



# Evergreen Middle School

*Home of the Eagles*

## Student Handbook 2023-2024

Evergreen Middle School  
6900 208<sup>th</sup> Ave NE  
Redmond, WA 98053

**Main Office: 425-936-2320**  
**Attendance Recorder: 425-936-2321**

EMS Website: <http://ems.lwsd.org/>

**Principal: Kristian Dahl**  
**Associate Principal: Darcie Breynaert**  
**Dean of Students: Bob Kaneko**

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### [LAKE WASHINGTON SCHOOL DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES](#)

# EVERGREEN STUDENT HANDBOOK 2023-24

## COMMUNICATION

Communication is a vital link for our school community. Communication is accomplished in a variety of ways.

**Personal Contact:** Email is a great way to communicate with your teacher. Most teachers are available to respond to email from 7:20 to 3:20 pm.

**Daily Bulletin:** Daily announcements are reviewed during 4<sup>th</sup> period and are displayed on the TV in our Commons.

**Phone Numbers:**

School Office:	<b>425-936-2320</b>
Fax:	425-868-0105
EMS Attendance Recorder:	425-936-2361 (or email EvergreenAttendance@lwsd.org)
LWSD Food Service:	425-936-1393
LWSD Transportation:	425-936-1120

**Websites:**

Student Access Skyward	Go to <a href="#">Student Access</a> and click on click on “Skyward Student Access/Family Access” to view grades		
	Go to <a href="#">Skyward Support</a> for help with your Skyward account.		
Evergreen Middle Website	<a href="http://ems.lwsd.org">http://ems.lwsd.org</a>	PTSA Communications	<a href="http://evergreenptsa.org">Home (evergreenptsa.org)</a>
		District Website	<a href="http://www.lwsd.org">www.lwsd.org</a>

## ACADEMICS

**Grades and Progress Reports:** Grades give you information about the progress you are making toward learning goals. You and your parents can access grades through Skyward, and teachers update grades on Skyward about every two weeks. If you have questions about grades, you should contact your teacher. Both Quarter Progress Reports and Semester Grade Reports are available to students and families through Skyward approximately one week after the end of the quarter or semester.

**Assignments:** Below are responsibilities you have as a student regarding classwork, homework, and learning.

1. Students are responsible for taking accurate notes, paying close attention to instruction in class, and putting forth consistent effort to learn the content of the class.
2. Students are responsible for keeping an up-to-date calendar in their Student Planner, tracking assignments through TEAMS.
3. Students are responsible for seeking help from their teacher when they do not understand an assignment or a concept. FLEX is a great time to ask for help.

**Academic Honesty:** Academic honesty is vital to learning, and there are consequences for students who plagiarize or copy work, in whole or in part, and represent that work as their own. Copying or borrowing the work of others is cheating. The penalty for cheating and/or plagiarism could result in a loss of credit for the assignment, redoing the assignment, or further disciplinary action. Please refer to the [LWSD Student Rights and Responsibilities](#).

## ACTIVITIES

**Student Groups:** We offer a variety of groups for students based on interests. Some offerings might include:

Anime	Green Team	Random Acts of Kindness
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Battle of the Books	LGBTQ+ Pride Club	Star Wars
Culinary	Multicultural Club	Yearbook
Dungeons and Dragons	Math Olympiad	S. O. A. R. (Honor Society)

Student groups meet during FLEX most of the time, but they may also meet before or after school. More information about groups will be shared with students at the beginning of the school year. Please note that any activity or club that receives financial support from ASB requires participants to purchase an ASB card. ASB cards can be purchased for \$30 per student.

**Associated Student Body (ASB) and Student Government:** The Associated Student Body (ASB) is the governing body of Evergreen Middle School. Its purpose is to propose, discuss, and vote on legislation for the good of the student body and school. A president, vice president, secretary, treasurer, historian, and public relations officer are elected in the spring for the following school year. Six 8<sup>th</sup> grade Members at Large are elected to the ASB Board as well. These 12 students, along with the representatives from each class, form the ASB Executive Board. ASB organizes the school's assemblies, dances, lunchtime activities, charity drives and service projects, and many other school activities.

