



**Evergreen Junior High**  
**Nuts and Bolts**  
**A Quick Reference for Families**

**Phone Number:**

425-936-2320

**School Website:**

[www.lwsd.org/ejh](http://www.lwsd.org/ejh)

**School Day:**

8:00 am – 2:30 pm  
8:00 am – 1:00 pm (Wednesdays only)

**Principal:**

Jan Olson  
Beth Waters, Office Manager

**Counselors:**

Barbara Gregory (A-K)  
Dawn Riley (L-Z)  
Felicia Casolary, Secretary

**School Colors:**

Blue and Green

**Vice Principal:**

Anne Balicki  
Laurie Towers, VP Secretary/ASB

**School Mascot:**

Eagle

**Supplies:** (All grades unless otherwise noted)

Three-ring binder (not accordion)	Ruler – Metric	Pencil Sharpener
College ruled paper	Pens – Blue & Black (No gel pens)	Reading Books – novel for reading period
Scissors	Glue Stick/Tape	Sharpies – fine point/assorted
Dividers	Highlighter(s) various colors	Spiral Notebooks-70 pages
PE Clothes	Personal-size facial tissues	3x5 note cards
Computer Printing Paper	Mechanical Pencils	
Calculator (simple)	Pencils – plain and colored	

**School-to-Home Communication via email:**

Communicating with staff via email follows this pattern:  
First initial of the first name + last [name@lwsd.org](mailto:name@lwsd.org)  
For example: Jan Olson would be [jolson@lwsd.org](mailto:jolson@lwsd.org)

Exceptions: Todd Gibson-togibson  
Chris Ramirez-chramirez  
Marti Morrison - mamorrison

**Progress Reports:**

Mid quarter progress reports are mailed home for students earning any grades of D or F in classes. Report cards are mailed at the end of the semester. Quarter 1 and 3 report cards are hand-carried home by students.

**Parent Access & StandardsScore:**

You may access information regarding your child such as emergency contacts, lunch account status, and attendance via Parent Access on the Lake Washington School District website ([www.lwsd.org](http://www.lwsd.org)). You may also check on student grades using the StandardsScore link found in Parent Access.

**Student Planner:**

Each student receives a free student planner to use for keeping track of assignments. Included in the front of the planner is the student handbook. Please review this information with your child.

### **Fees:**

ASB Sticker	\$20	Yearbook	\$25
Athletic Participation Fee	\$105	PE shirt	\$6

### **Athletic Information:**

Students participating in sports programs must pick up, complete and turn in Evergreen's athletic packet before they can practice. This includes a form for the student's doctor to fill out. Before the first practice, an athlete must join ASB and pay the Athletic Participation Fee. For students who do not have medical coverage, there are optional medical insurance forms available in the student office.

Please see the Evergreen Athletic Packet for more details and a complete listing of available sports by season. Schedules for all athletic contests are available in the student office and on the school web site. If you have athletic questions, please contact the Athletic Director at 425-836-7260.

### **School Lunches:**

A school lunch is \$2.50 and breakfast is available before school for \$1.35. Pre-payments to student accounts may be made by cash or check payable to Lake Washington School District. Visa or MasterCard deposits are available by calling the Food Service office at 425-702-3393. *Applications for the district **free or reduced lunch program** are available in the student office.*

### **Messages for Students:**

Should you need to get a message to your student, please leave a message on their cell phone, which they may access either before or after school.

Forgotten items need to be dropped off in the student office. Students will be responsible for checking in the office between classes for these items.

### **Bell Schedules:**

#### **Daily:**

1 <sup>st</sup> Period	8:00 – 8:50
2 <sup>nd</sup> Period	8:55 – 9:50
NIB	9:55 – 10:15
3 <sup>rd</sup> Period	10:15 – 11:05
<i>A Lunch</i>	<i>11:05 – 11:35</i>
4A Class	11:40 – 12:05
<i>B Lunch</i>	<i>12:05 – 12:35</i>
4B Class	11:10 – 12:05
5 <sup>th</sup> Period	12:40 – 1:30
6 <sup>th</sup> Period	1:35 – 2:30

#### **Wednesday LEAP Day:**

1 <sup>st</sup> Period	8:00 – 8:40
2 <sup>nd</sup> Period	8:45 – 9:30
3 <sup>rd</sup> Period	9:35 – 10:15
A Lunch	10:15 – 10:45
4A Class	10:50 – 11:30
B Lunch	11:00 – 11:30
4B Class	10:20 – 11:00
5 <sup>th</sup> Period	11:35– 12:15
6 <sup>th</sup> Period	12:20 – 1:00