

# Evergreen Middle School Parent-Student Handbook 2016-2017 School Year

*Home of the Timberwolves*



## ***Mission***

*The staff is committed ensuring students meet Washington state standards in a safe learning environment*

## **School Contact Information**

<b>Principal</b>	Dr. Christine Avery
<b>Assistant Principal</b>	Ms. Lauren Kleinschmidt
<b>Assistant Principal</b>	Ms. Carmen Boggs
<b>Mailing Address</b>	7621 Beverly Lane Everett, WA 98203
<b>Main Office &amp; Fax #</b>	(425) 385-5700 ; (425) 385-5702
<b>Attendance Office</b>	(425) 385-5705
<b>Counselors</b>	(425) 385-5710
<b>Health Room/Nurse</b>	(425) 385-5706
<b>Website</b>	<a href="http://www.everettsd.org/Domain/13">http://www.everettsd.org/Domain/13</a>

Dear Evergreen Students and Parents:

Welcome to Evergreen Middle School, a school committed to the success of all students, where staff, parents, and the community are partners in the exciting challenge of creating the future.

It is our belief that policies and procedures are adopted to protect the health, safety, and the general welfare of all students. This handbook has been prepared for you, and we hope it will answer some of the questions you may have concerning "school life" at Evergreen Middle. All our actions will be directed toward providing a positive, safe, and challenging educational environment for all learners at Evergreen.

Laws of the State of Washington specify that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law also states that students shall be regular and punctual in attendance. Missing school for any reason impacts learning, achievement, and grades. We believe parents are the first and best teachers of their children and ask that you assist us in having your child at school on time in the morning and not leaving before the dismissal bell in the afternoon.

The Common Core State Standards established common learning outcomes for all students in Washington State. These standards have raised the rigor in all academic areas. The staff at Evergreen is committed to assisting each student meet these standards and preparing them for their future. Parents can do a great deal to ensure their children are meeting higher academic standards at school. How children are spending their time at home greatly influences their ability to learn in school.

The overall key to success is communication. Please keep this handbook, school and classroom newsletters, calendars, and other school information in a **quick reference** area in your home. More specific and detailed expectations are outlined in the students' agendas and our school district *Student Responsibilities & Rights*. If you have any questions or concerns throughout the year, please feel free to call me at 425-385-5700.

On behalf of all the whole staff, welcome to the Evergreen learning community.

Sincerely,

*Dr. Christine Avery*

Dr. Christine Avery  
Principal

## Regular Bell Schedule (as of 7/1/16)

### 6th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:23 am  
2nd 8:27 am - 9:14 am  
3rd 9:18 am - 10:05 am  
**Lunch 10:10 am - 10:40 am**  
4th 10:45 am - 11:32 am  
5th 11:36 am - 12:23 pm  
6th 12:27 pm - 1:14 pm  
7th 1:18 pm - 2:05 pm

**Buses Depart - 2:12 pm**

### 7th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:23 am  
2nd 8:27 am - 9:14 am  
3rd 9:18 am - 10:05 am  
4th 10:09 am - 10:56 am  
**Lunch 11:01 am - 11:31 am**  
5th 11:36 am - 12:23 pm  
6th 12:27 pm - 1:14 pm  
7th 1:18 pm - 2:05 pm

**Buses Depart - 2:12 pm**

### 8th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:23 am  
2nd 8:27 am - 9:14 am  
3rd 9:18 am - 10:05 am  
4th 10:09 am - 10:56 am  
5th 11:00 am - 11:47 am  
**Lunch 11:52 am - 12:22 pm**  
6th 12:27 pm - 1:14 pm  
7th 1:18 pm - 2:05 pm

**Buses Depart - 2:12 pm**

## LIF Friday Bell Schedule (as of 7/1/15)

### 6th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:13 am  
2nd 8:17 am - 8:53 am  
3rd 8:57 am - 9:33 am  
**Lunch 9:38 am - 10:08 am**  
4th 10:13 am - 10:49 am  
5th 10:53 am - 11:29 pm  
6th 11:33 am - 12:09 pm  
7th 12:13 pm - 12:50 pm

**Buses Depart - 12:57 pm**

### 7th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:13 am  
2nd 8:17 am - 8:53 am  
3rd 8:57 am - 9:33 am  
4th 9:37 am - 10:13 am  
**Lunch 10:18 am - 10:48 am**  
5th 10:53 am - 11:29 pm  
6th 11:33 am - 12:09 pm  
7th 12:13 pm - 12:50 pm

