



EVERGREEN ACADEMY™

Evergreen Academy
Home of the Eagles
Parent / Student Handbook
2023-2024

16017 118th Place NE
Bothell, WA 98011
425-488-8000
www.bothell.evergreenacademy.com

Principal's Message

Welcome to Evergreen Academy. We are extremely pleased to have your family join ours as we enter into a new academic year.

Evergreen Academy's academic program for pre-kindergarten through fifth grade is a strong, skills-based, comprehensive curriculum. This well-developed program enables our students to achieve success in learning as well as to participate in an extended day program in a safe, structured and supervised environment. In addition, we firmly believe that parent involvement is one of the significant reasons that our children succeed in school. This Parent and Student Handbook will serve as a guide throughout the year as we work together on your child's behalf.

The teachers and administrators of Evergreen Academy welcome the opportunity to meet with you at any time throughout the school year and, of course, are always pleased to respond to any questions you may have. We are dedicated to ensuring that our curriculum and instruction reflect the vision and principles that our school embodies. We are pleased that you have chosen Evergreen Academy for your child's education and thank you for your commitment and partnership.

Here's to a wonderful year!

Amy Morey
Principal

Evergreen Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Contact Information

Address

16017 118th Place NE

Bothell, WA 98011

Front Office Phone: 425-488-8000

Amy Morey, Principal - amy.morey@evergreenacademy.com

Michelle Coster, Asst. Principal -

michelle.coster@evergreenacademy.com

Darcy Simpson, Office Manager -

darcy.simpson@evergreenacademy.com

School Operations

Mission & Vision

Mission Statement

The mission of Evergreen Academy is to provide a positive, inclusive environment that fosters a growth mindset, through social and emotional learning. Our students strive to take risks, persevere, and grow academically as individuals and team members.

Vision

Evergreen students will become responsible, confident citizens, creatively solving problems and supporting others with kindness and empathy.

Hours of Operation

Business Hours

School Hours: 8:00 a.m. to 4:00 p.m. Monday-Friday

Extended Care Hours:

Morning Care 7:00 a.m.- 8:10 a.m.

Afternoon Care 3:10 p.m. - 6:00 p.m.

Arrival & Dismissal Times

Pre-Kindergarten	8:10 a.m. - 8:20 a.m.	3:10 p.m. - 3:20 p.m.
Kindergarten	8:10 a.m. - 8:20 a.m.	3:10 p.m. - 3:20 p.m.
First Grade	8:10 a.m. - 8:20 a.m.	3:10 p.m. - 3:20 p.m.
Second Grade	8:20 a.m. - 8:30 a.m.	3:20 p.m. - 3:30 p.m.
Third Grade	8:20 a.m. - 8:30 a.m.	3:20 p.m. - 3:30 p.m.
Fourth Grade	8:30 a.m. - 8:40 a.m.	3:30 p.m. - 3:40 p.m.
Fifth Grade	8:30 a.m. - 8:40 a.m.	3:30 p.m. - 3:40 p.m.

Before Care

Our Extended Care buildings open at 7:00am for all students needing before school care. PreK is located within their classroom for extended day and will remain there for

the duration of the day. K-5 students are located in our extended day building and will move to class at 8:10 am.

Arrival Procedures

- Cars enter the parking lot at the Juanita Woodinville Way/Brickyard Road entrance (our only entrance) and proceed to designated class appropriate drop off spots (see map).
- Once the car is stopped, a staff member will open the back, rear, passenger side door which is facing the school, assist the student/s out of the car, and close the door.
 - a. Students should be sitting behind the front passenger and be able to unbuckle themselves from the seatbelt or booster seat.
 - b. Students must have all backpacks, lunch boxes, etc. with them in the back seat as no other doors or trunks will be opened unless absolutely necessary.
- Once the staff member and student/s are away from the car, the car may pull slowly away and exit the parking lot onto 160th Street.

Dismissal Procedure

Students may be picked up at the end of their academic day or remain on campus for after school care if they are signed up for our Extended Day program or an enrichment. Students may only be picked up by parents/guardians or adults listed on their Alternative Pick-Up Authorization form. A request can be made in writing or in person at the front desk to add another adult to the approved list.

