



EVERGREEN MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

Principal	Dr. Christine Avery
Assistant Principal	Mrs. Carmen Boggs
Assistant Principal	Mrs. Lauren Weeden
Mailing Address	7621 Beverly Lane Everett, WA 98203
Main Office	(425) 385-5700
Fax #	(425) 385-5702
Attendance Office	(425) 385-5705
Health Room/Nurse	(425) 385-5706
Website	http://www.everettsd.org/Evergreen
On Line Grades	https://lms.everettsd.org

6th Grade

First Bell – 7:25 a.m.	
1 st Period	7:30 – 8:23
2 nd Period	8:27 – 9:14
3 rd Period	9:18 – 10:05
Lunch	10:10 – 10:40
4 th Period	10:45 – 11:32
5 th Period	11:36 – 12:23
6 th Period	12:27 – 1:14
7 th Period	1:18 – 2:05
Buses Depart 2:12 p.m.	

7th Grade

First Bell – 7:25 a.m.	
1 st Period	7:30 – 8:23
2 nd Period	8:27 – 9:14
3 rd Period	9:18 – 10:05
4 th Period	10:09 – 10:56
Lunch	11:01 – 11:31
5 th Period	11:36 – 12:23
6 th Period	12:27 – 1:14
7 th Period	1:18 – 2:05
Buses Depart 2:12 p.m.	

8th Grade

First Bell – 7:25 a.m.	
1 st Period	7:30 – 8:23
2 nd Period	8:27 – 9:14
3 rd Period	9:18 – 10:05
4 th Period	10:09 – 10:56
5 th Period	11:00 – 11:47
Lunch	11:52 – 12:22
6 th Period	12:27 – 1:14
7 th Period	1:18 – 2:05
Buses Depart 2:12 p.m.	

Modified Schedules

- | | |
|----------------------------------|---------------------------|
| One hour late start: | School starts @ 8:50 a.m. |
| Two hour late start: | School starts @ 9:30 a.m. |
| Early Dismissal Schedule: | School out @ 11:30 a.m. |
| LIF Fridays Schedule: | School out @ 12:50 p.m. |

Name: _____

Telephone: _____

Timberwolves' Code of Conduct

- Respect self and others at all times.
- Attend school regularly and arrive to class on time.
- Be prepared to work with class materials, notebook, and pencil.
- Listen to and follow instructions.
- Apply best effort to classroom activities.
- Respect and care for school and personal property.
- Treat all guests and substitute teachers with extra respect and courtesy.

Communication

School Hours are from 7:30 a.m. – 2:05 p.m. Evergreen has office staff available to answer telephones from 7:00 a.m. to 4:30 p.m. daily.

- Students should not be on campus before **7:05 a.m.** as there is no supervision.
- Students are required to leave campus at 2:05 p.m. unless they are involved in a supervised activity.

Counselors

Grade 6 – Mr. Bill Rosenberger

Grade 7 – Mrs. Vicki Cornelius

Grade 8 – Mrs. Cheryl Crosby

Counselors will have three years to get to know students. They will be moving from grade to grade with students over the course of their middle school experience.

Students may stop by during lunch break, or before or after school. Students need to bring a pass if they want to see a counselor during class time.

Here are some good reasons to visit:

- You are new to the school.
- Your best friend has moved.
- You have had a success to share.
- It is hard to complete your homework.
- You are having a problem with a teacher.
- You need mediation with another student.
- You are just feeling down and/or stressed.

School Phones/Family Communication

Calling home to acquire parent or guardian permission to attend after-school events is not considered an emergency. Please make these arrangements ahead of time. Parents and student must use a school phone to communicate, not from personal devices. Parents may call the main office and leave a message for their student.

Textbooks

Textbooks are often checked out to students. Please examine the books and note any existing damage with the issuing teacher. **The cost of books, which are damaged, lost, or stolen, will be the student's responsibility.** We urge you to use a book cover to protect them.

Lost and Found

Please be sure to put your name on your property. Found items are placed in a box in the Commons. Items found in the gym area will be kept in the PE offices. All items that go unclaimed for a month or more will be donated.

Closed Campus

Our campus is "closed" during the instructional day (7:30 – 2:05). 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.**

Visitors

Parents or guardians are always welcome to visit the school. It is helpful if parents or guardians make an appointment prior to their visit by calling (425) 385-5700. Visitors are required to check in at the office and are asked to wear a visitor tag. **Students may not bring guests to school.** Non-students who remain on our campus after being asked to leave may be charged with criminal trespassing on school property.

