independent Study**. This model of education requires the **parent or legal guardian** to act as the **primary educator**, with the **guidance and support** of a credentialed teacher.

Attendance Verification

- ✓ **Student Engagement Log** – At each scheduled meeting, the supervising teacher will verify that the **Student Engagement Log** has been completed.
- ✓ **Attendance is Based on Work Completion** – Attendance can only be **claimed for completed assignments**.

Non-Compliance & Truancy

A **Truancy & Formal Non-Compliance Letter** will be issued if any of the following occurs:

- 🚩 **Missed meeting** with the supervising teacher.
- 🚩 **Incomplete or missing work** from the assignment sheet.
- 🚩 **Missed IEP tutoring session/intervention class**, if applicable.
- 🚩 **Ungraded work** or failure to submit work for review.
- 🚩 **Lack of communication** with the Supervising Teacher.

Assignment Expectations

- ♦ Teachers will provide **assignments** to be completed during the next learning period.
- ♦ **Failure to complete assigned work** or **other violations** of the **Master Agreement** may result in a **Truancy & Formal Non-Compliance Letter**, indicating that **Independent Study may not be the best educational setting** for the student.

Our goal is to **ensure student success** by maintaining **accountability, communication, and academic engagement**.

If you have any questions, please contact your supervising teacher.





CURRICULUM & TECHNOLOGY USE

At Evergreen Institute of Excellence (EIE), we are pleased to integrate **curriculum materials** and **technology** into our personalized learning programs. To enhance educational experiences, EIE provides access to textbooks, reading books, science equipment, Chromebooks, flash drives, and more, helping students meet their academic goals.

The Importance of Responsible Technology Use

Technology is a powerful educational tool but also presents potential risks. It opens the world to students, providing access to information and communication, while also exposing them to the dangers of inappropriate content and online victimization. The **Evergreen Union School District** (EUSD) is committed to balancing the benefits of technology with safety, carefully monitoring usage to ensure positive educational outcomes.

Technology Use Guidelines

EIE provides a wide range of **technology resources**, including:

- Computers
- The district's computer network (servers, wireless technology)
- Wi-Fi
- The Internet
- Email
- USB drives
- Wireless access points, routers, tablets, smartphones, wearable devices, MP3 players, and more

Students are expected to use these resources **responsibly** and for **educational purposes only**. The district has the right to monitor all online communications to ensure proper usage.

Student Obligations and Responsibilities

- **Safety & Responsibility:** Students must use district technology safely and solely for academic purposes.
- **Account Security:** Students must not share their login credentials or passwords and should only use their assigned accounts.
- **Misuse Consequences:** Misconduct, such as attempting to gain unauthorized access or misuse of technology, will result in consequences, including possible suspension of privileges or removal from the school.

Restitution for Damages

Students are responsible for any damages to **school curriculum and equipment**. If no physical damage occurs but staff time is needed to reconfigure systems, students will be charged **\$50 per hour** for a minimum of one hour of staff time. Chromebook Accident Insurance is available to opt into to prevent out-of-pocket expenses.

Indemnification

EIE does not make guarantees regarding the services provided and will not be held liable for any damages, including loss of data, service interruptions, or miscommunications caused by faulty software or equipment. **Use of school technology and the Internet is at the student's own risk.**

By using district technology, students and parents acknowledge the importance of maintaining safety and integrity while enjoying the benefits of technological advancements. If you have any questions or need further clarification, please don't hesitate to reach out.



TESTING and ASSESSMENT

To continue offering **innovative alternative educational programs**, charter schools must comply with the laws that govern them. Under **California charter school law**, we are required to demonstrate that our students are learning at a level **equivalent to or greater than** students in traditional schools. If we are unable to do so, we risk losing our charter, and students risk losing access to this valuable educational option.

We understand that **standardized tests do not always fully capture a student's knowledge and skills**. However, while we see firsthand how much our students are learning, assessments provide a necessary way to demonstrate this progress to our accrediting institutions, including:

- **California Department of Education**
- **Western Association of Schools and Colleges (WASC)**
- **California Charter School Association (CCSA)**

Participation in the CAASPP Program

With this in mind, we strongly encourage you to prepare your child to participate in the **California Assessment of Student Performance and Progress (CAASPP) program**, which is **mandated by the state every spring**.