**Buses Depart - 12:57 pm**

### 8th Grade Schedule

#### **First Bell - 7:25**

1st 7:30 am - 8:13 am  
2nd 8:17 am - 8:53 am  
3rd 8:57 am - 9:33 am  
4th 9:37 am - 10:13 am  
5th 10:17 am - 10:53 am  
**Lunch 10:58 am - 11:28 am**  
6th 11:33 am - 12:09 pm  
7th 12:13 pm - 12:50 pm

**Buses Depart - 12:57 pm**

## Evergreen PTA

Evergreen Middle School has an active PTA that is eagerly looking forward to meeting you! Please join us in creating a positive home/school partnership for your children by becoming an active member and volunteer with our PTA. The full PTA Board is as follows:

**President:** Deanna Colon & Cookie Martin

**Secretary:** Janna Isaeva

**Co Vice-Presidents:** Kari Woodard & Vanessa Lundheim

**Treasurer:** Cindy Holmgren

Our PTA has planned many exciting activities this year of which we know that you will enjoy. Look for scheduled events in our parent newsletter *Timberwolf Talks* sent home bi-monthly with students in hard copy, emailed to all parents (who has their email address in our database) and posted on our school website under the *Parents* tab.

## Arrival

Student supervision on campus begins at 7:15 a.m. **Students are not to arrive on campus before 7:15 a.m.** The school does not assume responsibility for supervising students prior to that time.

### **Student Pick-up and Drop-Off**

Students can be picked up and dropped off by parents, at the north entrance (Beverly Blvd). Student drop off is located **past the gym** towards the tennis courts.

### **Attendance**

Regular and prompt school attendance is essential for continued student progress and school success. When a student arrives at school after 7:30 a.m. he/she is considered tardy and must check in at the attendance office before going to class. At the secondary level, a student's attendance will be recorded as a period absence if the student arrives 5 minutes or more late to class or leaves 5 minutes or more early. It is expected that students will attend class on every school day, all day. Our attendance office keeps a record of all student absences and tardies. A parent/guardian should call the office at 425-385-5705 before 10:00 a.m. on the day their student is absent from school, unless the absence is pre-arranged. If the parent/guardian is unable to call in the absence, students must bring a note signed by the parent upon returning to school stating dates missed and reason for the absence. An automated calling system will attempt to contact parents by phone and/or e-mail if contact has not been made by the parent prior to 10:00 a.m. on the day of the student's absence. **Unexcused absences must be excused within 48 hours of the absence.**

If your student will be absent for three (3) or more days you may request homework. **Please allow 24 hours for assignments to be collected and sent to the main office for pick up.** There will be extra time allotted to make up work. Students have the responsibility to find out what was missed while they were gone. Students will be expected to make up all missed assignments, including P.E. Students will need to schedule PE make-ups with their PE teacher. We discourage student absences due to vacation or appointments scheduled during the school day. Please refer to [EPS Policy 3122](#) for additional information on our district's attendance guidelines.

### **Tardies**

Students are tardy if they arrive after the published start time or leave before the published end time for a single class period. The missed learning time will have to be made up in detention during lunchtime or after school the following school day.

### **Early Dismissal**

We **discourage early dismissals** because we believe that each school experience is valuable to a student. However, we do recognize the need for doctor and dental appointments or emergencies that may come up. To pre-arrange an early dismissal, students need to come to the Attendance Office before school with a signed note from their parent/guardian indicating the date and time for early dismissal to receive an early dismissal slip. To dismiss a student early, a parent or guardian must check in with the attendance office in the Commons to request their student and to sign the student out of

school. Students will be released only to parent/guardians or to emergency contacts listed on the student's contact list.

### **Dismissal**

Students are to go directly home when the school bell rings at **2:05 p.m. for dismissal unless they are involved in a supervised school activity**. School rules apply while students are on their way to and from school. If you are meeting your child on campus, please meet your student outside on the North side of the building. **Please do not stand outside classroom doors at the end of the school day, this is a safety issue.**

The safe arrival home of every child is of our highest concern. To ensure students arrive home safely, parents must notify the school with a written note when there is a pre-planned change in how the student will be going home. Such changes include: parent pick-up, going home with a friend and/or going home on a bus with a friend that is not their regular bus route. If a note has not been provided, we will instruct the student to follow their regular transportation arrangement. Please contact us prior to 12:30 p.m. to ensure your message reaches your student prior to leaving campus.

