

*Home of the Timberwolves*



# EVERGREEN MIDDLE SCHOOL STUDENT HANDBOOK 2016-2017

<b>Principal</b>	Dr. Christine Avery
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*This Agenda belongs to:*

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

 <h1 style="text-align: center;">EVERGREEN MIDDLE SCHOOL</h1> <h2 style="text-align: center;">Show your Pack Pride!</h2>						
EXPECTATIONS	CLASSROOM	HALLWAYS/ PASSING PERIOD	CAFETERIA/ OUTSIDE	BATHROOM	BUS	CAMPUS / SCHOOL EVENTS
<p><b><u>Kindness</u></b> There is no such thing as a small act of kindness. Every act creates a ripple with no logical end</p> <p><b><u>Respect</u></b> Considering the needs and views of others and including it into your actions</p>	<ul style="list-style-type: none"> <li>✔ Follow directions</li> <li>✔ Raise hand to speak</li> <li>✔ Limit side conversations</li> <li>✔ Be flexible and cooperative</li> <li>✔ Listening attentively</li> <li>✔ Collaborate with classmates</li> <li>✔ Use appropriate language</li> <li>✔ Help the substitute teacher learn your classroom's routines and expectations</li> <li>✔ Help other students stay respectful and responsible</li> </ul>	<ul style="list-style-type: none"> <li>✔ Have a hall pass</li> <li>✔ Arrive to class and be ready to start learning before the bell rings</li> <li>✔ Use restroom and get a drink</li> <li>✔ Stay to the right side of the hall to allow space for others</li> <li>✔ Be Positive</li> <li>✔ Show Compassion</li> <li>✔ Walk to get where you are going</li> </ul>	<ul style="list-style-type: none"> <li>✔ Follow instructions, wait until excused to dispose of your food</li> <li>✔ Courteous and respectful at all times</li> <li>✔ Always stay in assigned areas</li> <li>✔ Socialize kindly: Talk to and include others left out of the group - have a helpful attitude</li> <li>✔ Language – have a positive attitude and smile</li> <li>✔ Use Kind Manners (Please/ Thank you)</li> </ul>	<ul style="list-style-type: none"> <li>✔ Use the bathroom for its intended purpose</li> <li>✔ Have your pass with you at all times</li> <li>✔ Throw away trash in the trash can</li> <li>✔ Phones/camera stay in the classroom or your locker</li> <li>✔ Always ask to use the bathroom during non-instructional times</li> <li>✔ Ask politely after the first 10 minutes of class or <u>before</u> the last 10 minutes</li> <li>✔ Leave the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>✔ Share your seat</li> <li>✔ Monitor the volume level of your conversations</li> <li>✔ Treat everyone the way you would like to be treated</li> <li>✔ Help keep the bus clean</li> <li>✔ Keep your materials in your backpack</li> <li>✔ Greet everyone with a "good morning" or a smile</li> <li>✔ Be aware of when you need to exit the bus</li> </ul>	<ul style="list-style-type: none"> <li>✔ Respect school property and others</li> <li>✔ Listen, follow directions and use appropriate language</li> <li>✔ Electronic Devices out of sight unless directed by teacher</li> <li>✔ Listen when others are speaking</li> <li>✔ Be cooperative in all situations</li> <li>✔ Keep hands and feet to yourself at all times</li> <li>✔ No PDA (Public Displays of Affection)</li> </ul>
<b>Report unkind actions (such as Harassment, Intimidation and Bullying) to an adult!!!</b>						
<p><b><u>Honesty</u></b> Everything you do and say shows the world who you really are. Be sure it is the truth</p> <p><b><u>Integrity</u></b> Doing the right thing, even when no one is watching</p>	<ul style="list-style-type: none"> <li>✔ Stay focused on assigned tasks</li> <li>✔ Take pride by doing your own work and making your own decisions</li> <li>✔ Keep trying: get help when you need it</li> <li>✔ Work cooperatively</li> <li>✔ Know your challenges – work through them and turn in your work</li> </ul>	<ul style="list-style-type: none"> <li>✔ Be where you are supposed to be when you're supposed to be there.</li> <li>✔ Know your destination and go directly there</li> <li>✔ Have a pass if you're going to be tardy</li> <li>✔ Think it through before you act</li> </ul>	<ul style="list-style-type: none"> <li>✔ Handle all food responsibly.</li> <li>✔ No Eating Outside</li> <li>✔ Clean up after yourself and see if others in your group left their garbage</li> <li>✔ Use appropriate topics and language</li> <li>✔ Pay for all items</li> <li>✔ Use your own number</li> <li>✔ Follow play area/team expectations</li> <li>✔ Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>✔ Flush toilets and urinals after use and wash your hands with soap</li> <li>✔ Pick up trash that someone else may have left</li> <li>✔ Leave promptly when finished (Do your business and leave.)</li> <li>✔ Ask to go only when you really need to</li> <li>✔ Remember: the bathroom is not a hangout for friends</li> </ul>	<ul style="list-style-type: none"> <li>✔ Act in a safe and orderly manner</li> <li>✔ Obey bus rules and procedures</li> <li>✔ Remind friends to follow the expectations</li> <li>✔ Sit in assigned seat (if directed by driver)</li> </ul>	<ul style="list-style-type: none"> <li>✔ Commit yourself fully – be an active member</li> <li>✔ Do what you say you're going to do.</li> <li>✔ Think and plan ahead</li> <li>✔ Wear appropriate clothing</li> <li>✔ Give your 100% best</li> <li>✔ Accept your mistakes and make positive choices</li> <li>✔ Forgive yourself and move forward</li> </ul>

## Timberwolves' Code of Conduct

### *We expect the students to:*

- 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.