Timberwolf Cafeteria

All students must memorize their student identification number located on their student schedule. They will need it to get their lunch. Lunches may be prepaid by using cash or check payable to Evergreen Middle School. You may also pay for lunches online by debit or credit card.

	<u>Full Price</u>	<u>Reduced Price</u>
Breakfast:	\$ 1.50	Free
Lunch:	\$ 3.00	\$.40
Milk or Juice:	\$.55	

Sales Prohibited

Only school authorized items may be sold on campus. Private sales on campus are prohibited.

Report Cards

Report cards are issued two times each year; in early February and late June. They will be mailed to your home approximately one week after the conclusion of both semesters.

Homework

The purpose of homework is to apply and practice what you are learning. **Homework includes 30 minutes of independent reading per night.**

Homework success tips:

- Establish a regular study time.
- Find a quiet place to study.
- Check your agenda for assignments due.
- Check off assignments as completed.
- Maintain an organized notebook.

Expectations

Problem Solving Expectations

We need to work together to solve problems. First, go to the person who is directly involved.

For example:

- If the difficulty involves a grading procedure, homework, or classroom discipline, contact the **teacher**.
- If the problem concerns a scheduling issue or daily/weekly progress report, contact the **counselor**.
- If the situation regards safety or an office discipline referral, contact the **Principal or Assistant Principal**.
- If you experience a problem with a peer, you are encouraged work directly with the student and consult with a counselor if assistance is needed.

Campus Expectations

- All acts of aggression, harassment, and violence are unacceptable and will result in disciplinary action.
- EMS is a gun-free, weapon-free zone
- EMS will be free of offensive language; including swearing.
- EMS will be free of inappropriate physical displays of affection (i.e. kissing, hugging, hand holding, inappropriate touching, arms around boyfriend/girlfriend.)
- Backpacks, purses, book bags and hats will be kept in lockers during the school day.
- EMS is a gum-free campus.

Students must be referral-free one month prior to a dance or special event in order to attend the event.

Hallway Expectations

Students will walk from class to class in a courteous and safe manner, staying to the right side of the hallway. Students will be in their class by the time the bell stops ringing or they will be marked tardy.

No play-fighting, rough-housing, binder checking, or applying makeup or **fragrances** in hallways.

Lunchtime Expectations

Students will eat lunch in the commons. We expect our students to:

- Walk
- Wait patiently in line, with no cutting.
- Use good manners.
- Clean up the table area they use.
- Keep and consume all food and beverages in the commons.
- The students may use the restrooms near the Commons at this time.
- Lunchroom problems should be reported to the Lunchroom Supervisor.
- During recess, students will follow rules and may have a library pass or pass to see a teacher.

Lunch / After School Detention

Students will be assigned detention for low-level discipline like, chewing gum, swearing, wearing a hat/hood at school, hall behavior, tardies and behavior issues with a substitute teacher. If a student is assigned detention, he/she will report directly to the assigned location during lunch or after school. If a student does not attend detention, they will be reassigned the following day with extended time.

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](#) and will need to be changed.

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 (including holes in pants); 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 anywhere on school grounds during school hours. If an item becomes a distraction from learning, you will be asked to remove it.

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](#).

Assembly Expectations

It is important that guest speakers are treated respectfully and courteously. We expect our students to sit quietly, applaud when appropriate, and use good manners. At the end of assemblies, students will remain seated until dismissed.

Bicycles/Wheeled Recreational Devices

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

Cell Phone/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 cell phone cameras 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:

1st Reminder

2nd 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.

3rd 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.

4th 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.

5th Offense: Student will be required to check in / check out their cell phone to the main office every morning or sign off that they did not bring it to school for the remainder of the semester.

Lockers

Students will be assigned a locker for their use. Students are not allowed to use a friend’s locker or change lockers, unless authorized by an administrator. Backpacks must be kept in your locker and not taken to the classrooms. Failure to comply with these rules will result in disciplinary action as determined by an administrator.

Interventions

Positive Discipline Plan

Rationale: We have set up the “Levels” discipline plan in order to ensure a safe and orderly academic environment. It is based on a consistent set of expectations among our students, parents and staff. Part of growing up involves making mistakes, and in our efforts to help children learn from their mistakes, we will follow the plan as outlined in Level One and/or Level Two.

Level One - Teacher Intervention

Teachers and students at each grade level will select their own classroom behavior expectations, rewards, and consequences. These will contribute toward a positive classroom environment, and will respect and maintain the dignity of each individual.