### **Dress Expectations**

Student dress will be regulated to preserve a constructive, undisrupted and safe learning environment for all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per [EPS Policy 3224](#).

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities, and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

1. Attire that does not cover undergarments; inadequately covers chest/breasts/shoulders, midriff, buttocks or thighs; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism. Pants, shorts and skirts must be worn at the natural waistline; hemlines should be 2" below the fingertips when arms are in a resting position at the sides. Straps on shirts should be at least 2" wide and cover undergarment straps.
2. Any clothing that would create an atmosphere in which a student, staff member, or another person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
3. Head apparel, other than religious in nature, may not be worn inside the building. Baseball hats may not be worn during school hours anywhere on school grounds.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to [EPS Procedure 3224](#).

### **Food Service Program**

Evergreen Middle School serves breakfast and lunch for students. Prices are:

	<b><u>Full Price</u></b>	<b><u>Reduced Price</u></b>
Student Breakfast:	\$1.25	Free
Student Lunch:	\$3.00	\$.40
Milk or Juice:	\$ .55	

Lunches may be prepaid or purchased on a daily basis. Parents are welcome to come to school and eat lunch with their children. Families may be eligible for free or reduced meals, and should complete the meal form included in the opening day packet.

Students are expected to act respectfully in the cafeteria, to use good manners, and to follow the directions of the cooks and cafeteria supervisors at all times.

Students are not allowed to leave campus at lunchtime. Lunchtime is 40 minutes, the first 15 minutes the students must stay in the cafeteria and the remaining time can be spent outside, in the library, or playing an indoor board game.

### **Basic Supply List**

3 ring binder	Colored pencils	Highlighter pens	Ruler
#2 pencils	Notebook paper (college ruled)	Erasers	Dividers
Ball point pens	Two Composition Books	Glue Stick	Scissor

Please refer to our school website and summer orientation packet for a detailed list of our recommended school supplies by grade level for this school year.

### **Prohibited & Limited Use Items**

The following items should not be brought to school: trading cards, pets, chains, lighters, game boys, PSP, toys, gum, hats, roller blades, shoes with rollers, skateboards, scooters, basketballs, footballs or any other sporting equipment or large amounts of money. Failure to leave these items at home may result in their loss or confiscation. **The school will not be responsible for confiscated items that are lost or damaged.** Possession and/or use of light or laser pens by students at school or on the school bus could be considered a weapon and are prohibited. [Refer to EPS Policy 3240](#).

Hats, purses and backpacks must remain in students' lockers during the school day. Cell phones need to be turned OFF and stored during school hours between 7:15 a.m. to

2:05 p.m. Cell phones that are being used or ring/vibrate during instruction will be confiscated. Students may use classroom phones to call home with teacher permission.

### **Cell Phone/Personal Electronic Device Policy**

Cell phones, MP3 players, iPods and e-tablets need to be turned OFF and stored during school hours between 7:15 a.m. to 2:05 p.m. Such devices that are being used or ring/vibrate during instruction will be confiscated. Cell phones may only be used after 2:05 p.m. Use of any cameras in restrooms and locker rooms is prohibited. Tablets may be used as an e-reader with teacher permission on a day-to-day basis. [Refer to EPS Policy 3246](#) for further information on appropriate use of personal electronic devices. Progressive consequences for students violating these guidelines are as follows:

**1<sup>st</sup> Offense:** Cell phone will be confiscated and held in the main office until the end of the school day. The student may reclaim it in the main office after 2:05 p.m.

**2<sup>nd</sup> Offense:** Cell phone will be confiscated and held in the main office until the end of the school day. The student's parent may reclaim it in the main office after 2:05 p.m.

**3<sup>rd</sup> Offense:** Cell phone will be confiscated and held in the main office until the end of the school day. The student's parent may reclaim it in the main office after 2:05 p.m. after meeting with a school administrator.

### **Fragrances**

Fragrances should be worn in moderation so as not to distract, adversely impact, or offend others. Some staff and students have health conditions that are aggravated by fragrances/perfumes. Should a staff or student's fragrance adversely impact another person at school, students will be asked to refrain from wearing fragrances to school.

