

Evergreen Middle School

Home of the Timberwolves

7621 Beverly lane
Everett, WA 98203
Main Office: (425) 385-5700 Fax: (425) 385-5702

Student Handbook 2022-2023



PAWS

P = Purpose

A = Attitude

W = Wise Choices

S = Safety

Principal
Sara Idle
side@everettsd.org

Assistant Principal
Monica Haule
mhaule@everettsd.org

Assistant Principal
Medgar Wells
mwells@everettsd.org

COMMUNICATIONS

Main Office	
Hours of Operation	7:30 am – 3:30 pm
Main Line	425-385-5700
Fax	425-385-5702
Attendance	EVGAttendance@everettsd.org
Health Room	425-385-5706

Counseling Center	
Registrar/Counseling Secretary Shannon Morgan	425-385-5710 smorgan@everettsd.org
6 th Grade Counselor Mrs. Vicki Cornelius	425-385-5723 vcornelius@everettsd.org
7 th Grade Counselor Mrs. Cheryl Crosby	425-385-5722 ccrosby@everettsd.org
8 th Grade Counselor Dr. Kaley Mitchell	425-385-5721 Kmitchell2@everettsd.org
School Psychologist Mrs. Susan Smoots	425-385-5712 ssmoots@everettsd.org

District and School Websites	
Evergreen Website	everettsd.org/evergreen
District Website	everettsd.org
LMS	lms.everett.org

BELL SCHEDULE

Weekly Bell Schedule 2022/2023

Monday, Wednesday and Thursday Bell Schedule 2022-2023											
7:25am - 2:05pm											
6th Grade Schedule				7th Grade Schedule				8th Grade Schedule			
First Bell - 7:25				First Bell - 7:25				First Bell - 7:25			
1st	7:30 am - 8:23 am			1st	7:30 am - 8:23 am			1st	7:30 am - 8:23 am		
2nd	8:27 am - 9:14 am			2nd	8:27 am - 9:14 am			2nd	8:27 am - 9:14 am		
3rd	9:18 am - 10:05 am			3rd	9:18 am - 10:05 am			3rd	9:18 am - 10:05 am		
Lunch	10:10 am - 10:40 am			4th	10:09 am - 10:56 am			4th	10:09 am - 10:56 am		
4th	10:45 am - 11:32 am			Lunch	11:01 am - 11:31 am			5th	11:00 am - 11:47 am		
5th	11:36 am - 12:23 pm			5th	11:36 am - 12:23 pm			Lunch	11:52 am - 12:22 pm		
6th	12:27 pm - 1:14 pm			6th	12:27 pm - 1:14 pm			6th	12:27 pm - 1:14 pm		
7th	1:18 pm - 2:05 pm			7th	1:18 pm - 2:05 pm			7th	1:18 pm - 2:05 pm		
Buses Depart - 2:12pm											
Tuesday "Den Time" Bell Schedule 2022-2023											
7:25am - 2:05pm											
6th Grade Schedule				7th Grade Schedule				8th Grade Schedule			
First Bell - 7:25				First Bell - 7:25				First Bell - 7:25			
1st	7:30 am - 8:19 am			1st	7:30 am - 8:19 am			1st	7:30 am - 8:19 am		
2nd	8:22 am - 9:04 am			2nd	8:22 am - 9:04 am			2nd	8:22 am - 9:04 am		
DEN	9:04 am - 9:39 am			DEN	9:04 am - 9:39 am			DEN	9:04 am - 9:39 am		
3rd	9:43 am - 10:25 am			3rd	9:43 am - 10:25 am			3rd	9:43 am - 10:25 am		
Lunch	10:30 am - 11:00 am			4th	10:29 am - 11:11 am			4th	10:29 am - 11:11 am		
4th	11:05 am - 11:47 am			Lunch	11:16 am - 11:46 am			5th	11:15 am - 11:57 am		
5th	11:51 am - 12:33 pm			5th	11:51 am - 12:33 pm			Lunch	12:02 pm - 12:32 pm		
6th	12:37 pm - 1:19 pm			6th	12:37 pm - 1:19 pm			6th	12:37 pm - 1:19 pm		
7th	1:23 pm - 2:05 pm			7th	1:23 pm - 2:05 pm			7th	1:23 pm - 2:05 pm		
Buses Depart - 2:12pm											
LIF Bell Schedule 2022-2023											
7:25am - 12:50pm											
6th Grade Schedule				7th Grade Schedule				8th Grade Schedule			
First Bell - 7:25				First Bell - 7:25				First Bell - 7:25			
1st	7:30 am - 8:13 am			1st	7:30 am - 8:13 am			1st	7:30 am - 8:13 am		
2nd	8:17 am - 8:53 am			2nd	8:17 am - 8:53 am			2nd	8:17 am - 8:53 am		
3rd	8:57 am - 9:33 am			3rd	8:57 am - 9:33 am			3rd	8:57 am - 9:33 am		
Lunch	9:38 am - 10:08 am			4th	9:37 am - 10:13 am			4th	9:37 am - 10:13 am		
4th	10:13 am - 10:49 am			Lunch	10:18 am - 10:48 am			5th	10:17 am - 10:53 am		
5th	10:53 am - 11:29 am			5th	10:53 am - 11:29 am			Lunch	10:58 am - 11:28 am		
6th	11:33 am - 12:09 pm			6th	11:33 am - 12:09 pm			6th	11:33 am - 12:09 pm		
7th	12:13 pm - 12:50 pm			7th	12:13 pm - 12:50 pm			7th	12:13 pm - 12:50 pm		
Buses Depart - 12:57pm											