- **Positive Recognition:** Level One recognition activities will be developed by staff for use throughout the year and may include: positive comments, awards, special privilege coupons, post cards, and calls to parents.

Discipline: Any problem with student behavior at this level will be addressed by the classroom teacher. The teacher will deal with behavior problems as they occur in their own areas, but will notify administration of behavior incidents which are serious or of a continuing nature.

Teachers and classified staff may choose one of several techniques in order to deal with inappropriate behavior. These techniques may include a short conversation with the student, establishing some type of “contract” agreement with the student, or utilizing partner teachers.

Should these efforts fail to improve the student’s behavior, the teacher will contact the student’s parents in order to set up a staff/student/parent conference to discuss the situation and set up a “plan of action,” which will outline how future situations will be handled. A follow-up plan will be established between the parties involved.

Level Two- Administrative Referral

- **Positive Recognition:** Level Two positive recognition will be celebrated at the end of each month.
- **Discipline:** The student will be referred to an administrator should efforts at Level One prove to be ineffective in improving student behavior. A consequence will be determined based upon the administrator’s judgment for the seriousness of the act, circumstances surrounding the act, and/or the previous record of the student. When possible, the parents of the student will be contacted by telephone and informed of any interventions at this level.

District Policy for Prohibition of Harassment, Intimidation and Bullying

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying (HIB). Please refer to [EPS Policy 3205](#) for additional information on our district’s HIB guidelines. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians is prohibited.

It shall be a violation of this policy and the District’s student discipline policy for any student of the District to harass, intimidate or bully another student through verbal, nonverbal, or physical conduct as defined by this policy on school property

(or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

- **Definition** – Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation or bullying can take many forms, including but not limited to, slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, verbal and non-verbal, or physical actions.

- **Reporting** – Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to assist in reporting using the EPS HIB Form. Reports can also be made by calling or texting 1-855-637-2095 or e-mail at 1350@alert1.us

Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. False reports, retaliation and reprisal for harassment, intimidation, and bullying also constitute violations of this policy, and discipline will be imposed as appropriate.

- **Corrective Action** –Disciplinary actions will be appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy, state and federal law and be reported to the parent.

Should a complaint regarding harassment, intimidation or bullying not be resolved at the school, the complainant may contact the Superintendent or Superintendent’s designee in writing with information for further review.

Substitute and Guest Teacher

Students are expected to treat Substitute and Guest Teachers with extra respect.

- Disruptive, non-cooperative behavior for substitute teachers will result in the student receiving a verbal warning.
- If the behavior continues, the student will be sent to the office and a discipline assigned.
- If the student’s behavior still has not been corrected, the student will be removed from the class for the remainder of the period and an

administrator will enforce progressive discipline

Consequences for Violating Bus Rules

1. All students will receive a copy of the EPS Responsibilities and Rights Handbook, which contains bus riding rules in their block class.
2. The following consequences will be used for bus referrals:

1st offense: Warning by driver

2nd offense: Referral to school, administrative conference, parent call

3rd offense: Up to 1 week suspension from bus

4th offense: Up to 2 weeks suspension from bus

Bus Suspension will begin the following day after being issued by the school administration to allow for parental contacts and arrangements. At the school administrator's discretion, any unsafe or illegal activity could result in immediate suspension, and/ or additional consequences.

Attendance

The RCW Chapter 28.A.225 of the Washington State Compulsory Attendance Law (BECCA Bill) specifies that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. The attendance procedures at Evergreen Middle School are designed to assist parents/guardians in carrying out this responsibility. Missing school for any reason negatively impacts learning, achievement, and grades.

Guidelines for Enforcement, as outlined by the BECCA Bill (RCW 28.A.225)

1. After five absences, the parent/guardian will be contacted and the Evergreen Attendance policy will be outlined.
2. After ten absences, the school will request a meeting with the parent/guardian and student. At this meeting a contract with the student and parent/guardian will be established outlining school attendance requirements.
3. If the parent/guardian fails to attend the scheduled meeting, a petition will be filed with the court alleging a violation.

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 our greatest 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. 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.

Reporting an Absence

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. **All** absences must be excused either by a handwritten note turned into the office on the first day the student returns to school or by sending an email to EVGAttendance@everettsd.org. Tardies must be excused the day of the tardy with either a handwritten note accompanying the student upon arrival or an email. The email link can be found on the Evergreen Home Page under Absence Reporting. 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 may be excused up to 30 days of the absence.**

Make-Up Homework

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 are not in their class when class starts. The missed learning time will have to be made up in detention during lunchtime or after school.