**Assemblies:** We have different types of assemblies at EMS: spirit, informational, entertainment, and recognition assemblies. Assemblies provide opportunities to practice formal audience behavior. For all assemblies, students are expected to act in a polite and respectful manner. Students should leave notebooks, books, backpacks, coats, etc. in their classroom or locker. As always, phones should remain turned off and out of sight for the entire assembly.

**Dances:** Evergreen offers several all-school dances/socials throughout the year. Tickets can be purchased at school during lunch and online. Students must present their ticket/wristband and picture ID card to be admitted to the dance.

- All dances and socials are for Evergreen students only – no guests are allowed to attend.
- Dances are held at the school, typically in the gym and commons.
- Students attending dances are expected to arrive on time and may not leave early.
- Students must follow our PRIDE expectations at all school events.

## ATHLETICS

### INTERSCHOLASTIC SPORTS

This program is highly structured, organized, and involves competition with other schools. All student athletes must meet eligibility requirements before they can participate in their first practice.

**Eligibility requirements are:**

1. Register through [Final Forms](#).
2. Upload a physical examination form in Final Forms. This exam must be completed every two years by a physician, certifying the student is fully capable of participating in interscholastic sports.
3. Provide proof of accident insurance coverage, at least to the limits specified by the Washington Interscholastic Athletics Association. Accident insurance may be purchased through the school if needed.
4. Purchase an Evergreen Middle School Associated Student Body Card. (ASB card).
5. To participate in competitions students, maintain a minimum Grade Point Average (GPA) of 2.0 and pass all academic classes.
6. Attend school for at least ½ of the school day to participate in practices or games that day.
7. Pay Participation Fee in accordance with LWSD fee schedule.

**Athletics (\$100 per Sport)** [Click here for information on waiving fees](#)

Season	Offerings (max 1 per season)
1	<b>Cross Country</b> <b>Boys Tennis</b> <b>Boys Basketball</b>
2	<b>Girls Badminton</b> <b>Soccer</b>
3	<b>Girls Basketball</b> <b>Wrestling</b>
4	<b>Girls Tennis</b> <b>Track &amp; Field</b> <b>Girls Volleyball</b>

### INTRAMURALS (\$30 per Sport)

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Session	Possible Sport Offerings
1	Floor Hockey Soccer
2	Dodgeball

**School and District Events:**

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school behavior expectations apply at school and district events and when students visit other schools. Students are accountable for violations that occur at other district schools or at school sponsored events.

**ATTENDANCE POLICIES AND PROCEDURES**

Consistent attendance for all students is a high priority at Evergreen. Please schedule vacations, appointments, and other events on non-school days or outside of school hours. Students who consistently attend school have greater academic achievement, higher assessment scores, and higher graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused. Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

All students are expected to remain on campus for the entire school day. Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the principal to develop a plan to support the student's educational progress.

**Procedure for Reporting a Full Day Absence:** A parent or guardian may excuse their student's absence by:

- Calling the attendance recorder at 425-936-2361 **before** 7:30 a.m.
- Sending a written note with their student. The student is to report to the Attendance Office before school to turn in a written excuse.

**Tardy/Late Arrival:** Students are expected to be in their 1<sup>st</sup> period class and ready to learn by the 7:50 a.m. bell. Also, they are expected to move to each class within the 5-minute passing period.

**Unexcused Tardy -To Class:** Consequences for tardies per semester are:

TARDY	POSSIBLE TEACHER ASSIGNED CONSEQUENCES
3 <sup>rd</sup> unexcused tardy to class and beyond.	Lunch service/Office Lunch; parent contact
	FLEX service; parent contact
	After school detention; parent contact

**BEHAVIOR EXPECTATIONS**

Students are expected to display respectful and safe behavior to all staff, students, and visitors while on campus, on the way to and from school, and at school events. The Evergreen community is committed to PRIDE: Positivity, Responsibility, Integrity, Determination, and Empathy. We expect everyone to demonstrate these characteristics in all interactions.