Modified Schedules

Early Dismissal Schedule: School out @ 11:30 a.m.

LIF Fridays Schedule: School out @ 12:50 p.m.

One-hour late start: School starts @ 8:30 a.m.

Two-hour late start: School starts @ 9:30 a.m.

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ACTIVITY BUS

An activity bus may be provided for all students involved in school-sponsored activities after school; the bus leaves at 3:30 pm Monday through Thursday to accommodate our afterschool student support and other after-school activities. There is also a 4:30 Activity Bus for athletics. Activity bus travel time may vary depending on the number of students riding; travel time can be up to one hour or more. If students leave campus after school, they may not return to ride the activity bus home that day. If students receive a referral for inappropriate/unsafe behavior, the consequences are the same as those when riding the regular school bus. Please refer to the “Bus Riding Rules” section for details.

ASB STUDENT GOVERNMENT

The Associated Student Body (ASB) is the student representative organization at Evergreen Middle School. The executive board consists of officers elected by the student body to represent our school. In addition, each Den Time class has a representative that is responsible for attending scheduled general ASB rep meetings and reporting to and from their homeroom class. ASB plans and sponsors dances, assemblies, field day, and other activities for our students here at Evergreen. ASB cards are sold for a \$20 fee and students participating in ASB-sponsored sports, music, and clubs are required to purchase a card. Lost or missing ASB cards may be replaced for \$3.

ASSEMBLIES

Students will exhibit positive, constructive spirit and sportsmanship during assemblies. Evergreen Timberwolves yell during competitive cheers and relays, but they are quiet, attentive, and respectful when someone is talking on the microphone or when groups are performing. Additionally, students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Failure to follow the above expectations may result in discipline.

ATTENDANCE

We believe good attendance is crucial to success in school; all Evergreen students are expected to attend classes regularly. Student attendance will be monitored daily.

Policy

Per Everett Public Schools [Policy 3122P](#), absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including but not limited to medical, counseling and dental appointments, family emergencies, religious and cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian consistent with [RCW28A.705.010](#), state-recognized search and rescue activities consistent with [RCW 28A.225.055](#), absences directly related to the student’s homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per [Policy 3122P](#), “The Principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.”