### *We expect the teachers to:*

- Model respectful behavior.
- Create an environment allowing all students to achieve essential learning standards.
- Provide meaningful instruction at an appropriate level.
- Teach academic and social skills.
- Maintain open communication with students, parents, and other staff.
- Partner with administration and students in achieving a safe and clean school environment.
- Maintain good order and discipline in the classroom and on campus.

### *We expect the administrators to:*

- Model respectful behavior.
- Maintain a safe and positive school environment.
- Facilitate open communication among students, parents, and staff.
- Consistently and fairly enforce school and district policies.
- Support staff, students, and parents in achieving an appropriate classroom climate.
- Create an environment allowing all students to achieve essential learning standards.

### *We expect the parents to:*

- Ensure regular school attendance.
- Nurture each child's sense of self-worth.
- Maintain a healthy and safe home environment and teach responsible behavior.
- Monitor and encourage students' to complete homework, study, and celebrate successes.
- Participate in student's education by communicating and working with teachers

## 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 4:00 p.m. daily.

- Students should not be on campus before **7:15 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 – Mrs. Vicki Cornelius

Grade 7 – Mrs. Cheryl Crosby

Grade 8 – Mr. Bill Rosenberger

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*

Student use of school phones will be allowed for **emergencies only**. Please let a staff member know of your emergency need, and they will assess the situation and respond accordingly. 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.

### *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.** All unclaimed articles should be brought to the office. Found items are placed in a box in the Commons. Items found in the gym area will be kept in the PE offices.

### ***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 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.

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

### ***Modified Schedules (as of 7/1/16)***

<b>One hour late start:</b>	School starts @ 8:30 a.m.
<b>Two hour late start:</b>	School starts @ 9:30 a.m.
<b>Early Dismissal Schedule:</b>	School out @ 11:35 a.m.
<b>LIF Fridays Schedule:</b>	School out @ 12:50 p.m.

You will be notified if a start or release time will be changed by automated phone call to your home. Please listen to your local radio station for late start news during inclement weather.

### ***Sales Prohibited***

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

### ***Daily Bell Schedule (as of 7/1/16)***

#### ***6th Grade***

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

#### ***7th Grade***

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

#### ***8th Grade***

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

### ***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***

Homework is an extension of the work done at school. Its purpose is to apply and reinforce 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.
- Place all materials together for return to school.

## Expectations

### ***Problem Solving Expectations***

We will all need to work together when concerns arise. 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, speak to 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 to tell the person to stop the bothersome behavior and seek adult help if the problem persists.

### ***Campus Expectations***

- All acts of aggression, harassment, and violence are unacceptable and will result in disciplinary action.
- EMS is a gun-free zone. No weapons allowed.
- EMS will be free of offensive language.
- 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 seat 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 at all times in the commons.
- 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.

After students eat their lunch, they may socialize with friends, play sports in the covered court, go to the library (permission by pass only), attend organized clubs, or use the game room. The students may use the restrooms near the Commons at this time. Lunchroom problems should be reported to the Lunchroom Supervisor.

### ***Lunch / After School Detention***

Students will be assigned detention for chewing gum, swearing, wearing a hat/hood at school, hall behavior, and behavior issues with a substitute teacher. Detentions will also be assigned for behaviors not listed when warranted. If a student is assigned detention, he/she will report directly to the assigned location after school.

### ***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 anywhere on school grounds during school hours.

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 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.

### ***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, brag notes, and calls to parents.
- **Discipline:** Any problem with student behavior at this level will be addressed by the classroom teacher, specialist, or other adult school staff member. Adult school staff 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.

School 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. A "Discipline Action Plan" form will be completed and mailed home. When possible, the parents of the student will be contacted by telephone and informed of any interventions at this level. Before returning to the class, activity, or playground, the student will assure the administrator that he/she understands the problem and is capable of productive and cooperative behavior.

### ***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](mailto: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** – Staff members and school administrators will use both informal remedies and disciplinary action, up to suspension and including expulsion.

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.

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 detention is 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 issue a consequence.

### ***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:

<b>1<sup>st</sup> offense</b>	Warning, parent/guardian notified.
<b>2<sup>nd</sup> offense</b>	Up to 1 week suspension from the bus and seat assigned for remainder of semester, parent/guardian notified.

- 3<sup>rd</sup> offense** 2 week minimum suspension from the bus, parent/guardian notified.
- 4<sup>th</sup> offense** Suspended for a semester (up to 90 school days) from the bus, parent/guardian notified.

**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. 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.

### ***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. 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.**

### ***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 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.

### ***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. It is difficult to duplicate the classroom learning experience where group activities and in-class participation are essential to the understanding of the lessons presented. 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, 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. **Progressive consequences for students violating these guidelines will be administered.**

## **Evergreen Health Room**

If you are not feeling well or are injured, report to the health center located in the main office. Please bring a HALL PASS with you when you come.

Please do not call your parent from a classroom if you are ill. The phone call needs to be made from the health room. The phone in the Health Center is available for you to use for health related matters only.

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. The date card on the inside cover tells you when the book is due. 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.** Coaches have these forms. 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***

	<u><b>Boys</b></u>	<u><b>Girls</b></u>
<b>Fall</b>	Football *Cross-Country	Softball *Cross-Country
<b>Fall / Winter</b>	Basketball	Volleyball
<b>Winter</b>	*Wrestling	Basketball *Wrestling
<b>Spring</b>	*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 and Girls' Basketball.

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 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 with this requirement face the following disciplinary actions:

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

Students who forget to bring clothes back 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. or 2:10 – 2:40 p.m. The student is responsible for any information or work missed while absent.

## **Student Safety Tip Line**

### **425-385-5050**