- Cars enter the parking lot at the Juanita Woodinville Way/Brickyard Road entrance (our only entrance) and proceed to designated class appropriate pick up spots (see map).
- Once the car is stopped, a staff member will open the back, rear, passenger side door which is facing the school, assist the student/s out of the car, and close the door.
- Once the staff member is away from the car, the car may pull slowly away and exit the parking lot onto 160th Street.

After Care

After care is available from 3:10 - 6:00 pm, by packages only. Drop-in care is not an option. Parents will need to come into their child's designated extended day location to sign out their child. A \$5.00 per minute fine will be assessed for students picked up after 6:00 p.m.

Enrichment Classes

Enrichment Classes are offered each trimester, with a total of 8 weeks per session. Classes are held after school from 3:45-4:45 M-F and vary in activity, but typically include a variety of sports, culinary activities, computer programming, and art classes. Enrichment packets will be delivered to parents, through your child's Friday folder each trimester with detailed information on the classes offered each session, including a description and cost for each class. Children may enroll in multiple classes for the week.

Arriving Late/Picking Up Early

Late Arrivals

Students arriving five minutes after their final arrival time will be considered tardy. To enter the main doors from the outside, parents and students will ring the doorbell, and the door to the lobby area will be unlocked by staff. The parent will need to sign in the student and the student may head to class.

Early Pickups

When possible, please notify the teacher and the front desk in advance so that materials can be packed and ready to go. Park in front of the main office and check in at the front desk where your child will be called for dismissal. Sign out your child and indicate whether he/she will be returning to school that day.

Academic Half Day Schedules

On an academic half day, students will complete their morning schedules. The academic day ends around noon and a staggered dismissal will proceed at that time. No lunch will occur on half days.

Early Release Dismissal Schedule

Pre-Kindergarten	11:40 am
Kindergarten	11:40 am
First Grade	11:40 am
Second Grade	11:50 am
Third Grade	11:50 am
Fourth Grade	12:00 pm
Fifth Grade	12:00 pm

Winter & Spring Academic Breaks

The campus is open for break camps during the winter, mid-winter and spring academic breaks. Campers participate in a variety of structured, theme-based camps. There is a daily fee to participate in these camp days.

Summer Camp

Camp information packets are distributed in January. Camp tuition is paid weekly. Space is limited and registration is on a first come, first served basis.

Professional Development Days

A per day rate will be charged during professional development days. Prices may vary depending on the activity. Space is limited and registration is on a first come, first served basis.

Visitors

All visitors should check into the main office and sign in. Once finished, visitors should sign out before leaving for the day.

Admissions Process

We welcome new students and families, and want to make sure that every student is successful in our academic program. Therefore, we do require students who are interested in attending our school to:

- Provide the most recent school year's report card & behavior records
- Provide any other pertinent school records
- Provide a teacher recommendation
- Take a required entrance exam (\$75 fee)

This admissions' process helps us ensure that all students who attend our school will be successful academically, socially, and behaviorally.

Upon admittance, a registration form, non-refundable registration fee (\$690) as well as other necessary school forms will be collected.

Enrollments/Withdrawals

Based on the signed tuition agreement, tuition can be paid in one payment or in 10 payments due on the first of every month. A \$30 late payment fee is assessed after noon on the day following the due date. A charge of \$25 will be applied to an account in which a check is returned. ACH (automatic payment system) is the preferred method of payment. To enroll in automatic payment, please reach out to the administrative team. To check on a tuition account balance or request a tuition invoice, please contact our office manager by calling (425) 488-8000.

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from school prior to the last day of the school year must give one month's written notice in order to be excused from paying tuition for periods following the withdrawal date (see the Tuition Agreement for details). A student can be withdrawn from school for academic or behavioral reasons as determined by the administrative team.

Student Records/Requests

All requests for student records must be submitted in writing to the administration and should be accompanied by a signed form provided to the school requesting the records. Requests may take up to seven school days to process. We appreciate your patience.

Upon application, please complete our Student Record Request form which allows us to process the request from your former school. Cumulative files contain immunization information, reports cards, standardized test data, and general student information.

In addition to the student cumulative files, the following forms are required for EVERY student each year and are kept in the administrative offices.