**Positivity** – We are problem solvers. We give our best effort.

**Responsibility** – We are prepared and ready to learn. We show care for our school community.

**Integrity** – We are honest. We stop and think before we act.

**Determination** – We work through challenges and overcome obstacles.

**Empathy** – We recognize our own feelings and the feelings of others. We respond with kindness.

When students make choices that are not in line with expectations, we support them in learning from the behavior and making better choices in the future. We emphasize logical consequences, restorative practices, and problem-solving in our discipline procedures. Possible consequences for not following expectations are:

- Classroom consequences, including but not limited to loss of privilege or conference with teacher
- Complete a "Think It Over" form with parent/guardian signature
- Phone call home and/or meeting with parent/guardian

- Referral to School Administration
- Lunch Service during the 2<sup>nd</sup> half of lunch
- Office lunch with a Think It Over form
- School Service, after school or during FLEX time
- Implementation of a Behavior Contract
- In-school suspension
- Out-of-school suspension

For more information on the Lake Washington School District discipline process, please see the [LWSD Student Rights and Responsibilities](#).

**Harassment, Intimidation, or Bullying:** Evergreen Middle School has an established culture of kindness, safety, and respect for every member of its community. Everyone in our school has the responsibility to make sure Evergreen is safe and positive for all. Our expectations include:

- Everyone is treated with respect, and no one is physically or emotionally harmed.
- Members of our school community will not be harassed because of their race, color, religion, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.
- Anyone who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence by reporting it to an adult.

Harassment, intimidation, or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property;
- Substantially interferes with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Substantially disrupts the orderly operation of the school.

## BUS CONDUCT

Buses are provided by the district to ensure students have safe transportation to and from school and school-sponsored activities. Bus transportation is a privilege, and students are expected to follow the rules of the bus as well as Eagle PRIDE. The driver of the bus is the adult in charge. When school ends, students riding the bus are expected to board the buses as quickly as possible. Behavior issues on the bus may result in losing the privilege to ride the bus.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

All devices must be **"OFF"** and out of sight during the school day, including lunch and passing periods. To ensure privacy and maintain focus on learning at school, students must place all cell phones, tablets, earbuds, headphones, and other non-school provided electronic devices in their backpacks between 7:50am and 2:20pm. **Phones and electronic devices that are being used during the school day will be confiscated, including non-school hours if being used inappropriately or posing a risk to student safety or privacy.** Students who need to call home can use the phone located in the counseling office as needed. Parents/guardians needing to contact their student, including during lunch, should call the school office at 425-936-2320. We will deliver urgent messages to students right away.

Students are not allowed to photograph or record other students or staff at school. Publishing, sharing with others, or uploading to a media or social networking site any photograph or video taken at school or a school event without permission is prohibited.

ELECTRONICS VIOLATION	SCHOOL CONSEQUENCE
<b>1<sup>st</sup> Offense</b>	Device confiscated for the day and can be picked up by the student after school in the office.
<b>2<sup>nd</sup> Offense</b>	Device confiscated for the day; parent notified; device can be picked up by the student after school in the office.
<b>3+ Offenses</b>	Device confiscated and must be picked up in the office by a parent; student may be put on a contract that includes turning their phone in at the beginning and end of the school day.

Student laptop misuse may result in classroom consequences or referral to the office.

<b>Off-Task Behavior on Laptop</b> <i>Playing games, chatting with friends, unauthorized websites, playing music, etc.</i>	<b>Classroom Consequences</b>
1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Loss of laptop for period
3 <sup>rd</sup> offense	Loss of laptop for the day
4+ offenses	Office referral

<b>Office Referral for any of the following violations:</b>
<b>Running software:</b> including games, screen savers, proxies, etc. from a thumb drive or other external drive
<b>Downloading Software:</b> installing game emulator, chat client, web browser, or other software to the laptop hard drive
<b>Inappropriate use of email:</b> using email to engage in non-school related activities, bullying, intimidation, harassment, or sharing/distributing non-school related files (games, videos, memes, etc.)

### **GUM POLICY**

No gum is allowed on campus. Ever.

### **CLOSED CAMPUS**

Evergreen Middle School is a closed campus. Students may not leave the school campus without office permission. A closed campus also means that student guests/visitors from other schools or communities are not permitted on campus during the school day. Dances are closed to non-EMS students.