Absence Procedure

Per Everett Public Schools [Policy 3122P](#), absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including but not limited to medical, counseling and dental appointments, family emergencies, religious and cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian, state-recognized search and rescue activities consistent with [RCW 28A.225.055](#), absences directly related to the student's homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per [Policy 3122P](#), "The Principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence."

Tardy/Part Day Absence

Per district policy, "Students are tardy if they arrive after the published start time or leave before the published end time for school or 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." Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies. An unexcused tardy to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies. If students plan to leave school early they must bring a note signed by a parent/guardian; this note should be brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student. Students are not permitted to leave school grounds at any time during the school day without permission from the Main Office.

Vacations

Students are highly discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is impossible to duplicate classroom learning experiences where group activities and in-class participation are essential for mastery of intended learning objectives. Per district policy, a family vacation is not a valid reason for an excused absence. Please contact the main office in the event of an extenuating circumstance. Make up classwork may not be available prior to vacations.

Attendance Records

You may track attendance records via the Home Access Center (HAC) at <https://www.everettsd.org/grades>. You also may contact the Attendance Office at 425-385-5735.

BACKPACKS/BOOKBAGS

Backpacks and bookbags are essential for carrying and storing Chromebooks (1:1 devices), school supplies, and personal items from home to school. Backpacks and bookbags, once in the classroom will be stored away in designated areas. During lunch and recess, students are responsible for the care and safekeeping of their backpacks/bookbags. We recommend with the volume of backpacks and bags; each student attach a name tag to their backpack/bookbag for identification and security purposes.

BEHAVIOR FLOW CHART

When student behavior interferes with the educational environment, staff utilizes the Evergreen Behavior Intervention Flow Chart to determine appropriate next steps. Potential steps include but are not limited to; issues, parent meetings, and office referrals depending on the severity and/or frequency of the student behavior.

BICYCLES

Students may ride their bicycles to and from school; approved safety helmets are always required. All students who ride their bikes to school are to follow Everett Public Schools [Policy 3241](#).

BUS LOADING AREA/STUDENT DROP OFF

If students are being dropped off at school by a parent/guardian, please use the designated drop-off front entrance parking lot area of the main building, and please remember that students should not be dropped off at school prior to 7:15 am. Parents/guardians that drop off students in the front entrance parking lot before school, please pull all the way forward to allow for maximum vehicle usage for the drop-off area. It is expected that students will board their buses immediately after school is dismissed.

BUS RIDING RULES

Per Everett Public Schools [Policy 3244](#), the rules of conduct and behavior expectations that apply to students in schools and classrooms also apply to students riding school buses and other district-provided transportation. Student misconduct on a school bus or other district-provided transportation may be grounds for imposition of corrective action. The denial of the privilege of riding the school bus or other district-provided transportation will be made by the principal or designee. The superintendent or designee may establish additional written rules of conduct for students riding school buses or other district-provided transportation. Please consult Everett Public Schools [Policy 3244P](#) for information regarding the bus rules and expectations.

CELL PHONES/ELECTRONIC DEVICES

The following expectations apply to all electronic devices including: Cell phones, earbuds/headphones, smart watches, MP3 players, gaming devices, iPods, e-tablets, and the like. These electronic devices need to be turned OFF and stored during school hours between 7:15 AM to 2:05 PM. Cell phones may only be used after 2:05 PM. An exception is when these devices are being used in class for instructional purposes, and with teacher permission. Tablets may be used as an e-reader with teacher permission on a day-to-day basis. "Checking the time" on your phone during class is not an acceptable use of your phone. **Use of any phones cameras is strictly prohibited.**

Progressive consequences for students who do not adhere to these guidelines are as follows:

1st Offense: Warning. Teacher will have a private conversation to explain and reteach expectation.

2nd Offense: Teacher will send student to check cell phone or electronic device in at the main office until the end of the school day. Student will call home to make parent aware of 2nd offense. The attendance will then give the student a receipt verifying that the student dropped off the phone. The student may reclaim device in the main office after 2:05 PM.