- Current Tuition Fee Schedule (distributed at registration)
- Current Tuition Agreement (distributed at registration)
- Applicant information (distributed at registration)
- Automatic Payment (ACH) Forms, if applicable
- Extended Day Registration Form if applicable (distributed in summer mailing)
- Supplemental WA State form (distributed at registration)
- Current Immunization Records

Attendance

It is our expectation that all students will be in school every day when they are healthy enough to do so. Please call or email the school office and your child's teacher to notify us when your child will be absent and for what reason.

Most students do not exceed ten absences per year, or an average of one day per month. Absences affect a student's ability to learn to his/her fullest potential. If your child's absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can justify not extending re-enrollment to a student for the following school year. Please consult with the administration if you have any questions or concerns.

Lateness to school is sometimes unavoidable. A pattern of repeated lateness, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time.

Late Arrival Policy:

If lateness is a consistent issue, a conference will be scheduled to determine a plan for consistently arriving on time and for making up any missed work due to the tardiness.

Accreditation

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, our primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

Every five years, we go through the accreditation process. We most recently completed the accreditation cycle in 2022 and are accredited through Cognia.

Educational Programs

Curriculum

The core curriculum contains the content of what we teach—the state or national academic standards. In planning instruction and lessons, we weave both 21st century themes and skills into the delivery of the content standards in language arts, mathematics, science, and social studies.

Each school year is divided into trimesters which incorporate the concepts such as design thinking, global understanding, systems, etc. Teachers design academic experiences to incorporate these concepts and specialized projects are embedded as well.

Spring Education Group is an affiliate of the Partnership for 21st Century Skills. This organization promotes the teaching of Life and Career Skills, Learning and Innovation Skills, as well as Information, Media, and Technology Skills. These essential skills are taught in both the regular content delivery as well as through classroom projects.

Giving Without Walls

The Giving Without Walls projects allow our students to be active participants in service learning opportunities. Service learning projects integrate meaningful community service with instruction and reflection to enrich the learning experience, to teach civic responsibility, and to encourage lifelong civic engagement. Giving Without Walls projects develop content area skills, along with civic literacy and reinforcement of 21st Century Skills. Our students are an active part of their own learning and the projects assist them in enhancing their connection to their school, community, and world. These projects enable the students/teachers to identify a need, to investigate issues, to research and evaluate possible solutions, to develop and implement a plan of action, and to assess and to reflect on the results. Project timelines vary by class.

STEM

Each grade level also participates in projects that integrate science, technology, engineering and math (STEM). These projects focus on innovative and inventive thinking

through integrated, investigated studies. In the 1st-5th grade classrooms, the students will explore designs that incorporate all four content areas.

Personal Learning Plans

The Personal Learning Plan provides an opportunity for teacher, parent, and student to set goals and to measure progress on school-related learning that is not captured on the traditional report card. The Personal Learning Plan is completed at midterm and then sent home for parent review.

Academic Assessment

Assessment is an integral part of instruction, as it determines whether or not goals are being met. Assessment inspires us to ask these hard questions:

- Are we teaching what we think we are teaching?
- Are students learning what they are supposed to be learning?
- Is there a way to teach the subject better, thereby promoting better learning?

Online Reading and Mathematics Assessments

Online assessment tools provide our staff with valuable information regarding how well our students are meeting or exceeding reading and mathematics standards throughout the year. Students are assessed a minimum of three times per year through the iReady program. Teachers use the assessment information to customize student groups and lessons which insure that every student is receiving the appropriate instruction for his/her reading and math level. Educators refer to this as "assessment for learning" because the results help teachers learn about each child's needs and they can then adjust lesson plans and instruction to meet the needs of each student.

CTP Assessments

Excellence in education requires personalized insight into the learning achievements of every student. Comprehensive Testing Plan (CTP) from ERB, administered yearly to first through fifth graders, offers parents a vision of their child's profile of strengths and opportunities for development, and their learning trajectory. To administrators and teachers, it provides important insights to evaluate instruction, curriculum resources and professional development plans. The assessment scores also allow us to make better decisions as we plan for the start of next school year. Testing occurs during the months of April and May, with results being sent home during the summer.

Outdoor Education Program

Evergreen Academy's Outdoor Education Program is based on the belief that the skills developed and practiced in the outdoors will transfer back to everyday life.