### **DRESS CODE**

Student dress shall not be regulated except when there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance
- Damage to school property shall result from the student's dress, or
- The student's dress or appearance conflicts with established codes of student conduct prohibiting the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang apparel. Additionally, student dress or apparel may not conflict with prohibitions on harassment.

### **HALLWAY & BATHROOM BEHAVIOR**

Student safety is a high priority. Please walk in the halls and stay on the right side of the hallway. Give others around you personal space. Inappropriate hallway behavior will be handled following our discipline procedures.

Students using the bathroom during class must sign out and take a hall pass. **Only one student is allowed in a bathroom stall at a time.** No food or drinks allowed. Always be respectful and considerate of others. The bathroom is not a place to visit friends, hang out, or eat and drink.

### **LIBRARY INFORMATION**

The goal of the EMS Library is to support students during their time at EMS. The library is open most mornings at 7:20 am and closes at 3:10 pm. Students often use the library before school and at lunch to find a book, do homework, play games, and hang out with friends. You can find more information about the EMS Library on the website at [Library - Evergreen Middle School \(lwsd.org\)](http://Library - Evergreen Middle School (lwsd.org)) and on the EMS Library Teams channel.

#### **Nose in Book (NIB)**

Every Wednesday, for 18 minutes, every student is participating in Nose in Book, or NIB, during 4<sup>th</sup> period. Students should

come prepared to NIB with a hard copy book. The school library can support students in finding a book. Ask the library staff to help you locate just the right book for you. There are monthly reading promotions as well as the year long, popular reading program, Battle of the Books.

### **Tech Help**

The EMS Library supports students in the care and use of laptops. If a student is having laptop issues, the library staff can help students facilitate the technology repair system and provide a loaner while waiting for the laptop to return from repair.

### **Research and Citations**

Students can access databases and academic research from the Library Team. Noodletools is a great resource for organizing research projects and citing sources. Access to the library catalog is on the Library Team. Textbooks are also available for check out in the library.

## **LOST AND FOUND**

Lost items are in the pink cabinet at the corner of the commons, near the TV screen. Students are reminded to check the “Lost & Found” when an item is missing. At the end of each semester, all unclaimed items are donated to a charity.

## **LOCKER GUIDELINES**

**Students are expected to use their lockers. No bags, backpacks, etc. will be allowed in the classrooms. [EMS approved items.](#)**

1. Students are to keep their locker combinations private.
2. Students use only the locker that has been assigned to them. No sharing lockers.
3. Students, not the school, are responsible for all personal belongings. Leave valuable items at home.
4. Report difficulties with lockers to the office.
5. Students may decorate the INSIDE of their lockers, following these guidelines:
  - No tape of any kind
  - No contact paper
  - No stickers or writing
  - Nothing glued or stuck to lockers, such as mirrors or notepads

#### **INSTEAD USE:**

- Magnetic mirrors
- Magnets
- Sticky tak

## **LUNCH PROGRAM**

School lunches may be purchased for \$4 for the 2023-2024 school year. Students may purchase additional items for a fee. Breakfast can be purchased for \$2.50. Free or reduced lunch plans are available. For more information, please contact your counselor. For additional lunch information, please check the [LWSD website under Breakfast and Lunch](#)

## **LUNCHROOM EXPECTATIONS**

1. To purchase a school lunch, students enter through the “IN” door and exit through the “OUT” door. Have your ID card ready to keep the lines moving smoothly.
2. Students must sit at tables while eating lunch. All food and drinks need to be consumed while seated at tables.
3. During lunch, use the restrooms in the hallway leading to the gym. Girls can also use the restroom in the hallway leading to the East Courtyard. All other hallways are off limits to students at lunch.
4. After eating, students are expected to clean their entire table. Then you can stay seated in the commons or move to the library or outdoor field when available.
5. Laptops should be away and not used during lunch.
6. For those students using the outdoor field during lunch a bell will notify you to return to your classroom. The expectation is that you return to your classroom on time.
7. To play foosball, air hockey, or ping pong, check out equipment at the cashier window.



8. For safety, there is no running, pushing, chasing, or wrestling allowed.
9. Students must stay in the lunch areas until the bell rings.

*Have a great year, Eagles!*