### **Leaving the School Grounds**

Students are not permitted to leave the school grounds during school hours without parent permission. Students who do so will have their parents contacted immediately and will serve a school consequence for their actions.

### **Lockdown**

In the event an intruder enters Evergreen, a lockdown procedure will be implemented. An administrator will announce over the P.A. system to begin lockdown procedures. This will ensure that no staff member allows the intruder into a classroom. All school volunteers and visitors need to proceed to the nearest safe location. All windows and doors are to be locked and all window blinds are to be closed. Students and staff in rooms are to sit away from windows. All areas will remain locked and secured until the administrator gives the "all clear" signal to staff.

### **Library**

Use of the school library is part of the regular curriculum at Evergreen. With the supervision of the librarian and classroom teacher, students are encouraged to check out books and materials regularly. Fines are given for missing or damaged books. The library will be open several afternoons a week for students to work on projects with adult supervision.

### **Lost and Found**

Articles of clothing or other items found on the school grounds are taken to our "Lost and Found" box located in the cafeteria. Last year we had numerous unclaimed items. Please ask your student to check the box regularly for missing items. At the end of every month, unclaimed items will be taken to Goodwill.

### **Birthday Celebrations**

Flowers, balloons and gifts can be distracting in classrooms, cafeteria and school busses. Please avoid sending any flowers, balloons and food for birthday celebrations to school. If these items are delivered to a student at school we will hold them in the office **until the end of the day**, at which time the student will be called down to pick them up. Balloons and food are not allowed on school busses. Students will need alternate transportation if they need to take such items home at the end of the day.

### **Report Cards/Progress Reports**

Teachers will keep parents informed of students' progress. If a parent/guardian would like a weekly progress report, the office provides a form for students to hand carry to each teacher. Report cards will be mailed to parents/guardians approximately 2 weeks after the end of each semester. Please visit the online Parent Access Center at <https://lms.everettsd.org> to see your son/daughter's progress reports, attendance and assessment information.

### **School Services**

Evergreen Middle is fortunate to have many additional services to offer children in need of assistance. We have school counselors, who are available by calling the school counseling office. Our staff includes a school psychologist, English as a Second Language program, and remedial reading and math specialists. If you are concerned about your student's progress and would like more information about any of these services, please contact your student's teacher for more information.

### **Student Change of Information**

The school office needs accurate and up-to-date student information in order to keep in close communication with parents. It is extremely important to notify the school counseling office @ 425-385-5710 whenever any of the following occur: change in address, phone numbers (home or work), or in emergency numbers for your student. Students will only be released to those adults listed on the student information card.

### **Student Enrollment**

Parents may enroll new students at Evergreen within the normal school office hours of 7:00 a.m. to 4:00 p.m. Please bring the student's proof of physical residency (lease agreement, utility bill etc.) and immunization record for enrollment records. Students must be current on their immunizations in order to start school.

### **Student Withdrawal**

Parents of students who are moving away from Evergreen should contact the school in advance of the student's last day. We will make every effort to have everything ready for your student when he/she leaves. This includes a transfer card which will enable you to enroll your child in their new school quickly and efficiently. We recommend you pick up your child's immunization record from the school office prior to withdrawal.

### **Student Use of School Phones**

Students may use the school phone for emergencies only. The phones may not be used to make arrangements with friends. Such arrangements need to be made prior to school. Evergreen's phones are for school use only. All student calls need to be as brief as possible. If a student needs to use a phone, he/she may use a classroom phone.

### **Textbooks**

Textbooks are to be kept in good condition. Lost or damaged textbooks will merit fines.

### **Visitations**

Parents are welcome to visit their student's classroom or have lunch with their student. We ask that you write a note to your student's teacher at least one day in advance requesting the day and time you wish to visit. If you wish to have a conference with your student's teacher you need to schedule it in advance with the teacher. We require all visitors to sign in at the office and pick up a visitor's badge for identification. It is the school's policy to not accept student visitors (cousins, friends on vacation) in classrooms, at lunches or in assemblies during school hours.