Students develop a sense of place in the Pacific Northwest. Through their participation in the outdoor program, students experience the varied terrains of Washington State, understand the geography and ecology, and develop an appreciation for the immense beauty surrounding us. The program gives each of our students the opportunity to develop a personal connection with the natural world, centered in their sense of themselves in our local environment.

Students learn how to contribute as members of a team. Each outdoor trip requires students to work in teams. The success of the team depends on every member doing his or her part. Collaboration is required to perform shared tasks and meet shared challenges. Responsibilities are shared all around and therefore success is shared as well.

Students take physical, emotional, and social risks. In the natural environment students are pushed outside their comfort zone in a safe and productive way. Through those experiences they learn to exercise responsible risk-taking. These experiences challenge students' physical and emotional limits, developing the self-confidence that comes with success.

Students practice problem solving. Each outdoor trip exposes students to situations in which they face significant challenges without predetermined or familiar means of meeting those challenges. In such situations, students learn to adapt and improvise to meet these challenges and predict potential outcomes and consequences. This ability to adapt, improvise, and predict will transfer to students' everyday lives.

Classes are designed to enhance learning standards and evening activities provide fun and fellowship for students and teachers.

Parents will be notified of associated costs and provided ample time to make payments towards the trips. A permission form must be completed and submitted to the front office in order for a student to attend all trips.

Outdoor Education - Grade 3

In the fall, our 3rd graders travel to Mt. St. Helens with parents as partners in this three day, overnight adventure. Students get face-to-face with geologic forces and discover the amazing stories of plant and animal life in the heart of the blast zone. The hands-on and outdoor activities offer foundational knowledge, team building, interactive adventures and guided inquiry. Students will learn the foundations of basic volcanic geology – plate tectonics, volcanic rocks and lava, the 1980 Mount St. Helens eruption, and on a hike students will use clues from the landscape to solve the puzzle of the eruption, and to discover how life has rebounded since 1980. Mount St. Helens is a living, outdoor laboratory.

Outdoor Education - Grade 4

Islandwood is the destination for our 4th grade class. On this four day adventure, students engage in experiential and project-based fieldwork that appeals to many different learning styles and interests. Using the cultural and natural environment as a context, this program integrates scientific inquiry, technology, and the arts. Students will spend a majority of their time participating in hands-on, outdoor field study projects. There are multiple learning studios, a fenced garden classroom and greenhouse, and a team course that round out the experience.

Outdoor Education - Grade 5

Our 5th grade class heads off to Camp Seymour in Gig Harbor to explore ecosystems, better understand the natural resources around us, and increase their understanding of team building and outdoor skills. Students participate in classes such as marine science, forest ecosystems, wildlife ecology, and sustainability and the living machine, orienteering, canoeing, small group challenge as well as co-op course and climbing wall.

Parent Communication

Clear and consistent parent communication is essential to the success of our program. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters children's learning and development. Students need to know that their teachers and their parents have formed an alliance in order to make sure that their learning experience is positive and supportive. We strive to have the rules and expectations that govern the classroom reinforced at home. Essentially, parents and teachers are a team. In order to stay informed, be active in school programs, and be an integral part of your child's academics, please make sure the front office has an updated email address, and please take advantage of the following communication pieces:

- Weekly Newsletters –A newsletter will be emailed to provide families with a glance into each week.
- Monthly Calendar – At the beginning of each month, a school calendar will be sent home to provide families with a listing of events.
- Friday Folders – Every Friday, students will arrive home with a folder containing some of their work from the week and important event communications. Folders should be signed and returned on Monday. Student work remains at home unless otherwise noted by the teacher.
- Email – Since instruction will not be interrupted for phone calls, email is an excellent way to communicate with your child's teacher/s. When possible, emails will be returned within 24 hours.