✓ Confidentiality & Purpose

- **Individual results will NOT be used to track or label students** at the state level.
- **Results remain confidential** and are shared only with parents/guardians and the student's teacher(s).
- **Parents should keep these reports** for discussions with teachers about how best to support their student's learning.

Additional Local Assessments

In addition to state testing, we conduct **local assessments three times per year**. These allow us to personalize instruction and guide students' educational plans effectively.

We appreciate your support in ensuring that your student participates in these assessments, as they play a crucial role in maintaining our charter and demonstrating the success of our educational programs.

STUDENT EXTENDED LEARNING FUND (SELF)

Evergreen Institute of Excellence designates a portion of the **school-wide budget** toward each student's **individual learning plan**. This allocation is determined through collaboration between families, staff, and the school, with final approval by the teacher and charter director.



Guidelines for Budget Allocation & Purchases

- ✓ **Student Budget Use:** The student budget represents the **maximum amount available** to support educational needs beyond the curriculum provided by EIE.
- ✓ **Approval Process:** Educational needs are identified through discussions between the **educational team, parents, and students**; however, **final approval of all expenditures** is determined by the EIE director.
- ✓ **Purpose of Funds:** The **Student Extended Learning Fund** is designed to **enrich** students' education by providing additional resources **beyond the basic materials provided by parents**.
- ✓ **Non-Religious Materials:** All funded materials and resources must be **secular (non-religious) in nature** to align with educational guidelines.

If you have any questions regarding budget allocation or allowable purchases, please reach out to your supervising teacher.

VENDORS

We are pleased to offer a valuable resource that allows students to utilize educational funds for services provided by **contracted vendors**. Our list of **approved vendors** includes a variety of unique learning opportunities across multiple subject areas, helping students meet their educational needs.

Important Information About Vendor Services

- ✓ **Approved Vendor List:** If you would like to see a specific vendor added, please discuss it with your teacher. Vendors must complete an approval process before being added to the list.
- ✓ **Payment for Services:** The school will **only** begin paying for services once a vendor has been officially approved.
- ✓ **Student Fund Limits:** If a student exceeds their allocated educational funds for the school year, the **parent is responsible** for paying any overages directly to the vendor.
- ✓ **Missed Sessions:** EIE **cannot** pay for missed vendor lessons or sessions. If a student cannot attend a scheduled class, parents must communicate with the vendor and follow their absence policy.
- ✓ **Pro-rated Budgets:** Students enrolling **after the first month of the school year** will receive a **prorated budget** based on their start date.

Vendor & Safety Policies

⚠ **Vendors Are Not EIE Employees:** While we require businesses to ensure **employee fingerprinting compliance** per **California law**, we strongly encourage parents or guardians to **stay with and/or monitor their child's interactions** with vendors.



****THE STATE OF CALIFORNIA HAS REQUIREMENTS FOR VENDORS, WHICH EIE MUST ENFORCE.***

IN CASE OF *EMERGENCY*



EMERGENCY INFORMATION AND SCHOOL CLOSURE INFORMATION

Ensuring the safety of our students is a top priority at Evergreen Institute of Excellence (EIE). In the event of an emergency, we require **up-to-date contact information** from all parents and guardians to reach you quickly if necessary.

Required Emergency Contact Information

Please provide and update the following details as needed:

- ✓ **Home Address(es) & Phone Number(s)**
- ✓ **Work Address(es) & Phone Number(s)**
- ✓ **Emergency Contact(s) (Relative/Friend)** who can care for your child in your absence
- ✓ **Medical Care Provider** (if applicable)

To update your emergency contact information, please email **Dena Hagan** at: **dhagan@evergreenusd.org** or call **(530) 377-7850**.

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

♦ **How You Will Be Notified:**

- ParentSquare email notifications
- Automated phone messages
- Local media announcements

♦ **What NOT To Do:**

- ⊘ **Do not drive to the school** – Emergency vehicles need clear access.
- ⊘ **Do not call the school office** – Phone lines must remain open for emergency communication.

♦ **Student Relocation Procedures:**

If students must be relocated to another site, **EIE will arrange transportation** and notify parents via

ParentSquare with details. Students will **not** be released early without prior notification through official channels.