### **Bicycles**

Students may ride their bicycles to and from school; approved safety helmets are required at all times. All students who ride their bikes to school are to follow [EPS Policy 3241](#) and these safety rules:

- Ride on the right-hand side of the road.
- Walk bikes on school grounds and when crossing the streets.
- Ride single file and be very careful when approaching people who are walking.
- Park and lock bikes in the bike rack; security chains or locks are required on all bicycles.
- The school is not responsible for lost or stolen bicycles that have been brought to school

**Skate boards, roller blades, and scooters are not allowed at school.** There are no appropriate means for storing these safely during the school day.

## **Buses**

Students who are bus riders are to ride their assigned bus each and every day. They should not arrive at the bus stop more than five minutes prior to the bus pick up time. Students may not ride a different bus, or get off at a different stop, unless parents have written a request for them to do so. Parent permission notes must be turned in at the school office, and the school secretary will fill out a bus permission slip for the child.

Students who ride buses are expected to follow the Everett School District bus riding rules (included in the student agenda). Students who continually misbehave on the bus will receive a bus referral, and parents will be contacted regarding their student's behavior. Students who continually misbehave on the bus may lose their bus riding privileges for a period of time.

School buses line up on the south side of the school (McDonalds side) at the beginning and end of the day. Please follow the signs posted in these areas, and **please do not park in the bus loading zones when picking up your student.**

## **Evergreen Sports**

Sixth graders may participate but not compete in Cross Country, Wrestling and Track. Only 7<sup>th</sup> and 8<sup>th</sup> graders may compete in school team sports. The following team sports are available at Evergreen: Wrestling, Football, Volleyball, Cross-Country, Girls' and Boys' Basketball, Track and Softball. We also have a Co-Ed Soccer Club for all grades.

## **School Nurse and Health Services**

The Health Room Assistant is available from 7:30 a.m. to 2:05 p.m. Throughout each school year, students become sick at school. Our procedure in caring for these students is as follows:

1. The student's temperature is taken and symptoms analyzed by a staff member in the health room. Students who have temperatures over 100 degrees are generally ill, and cannot remain at school.
2. If the student needs to go home, parents are notified. The parent or another designated person on the student emergency information card must come to the office to take the child home.
3. For health reasons, students should not return to school until they are able to take part in the full school program at Evergreen, including P.E. The school nurse and the health room assistant are not allowed to perform the same services as a nurse in a hospital. Under regulations issued by the state and Office of Superintendent of Public Instruction, school nurses/assistants cannot diagnose what is wrong with a child or prescribe treatment for a child. This means they cannot use over-the-counter medicines for cuts and scrapes, and they cannot give aspirin without written orders from a doctor. If there is a serious medical problem they will call 911 and the parent.

## **Medications**

Oral medication will only be administered at school when it is absolutely necessary to do so. Written requests must be received by the school from the student's physician or dentist and you, the parent or guardian. The medication must be in the original container from the pharmacy, giving your student's name, the name of the medication, the dosage, and the frequency of administration. "Oral medication" includes all prescriptions and non-prescription (over the counter) medication. Medication request forms are available through your doctor's office or through our school office.

## **Health Services**

During the school year students are screened for vision and hearing. Also, 7th grade students are checked for scoliosis (curvature of the spine). After these screenings, parents are contacted if the results warrant further professional testing.

## **General Pupil Health**

It is very important for students in all grades to get the proper rest at night and have a nourishing breakfast in order to function to their maximum capabilities in school.

## **Immunization**

Students must present evidence of immunity to MMR, DPT, polio, and hepatitis on forms provided by Washington State. A list of the **minimum** immunization requirements is available in our school office. Students who do not have the correct immunizations or this form on file will be excluded from school. Exemptions are available for medical, personal, or religious reasons; [refer to EPS Policy 3413](#). However, if an outbreak of a disease for which the student is exempted should occur, the student will be excluded from school for the duration of the outbreak. Refer to [EPS Policy 3414](#) for more detailed information.

## **Control of Diseases**

### **Disease:**

Chicken Pox  
Conjunctivitis (pink eye)  
Mumps  
Impetigo & Ringworm  
Strep Throat  
Head Lice

### **Exclusion Period from School:**

7 days or until all vesicles are crusted  
Until eyes are clear and no pus remains  
Until fever is gone and there is no visible swelling  
May attend school with written notice from a doctor  
While fever is present  
Pupil is excluded from school until all signs of egg cases (nits) have been removed