- Phone Calls –To avoid class interruptions, teachers and students should not be contacted by phone during instructional hours. A phone message can be taken in the front office and teachers can return the message at their earliest convenience, except in the case of an emergency.
- Parent Conferences – Parent-teacher conferences can be scheduled throughout the year as needed. There will be fall conferences scheduled for all families in November. Parents may also request additional conferences throughout the year. It is best to schedule an appointment by contacting the teacher by email or calling the office. Due to time constraints, after hours meetings are not always available unless a request is made in advance.
- Volunteering - Each classroom has volunteer opportunities between the hours of 8:30 am and 3:30 pm. We encourage you to volunteer in your child's class regularly, and teachers have a wide variety of opportunities available. If you aren't able to come onto campus to volunteer, talk with your child's teacher and OPT about after hours volunteer opportunities! For the safety of our students, all in person volunteers must complete a background check (RCW 43.43.830), and minimize classroom interruption.
- Curriculum Night – Each teacher will be hosting an information session in order to provide details on daily routines, academic and behavior expectations, field trips, and more.
- Move Up Events - Move Up Events are held during January for parents to preview the next grade level. This is held during priority re-enrollment and is a great way for families to have their questions answered about the upcoming grade.

Addressing Concerns

We care about our families and our community. Whenever you have a concern or problem, please reach out as soon as you can so the issue can be discussed and resolved. If you have a concern, we will do what we can to come to an appropriate resolution for all parties.

First Step: You should always contact the teacher first regarding student progress, assignments, social situations, behavior, etc. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher. While

emailing can be convenient, sometimes a face to face meeting would be most effective.

Second Step: If you still have a concern, then you should talk to the administrator. This should be done only after a direct (face to face, not email) conference with the teacher.

Other Concerns: Concerns regarding overall school programs, staff, curriculum, etc. should be directed to the principal or applicable administrator.

Behavioral Expectations

It is the philosophy of Evergreen Academy that all students, parents, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate; therefore, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously. It is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors, and using positive reinforcement. Positive classroom and school agreements allow students to know what behaviors are expected of them.

Core Values

The following 4 values are at the core of Evergreen Academy's school culture, and contribute to the school environment:

- Respect- All individuals - families, students, and staff - associated with Evergreen treat others just as they wish to be treated and display continuously courteous manners and self-discipline.
- Responsibility- All teachers, students, and parents hold every student to the highest academic and behavioral expectations.
- Perseverance- All teachers, students, and parents commit to do whatever it takes to prepare each student to achieve success in the finest high schools and colleges and that means NEVER giving up.
- Compassion- All teachers, students, and parents commit to show kindness, and to see the greatest good in the eyes of those around us. It's defined as the desire to help someone who's in distress. Compassion, in other words, is a feeling and an act, and the best way to teach it is to put it into action.

Discipline Policies

- Individual class rules are established by the classroom teacher.
- Rules will be stated in positive terms within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced.
- Consequences include reflection on the part of the student and the identification of appropriate choices.
- With recurring inappropriate behaviors, the goal is to teach and reinforce the appropriate choices. Individual behavior plans may be required if behavior is frequent and not redirected through various techniques.
- Recurring inappropriate or difficult behaviors will be documented by the classroom teacher and communicated directly to parents. Depending on the severity and frequency, a student may be directed to the office.
- Notification of an office visit will be communicated to parents by the teacher/administration.
- Consequences will be designed to fit the problems of individual students.
- Behaviors that put others at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom and may require further action through an assigned detention, suspension, or expulsion.

Behavior/Consequence Procedures:

1. Identification of the behavior and reminders of positive and appropriate choices
2. Redirection and/or offering of choices
3. Individual conference including reflection and possible short term recovery in an setting
4. Consequence including reflection
5. Communication to parent

Most behaviors do not proceed past step three and parents may not be notified under these circumstances unless the behavior procedures are required on a regular basis. If a child's behavior moves beyond step three, parents will be notified by the teacher.

Schoolwide Behavioral Expectations

At all times, students are expected to:

- Be respectful of each other (share, collaborate, use appropriate language and humor, no bullying, fighting, stealing)
- Be honest
- Be prepared for each class (supplies and assignments, arrive on time)
- Be respectful of school property (clean up after self and others, no graffiti, eat in designated areas only, no gum anywhere on campus, dispose of garbage, keep books and equipment in good condition, no stealing)
- Be safe at all times (walk, quiet voices, no throwing of objects, no pushing, leave unapproved items at home, follow playground rules)
- Be respectful of all staff and follow the instructions given
- Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms)
- Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, good sportsmanship)
- Be in appropriate uniform

Within the classroom, students are also expected to:

- Complete all assignments and come to class prepared (paper, pencil, notebooks, books, iPads charged)
- Be respectful of their teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times – break, lunch, before and after school, raise hand, refrain from “calling out”)
- Follow established rules as well as those specifically assigned by each teacher.
- Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected. Time missed beyond reasonable expectation must be made up.
- Complete own work. Students may not copy the work of others, peers or authors, without citing their sources.