3rd Offense: Teacher will send student to check cell phone or electronic device in at the main office until the end of the school day. Student will call home to make parent aware of their 3rd cell phone violation and about the next consequence below. Administration is notified via email or referral. The student may reclaim device in the main office after 2:05 PM.

4th Offense: Teacher will send student to check cell phone or electronic device in at the main office until the end of the school day. The student's parent may reclaim it in the main office after 2:05 PM after meeting with an administrator.

Students who chronically have issues with their cell phones may be put on a check-in/check-out cell phone system where students would be required to check-in their cell phone to the main office at the start of the school day and pick up their cell phone at the end of the school day.

Administration will continue with progressive discipline which may include:

- Student contract
- Cell phone lunch detention with administration
- Friday school

CLOSED CAMPUS

Our campus is "closed" between 7:00 – 4:30pm. Once you arrive on campus, you are expected to remain all day unless you have permission from the office to leave. Students need to be signed out with the Attendance Office by a parent or guardian before leaving the campus. **Students not involved in a supervised activity must leave the campus at 2:05 p.m.**

COUNSELORS

Evergreen Counselors can help students resolve conflicts, develop good study and social skills, and plan for the future; counselors are available to assist students with any concerns they feel may be affecting their academic success or personal growth. To meet with a counselor, students can email their counselor directly requesting a meeting or filling out the "Request to See Counselor Form" in the main office with the registrar/counseling secretary.

Dances/After School Events

The purpose of a dance or after school event is to have fun, hang out with your friends, and enjoy yourself celebrating your hard work during the school year. By entering a school dance or event, you acknowledge and commit to the following expectations:

- Follow all school rules in effect regardless of location, date, or time
- Purchase tickets in advance (tickets may not be given to another student/person)
- Only Evergreen students are allowed to attend the event
- Be respectful and kind to everyone in attendance including staff and volunteers
- Be responsible for your actions and make wise choices
- Conduct yourself in a safe manner – no fighting, running, pushing, horseplay, etc.
- Remain in the designated/assigned areas (all other areas of the building or other location are off limits) until the end of the event
- Students leaving prior to the end of the event for any reason may not re-enter the event
- The administrator has the right to deny entrance or remove a person from the event

Failure to follow the above expectations may result in the following consequence(s): leave the event immediately with parent/guardian pickup, no longer allowed to attend future events including dances, sporting events, or other school-sponsored events, detention, or suspension depending on the severity of the behavior.

DISCIPLINE

Incidents are situational and depending on the severity, consequences may vary. Evergreen utilizes a progressive framework for consequences. As per the district Student Responsibilities and Rights handbook, exceptional misconduct may require a deviation from the standard discipline.

State Law Chapter 28A.600 RCW gives schools the authority to ensure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.

We know the relationship between student and teacher is crucial for classroom management and discipline throughout the school. We also believe this relationship can be damaged when a student is sent to the office to deal with normal classroom occurrences instead of working through it with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher, the student, and what is best to promote learning for all students. Evergreen is a Positive Behavior Interventions and Supports school: we utilize restorative practices and focus on learning throughout the discipline process.

DRESS CODE

Student dress is regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited as per Everett Public Schools [Policy 3224](#). Students will wear appropriate school clothes, including shoes.

PERSONAL ELECTRONIC DEVICES

All personal electronic devices (PEDs) brought on campus are done so at students' own risk. The following PEDs may be used by students for educational purposes only: iPads, Nooks, Kindles, e-readers, tablets, etc. We strictly adhere to the district's Technology Use procedure [Policy 3245P](#) which states, *"All use of technology must be in support of education, classroom learning and Everett Public Schools. The district reserves the right to prioritize use and access to the system."* This means the use of district and personal PEDs is for the advancement of learning only, e.g., students reading their personal novel or silent reading assignment on an e-reader. These rules are applied to classrooms and all areas of the school, including the lunchroom, hallways, the library, the gym, and bathrooms. *At no time should audio or video recording devices (including cell phones and cameras) be used without prior staff approval.*

EMERGENCY CONTACT INFORMATION

Please promptly inform the Main Office of any changes to students' emergency phone numbers and addresses. It is very important that school staff always know how to reach parents/guardians and the people they have designated as alternate contacts. Only those listed on the emergency list will be allowed to pick up students. If the information changes during the school year, please contact the Main Office to report these changes as soon as possible.