♦ **Individual Student Emergencies:**

If a situation involves a specific student (e.g., injury or trauma), school personnel will **directly** contact that student's parent/guardian using the emergency contact details on file.

School Closures & Weather-Related Updates

In case of a **school closure due to emergencies or inclement weather**, please check:

 Local radio and TV stations

 ParentSquare emails and texts

For any questions about our **emergency preparedness procedures**, please contact **Mrs. Dumore**.

Thank you for your cooperation in keeping our students and community safe.

Safety Drills

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

Student Safety

Student Safety (Reference Board Policy/Administrative Regulation 5142)

The Board of Trustees places high priority on safety and on the prevention of student injury. The Director and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations. The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receive training in safety practices and supervisory techniques which will help them to forestall problems and resolve conflicts.

Emergency Contact

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

Accidents

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

Student Health & Attendance Policy

At **Evergreen Institute of Excellence (EIE)**, the health and well-being of our students and staff are a top priority. To ensure a **safe and healthy learning environment**, we kindly ask families to **monitor their child's health** before sending them to school.

When to Keep Your Student Home:

- 🚫 **Fever** – Students must be **fever-free for at least 24 hours without medication** before returning to school.
- 🚫 **Gastrointestinal (GI) Issues** – Please keep students home if they are experiencing any **stomach-related illness, including nausea, vomiting, or diarrhea.**

Notifying the School of an Absence:

🗣️ If your student will be absent from an **in-person class**, please **inform their teacher** (in-person or supervising teacher) as soon as possible.

Thank you for helping us maintain a **healthy and supportive learning environment** for all students and staff!



Medications at School (Reference Board Policy 5141.21)

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

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

Health Screening

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

Immunizations

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

For students not fully immunized, on-campus activity is limited and the student may be excluded during an outbreak. EIE requires a waiver on file acknowledging these limitations.

If you would like your child to attend school, without proof of the legally required vaccinations, California law requires that you complete the process to obtain a medical exemption. First, you are

required to register for a CAIR-ME account, at <https://cair.cdph.ca.gov/exemptions/home>. On this website, you will need to complete the required information to request an exemption. From there, you will need to contact your doctor with your “Medical Exemption Number” to complete the required information about whether or not a medical exemption is warranted.

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

Head Lice

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



MEALS AT SCHOOL

Although we are a non-classroom based program, we greatly appreciate your time in completing and returning the **Fair Share Survey**. Our charter funding is directly impacted by the percentage of students who qualify for the **Free and Reduced Meal Program**.

Please note that **all students, regardless of eligibility, will have access to breakfast and lunch at no charge.**

For students who wish to receive lunch, please **request it by 8:30 AM on the day it is needed** by either:

Emailing: dhagan@evergreenusd.org

Calling: (530) 377-7850

Thank you for your participation and support!

CAFETERIA

Breakfast - Lunch / National School Breakfast and Lunch Program

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

Applications for the Free and Reduced-Priced Meals Program

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

Meal Prices

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

- **Breakfast Prices:** Regular \$0.00 / Reduced \$0.00 / Free \$0.00 / Adults \$3.00
- **Lunch Prices:** Regular \$0.00 / Reduced \$0.00 / Free \$0.00 / Adults \$5.00
- **2nd Breakfast:** EIE Students will be able to grab a quick 2nd Breakfast meal during a mid-morning class break. Since EIE students are not on campus for the 1st breakfast, there is no charge.

Food Allergies

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

For additional information regarding Food Service Operations/Cafe Fund please visit our website at evergreenusd.com. Please feel free to call the Food Service Director at (530)347-3411 ext. 7533, if you have any questions.

EIE Transportation Procedures

Field Trips

As a **flex-based learning program**, where parents serve as the daily teachers, EIE **does not provide transportation** to optional school-sponsored events.

Parents are responsible for:

-  Providing transportation for their child, **or**
-  Making alternate transportation arrangements.

 **Please Note:** A signed **Field Trip Permission Form** is required **before** a student may participate in any field trip or school-sponsored event.

High School 2 Future

Students participating in **High School 2 Future** classes on the **Shasta College campus** are required to have an annual acknowledgment form on file.

 This form outlines and confirms the responsibilities of both the student and parent regarding participation in the program.