If the behavior expectations cannot be resolved through the above policies and procedures, or (in our sole discretion) if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to insure the health and

safety of all children. We may also suspend or dismiss a child (in our sole discretion) for lack of parental assistance in efforts to work with a challenging situation and/or violations of our policies.

- In school suspension – student completes the school day and assigned work in a designated location on the school premises.
- Out of school suspension – student completes the school day and assigned work at home.
- Expulsion – student is disenrolled from the school and may not return.

Student Uniform/Dress Code

At Evergreen Academy, elementary students are required to wear uniforms Monday through Thursday, during field trips (unless stated otherwise) and on class picture day. The benefits of school uniforms include promoting the mindset of school as a special place with special expectations, and helping students develop a sense of school pride.

Evergreen Academy school colors are evergreen, navy blue, khaki, and white.

All clothing worn to school must be clean, neat and age appropriate.

All outerwear/coats/non-uniform sweatshirts must be removed in the classroom. If your child gets cold easily, you will need to purchase approved sweaters or sweatshirts. You can also utilize spirit wear for this purpose, too!

Free Dress Days

Fridays are free dress days. Free dress is based on modesty, neatness, cleanliness and good taste. Students may wear jeans, however, any jeans or pants with large holes are not allowed. Pants also must fit properly. Shirts must cover the waist and halter-tops and spaghetti straps are not allowed.

All Students:

- Hats can only be worn outside at recess. This includes beanies, caps, etc.
- Please label all clothing and check the Lost & Found regularly for missing items.

- Jewelry should be simple and worn in moderation. Dangling and hoop earrings should be avoided for safety purposes.
- Shoes should be closed-toe for safety.

School Supplies

Students will need to purchase the following items prior to the beginning of the school year:

School Supplies (kits will be for sale in early May, lists will also be available)

Backpack

Lunch Box

iPad Case

Students will also need an iPad case. When school begins, Mrs. Holck will send you a notice with the dimensions of your child's iPad.

Medical/Emergency Procedures

Immunizations

All students are required to have an updated immunization form on file within thirty days of the start of the school year. Evergreen Academy will follow the rules and regulations provided by the state with regards to handling children's illnesses.

Medication

We will not administer medications of any kind (including over-the-counter medication), unless the following items are presented:

- If the medication is a prescription: The original prescription label must be present on the container along with the child's name, specific dosage instructions, and a current date.
- Note: In circumstances requiring specific skills or prior medical training to administer medications or use certain medical procedures, the family will need

to submit a Request for Modification form and required documentation to Spring Education Group.

- If the medication is NOT a prescription: Any type of medication which does not bear a prescription label will NOT be administered without a written note. This includes cough drops, eye drops, medicated ointments, pain reliever, sunscreen, etc.
- A Medication Authorization form must be filled out completely and accompany the medication.

Safety Drills

Safety procedures help keep students and staff safe in unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. The Principal reviews these procedures regularly with assistance from security experts as needed, and students and staff practice a wide variety of drills throughout the school year.

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child.

Accidents

If a child has an accident or incident during the day requiring medical attention beyond a simple bandage or cleaning, you will be contacted via email or phone. All head injuries incurred at school require us to notify a parent/guardian. In the event of a serious emergency, the school will secure immediate medical attention as described on the "authorization for medical treatment" on the child's Elementary School Tuition Agreement filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies. Your authorization allows us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician

or hospital other than your child's physician, if, in our judgment, there is insufficient time first to contact your child's physician. Your authorization allows us to make the decision if an emergency exists.

Illness

If a child becomes ill while at school, parents will be notified and requested to pick up the child at the earliest convenience. Children who have a fever of 100 degrees or higher, are vomiting, have diarrhea, or show signs of a communicable disease will be removed from the classroom to a quiet area, parents will be called, and pick up should follow within the hour. Children will not be able to return to school until the symptoms have disappeared and the child is fever free (without the use of a fever-reducing medication) for 24 hours. We reserve the right to ask for a doctor's note if a child has been absent for more than three days.