FOOD/BEVERAGES/GUM

All food should be consumed in the Commons. Students are not allowed to eat or drink in the hallways or outside.

GRADING/PROGRESS REPORTS

At the end of each semester grades will be given to students; progress reports will be sent home two times a year both at the mid-term. School staff members post their classroom grades online for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. For further direction please visit <https://www.everettsd.org/grades>.

In the fall, parents/guardians can meet one-on-one with teachers during afternoon/evening conferences. These conferences will be held in the commons and gym in an arena-style format where teachers will be available to answer questions about curriculum and students' academic progress. To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all the student's teachers.

HALL PASS/HALLWAYS

Students in the hallways during class time must have an approved hall pass and show it to staff when requested. During lunch, students who need to make up work or a test in a classroom must have a written pass from a teacher.

With regard to passing in the hallways, the hallways can be crowded in between classes. While traveling in the hallways the following guidelines should be followed:

- keep to the right,
- refrain from stopping and talking to friends in the middle of the hall,
- refrain from blocking hall or doors,
- always walk
- respect the property and personal space of others,
- keep hands and feet to self, and
- speak at a low volume.

Also, **please do not wait for friends in hallways as it unnecessarily** adds to the congestion.

HARRASSMENT

([Everett Public Schools Policy 3205](#))

I. Statement of Policy

It is the policy of Everett School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, color, religion, creed, sex, national origin, sexual orientation, or disability. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

The district will not tolerate any form of harassment as defined by this policy. It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to the building Title IX officer, a building administrator, the district Title IX officer, or the executive director of human resources.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in harassment.

II. Harassment Defined

Generally, prohibited harassment is conduct or communication that is directed against an individual based on the individual's protected status or characteristic if the conduct

(1) is unwelcome; (2) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; and

(3) is sufficiently severe or pervasive to substantially interfere with a student's education.

III. Complaints

A. Receipt of Complaints The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX officer in accordance with [Procedure 3205P](#). Complaints shall be handled in the manner specified in [Procedure 3205P](#).

B. False Reports

It is a violation of this policy to knowingly report or corroborate false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

C. Non-retaliation Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify one of the persons designated in [Procedure 3205P](#) for the receipt of complaints.

D. Confidentiality

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

IV. Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute child abuse under Washington State's criminal statutes.

Nothing in this policy will prohibit the district from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/[Procedure 3421](#).)

V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian

Harassment of a student by a district staff member, volunteer, vendor, visitor, parent, or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX officer and the executive director of human resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

VI. Corrective Actions

The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

HEALTH ROOM

Students who are not feeling well or injured will report to the health room located in the main office. If leaving a classroom, the student must have teacher permission and a hall pass. **The student should not call their parent/guardian from a classroom or cell phone. The health room assistant or nurse will call the student's parent/guardian.** *If the student's temperature is 100.4 degrees or higher, or if the student is injured and unable to attend class, the student will be required to go home.* Only a parent/guardian, or people listed as emergency contacts, will be allowed to pick the student up. The parent/guardian will always be call first. Any medication taken during school hours, must be taken in

the health room with parent/guardian permission and with the proper forms required to take the medication at school.

HOMEWORK

Homework is an important extension of the learning that occurs during school each day. Students are expected to turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to class. To request missing work while absent, please call/email teachers directly. Please allow up to 48 hours for teachers to respond with missing work. If unable to call/email teachers, please call the Main Office and a request will be made for you.