Early Dismissal

We **discourage early dismissals** because it negatively impacts student learning. However, we do recognize the need for doctor and dental appointments or emergencies that may occur. 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.

Prearranged Family Trips

Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. Please notify the office at least three days prior to a family trip. Make-up work should be requested at that time.

Supply List

Each grade level's supply list is posted on Evergreen Middle School's website.

Leave At Home

The following items should not be brought to school: trading cards, pets, chains, lighters, electronic games, toys, gum, hats, roller blades, fidget toys, 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](#).

Evergreen Health Room

If you are not feeling well or are injured, report to the health center located in the main office. Please get permission from your teacher and bring a pass with you.

Please do not call your parent from a classroom if you are ill. The phone call needs to be made from the Health Room.

Please try to arrange taking medication at home. If it is necessary to take medication during school hours, come to the health center or have your parent or guardian call, to get the forms required to take the medication at school. There are different forms for different situations, ranging from independent to staff dispensed.

If your temperature is 100 degrees or higher, or if you are injured and unable to attend class, you will be required to go home. Only a parent/guardian, or people listed as emergency contacts, will be allowed to pick you up. Your parent/guardian will always be called first.

Library

How to use the library

- You may come with your teacher in a class.
- You may come with a pass. Please sign the notebook and leave your pass.
- When leaving, get your pass signed by Mr. Elder.
- You can use the Library before and after school or anytime with a pass from your teacher.

Basic Library Rules

Have a Library Purpose Be Considerate
Use a quiet voice Be Respectful of others
Be Helpful

Overdue Notices

DO NOT wait to receive an overdue notice before you return a book. It's your responsibility to return materials on time. Many times other people are waiting to check out overdue books, so please, be considerate of your classmates and return on or before due dates.

If you have overdue books or two books checked out you must return them before checking out additional materials.

Library Numbers

YOUR SIX DIGIT STUDENT NUMBER is how you check out books. You must have your student ID card or know your number. It's best to memorize your student ID number and never let others use it.

LIBRARY HOURS: 7:20 a.m. - 2:45 p.m.

Athletics

We have sport opportunities for students in all three grades. **To turnout you need permission, insurance, and a physical.** All forms are available on our website. Only one physical is needed, even if the student participates in more than one sport. Physicals are good for two years.

Sixth graders can participate in, but not compete in, some of the sports at Evergreen. They are identified by an asterisk (*) in the following chart.

Sports Seasons

Sport	Boys	Girls
Fall	Football *Cross-Country	Softball *Cross-Country
Fall/Winter	Basketball Soccer	Volleyball Soccer
Winter	*Wrestling	Basketball *Wrestling
Spring	Track	Track

Some sports teams have "cuts," which means there are a set number of athletes selected for that particular season. These include Girls' Softball, Girls' Volleyball, Boys' Basketball, Girls' Basketball, Boys Soccer, and Girls' Soccer.

Spectators are welcome! Come out and cheer for our teams! **Games start at 3:45 p.m. Spectators are not to be on campus from 2:05 p.m. until game time at 3:45 p.m. There is no 4:30 p.m. activity bus on game days. There is no food or drinks allowed in the gym.**

Physical Education

You will need PE clothes – black shorts and a plain white T-shirt that can be written on (last name). You may purchase a PE uniform from the school during orientation or from a PE teacher during the school-year or provide your own. Tennis shoes must be worn on our gym floors. Showers are optional.

Each Friday, PE clothes should be taken home to be washed. Remember to bring them back on Monday! PE lockers are assigned to each student. Students will have a basket with a combination lock on them for the security of their belongings.

The locker room is a changing room and restroom. Do not bring or leave valuables in this area. If you change and leave clothes here, they **must** be locked up. This is a densely populated area and theft is possible.

Suiting up for Physical Education class is a requirement for all students. Students who refuse to comply will receive:

- 1st incident – warning
- 2nd incident – after school detention
- 3rd incident – after school detention
- 4th incident – referral to main office

Students who forget to bring clothes will be given loaner clothes and will be expected to participate. There is a limit of 4 loaners per semester.

Physical Education is a participation based class, therefore, any absences or excused non-suits need to be made-up at school. These PE make-ups are done under a supervised teacher on Tuesdays and Thursdays from 6:45 – 7:15 a.m. The student is responsible for any information or work missed while absent.

**Student Safety Tip Line
425-385-5050**