LIBRARY

The Evergreen Middle School Library is open from 7:15 am-3:00 pm but may be closed on occasion to accommodate guest speakers or teacher reservation. Just as students are accountable for all materials checked out at a public library, they are responsible for everything checked out in their name at Evergreen. For students' own benefit they should not let anyone check out a book in their name or borrow the materials they have checked out. Students are accountable for replacing lost/damaged materials at replacement cost; the average cost of a library book can run from \$10-\$35. It is important to respect others' rights in the library. Students are welcome to use the library with teacher/staff permission as long as they have a pass and they do not disturb others. Food and drink are not allowed inside the library. Guidelines for Borrowing Items: Students may check out up to two library items. Students with overdue items will not be allowed to check out additional materials until all overdue items are returned. Graphic novels are checked out for a five-day period, all other books are checked out for a two-week period. Items can be renewed once. A full replacement cost is charged for lost items.

LOST & FOUND

The Lost and Found is located by the main stairwell in the Main Entry area. Lost PE clothes are stored in the PE teacher offices. Smaller items such as glasses, cell phones, and wallets may be kept in the Main Office.

MEDICATION AT SCHOOL

If medication is to be taken at school, a Medication Authorization/Order form must be completed by a physician and a parent/guardian and returned to the Health Room. Students may not carry or self-administer any medication without completing the appropriate medication authorization form. Contact the Health room Assistant or School Nurse for more details and to obtain required forms or consult www.everettsd.org/Page/9245 or Everett Public Schools [Policy 3416](#).

PLAGIARISM AND CHEATING

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing only a few words is considered plagiarism and it is strictly prohibited. Cheating is acting dishonestly and unfairly to gain an advantage. Plagiarism and cheating will result in disciplinary action.

SEARCHES

We respect students' rights and privacy, and we have policies and procedures that govern searches. From time to time, it becomes necessary for us to conduct a search. **Per Everett Public Schools [Policy 3231](#), "All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and a student's possessions are subject to search by the principal, assistant principal, or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules governing student**

conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm.”

Per Everett Public Schools [Policy 3232](#), **students and parents/guardians should know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.**

SNOW/EMERGENCY SCHEDULE CHANGES

In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the website www.schoolreport.org, parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at www.everettsd.org; they also can be accessed on the district’s information line at 425.385.4636. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit www.everettsd.org/domain/1542.

When students are at school and there is snow and ice on the grounds, throwing of snowballs or other forms of ice is strictly forbidden.

SPORTS AND ACTIVITIES

Sports

Evergreen students participate in the Sno-King Middle School League. There are four sports seasons available for all 7th and 8th grade students. It is possible for students in 6th grade to practice but not compete in Cross Country, Wrestling, and Track & Field. Students interested in participating must provide the appropriate forms verifying parent/guardian permission, medical insurance, and a physical examination; an ASB card and academic eligibility are also required. An athletic fee is charged for participation in athletics; the fee must be paid after students become eligible for the team (if tryouts are applicable) and before the first game or competition. Students in need may apply for a scholarship to waive the fee.

Registration is open for 2022-23 Fall, Winter and Spring sports using [FinalForms](#). Follow the prompts to create your account, create your account and sign your forms. All student athletes will need a current physical using the [approved physical form](#) which you can upload directly into FinalForms once completed. All students are required to have a sports physical to participate in a sport. The form needs to be filled out by a medical professional. All physicals are good for two years.

Students shall be held responsible for compliance with school rules and Everett Public School policies during all after school activities. Non-compliance with these rules is subject to the same corrective action or discipline that is applied during the regular school program.

Unless approved by a building administrator, the student must attend and fully participate in all class periods of the school day to be eligible for contests or practices that day. If the student is absent from one or more classes due to illness, the student is ineligible to participate or compete that day. If the student is suspended from school, including in-school suspension, the student may not participate in practices or contests.

More information can be found in the Everett Public School Athletic Code of Conduct available online at www.everettsd.org/Page/199, and in the Attendance Office.

The seasons and sports are as follows:

Fall Season I (September-October)

Co-ed Cross Country
Boys Football
Girls Softball

Winter Season I (November-December)

Boys Basketball
Girls Volleyball
Boys Soccer
Girls Soccer

Winter Season II (January-February)

Girls Basketball
Co-ed Wrestling

Spring (April-May)

Co-ed Track & Field

For more information regarding individual sports teams, please visit our Evergreen Middle School website under "Students" – "Athletics".

Activities

Involvement in school activities is a strong predictor of student success. Because of the participation and enthusiasm of our student body and staff, Evergreen has outstanding school spirit. Students will gain much in terms of school pride if they get involved in school activities. Club offerings are presented in September via weekly announcements and begin meeting in early fall. Clubs meet on Monday through Thursday after school throughout the year, with an activity bus available on those days departing at 3:30 pm. Students must arrive at their club location no later than 2:15 pm.

SUBSTITUTE TEACHERS/STAFF

We have guest substitute teachers/staff serving our students in the absence of their regular classroom teacher/staff member. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions and rudeness toward guest teachers/staff are not tolerated and will result in a conference with an administrator and possible discipline.

TECHNOLOGY

Technology Objectives

Evergreen Middle School encourages the use of technology to help students meet standards for the 21st Century Learner, where learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge;
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge;
- Share knowledge, and participate ethically and productively as members of our democratic society;
- Pursue personal and aesthetic growth.

Technology Guidelines

Technology at Evergreen is to be used to support the above learning objectives. Evergreen students will follow the guidelines outlined in the sections Acceptable Use Guidelines and Appropriate Use set forth by district [Policy 3245P](#). As stated in the policy, "technology" includes but is not limited to: computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic devices (PEDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Evergreen:

- All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
- All users of technology shall comply with current copyright laws.
- Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. No user may disclose, use, or disseminate any personally identifiable information about others without authorization.

- System log-ins or accounts are to be used only by the authorized owner of the account for 21 authorized purposes. Users may not share their system, computer, or software passwords with others.
- Student use of electronic devices in the classroom will be managed by the classroom teacher. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft, damage, or destruction of devices brought onto school property or to school-sponsored or school-related events or activities. An electronic device shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
- Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos, or recordings of others without their permission.

In addition, students should not:

- Change the settings on the desktop of a computer or device.
- Print items without permission.
- Download/load software to a school computer/device.

VOLUNTEERS

Volunteers serve a vital role and provide important support to our school community; volunteers also improve students' lives by being exemplary role models. All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer. Volunteer forms are available online at www.everettsd.org/domain/1452.

WEAPONS

Students in possession of any item that reasonably can be considered a weapon are subject to discipline; this expectation also applies not just to the items themselves, but also to their depictions or representations. These items may include but are not limited to laser pens and pointers, electric shocker pens or devices, scissors, rubber bands, utility knives, kitchen knives, pocketknives, firearms, and martial arts weapons.

In pursuant to state law ([RCW 9.41.280](#)), students who possess or carry onto school premises, district/school provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing a firearm shall be subject to a one-year mandatory expulsion. The parent/ guardian and appropriate law enforcement agencies will be contacted when there are firearms/dangerous weapons involved. The chief school officer may modify the expulsion of a student on a case-by-case basis. The parent/guardian has the right to appeal a suspension or expulsion.

Due to the risk of injury caused by laser pens and pointers, these items can be classified as weapons. Students in possession of a laser device could be suspended from school.

PLEASE NOTE: THE STUDENT HANDBOOK IS MEANT AS A GUIDE. FOR ADDITIONAL INFORMATION AND CLARIFICATION PLEASE CONSULT A SCHOOL ADMINISTRATOR, OR THE EVERETT PUBLIC SCHOOLS STUDENT RESPONSIBILITY AND RIGHTS HANDBOOK. IT IS AVAILABLE FOR DOWNLOAD AT:

www.everettsd.org/Page/19531