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OUR NAME, COLORS AND MASCOT

“Evergreen” is a very appropriate name for our school. It reflects the building’s beautiful setting among the pines and cedars and reminds us that we are part of the Evergreen State famous for beauty and ecology. Our colors, blue, green and white were selected by students and represent the sky, clouds, water and plant life of our environment. The Eagle symbolizes courage, strength and our purpose to soar above the ordinary.

NO BACKPACK / HAT / HOODS / GUM POLICY

Space is not available for the storage of backpacks in classrooms or the Commons. Student backpacks must be kept in student lockers and remain there throughout the school day. Backpacks, sports bags, etc. may not be left in hallways, on walkways or in teacher office spaces.

In order to foster the best learning environment possible, Evergreen has a no hat policy. Hats, hoods, headbands, visors, or any other headgear may not be worn during school time or at school related activities. Hats should be removed before entering the building and kept in your locker until you have left the school for the day.

Because it is a distraction and creates a terrible mess around the school, gum chewing is also not allowed at Evergreen at any time during the day.

WELCOME TO EVERGREEN JUNIOR HIGH SCHOOL

Dear Students and Parents,

Welcome to Evergreen Junior High School, "Home of the Eagles". You will enjoy a safe and challenging educational environment that will empower you with the knowledge, skills and attitudes necessary for success both now and in the future. You are encouraged to actively participate in the many programs that are available to you. The interest and enthusiasm you demonstrate will benefit you as well as your school. Remember, this is your school. Pride in it and pride in yourself will make your experiences here pleasant and productive.

Our first goal is to provide you with the best education in the most positive environment possible. We are dedicated to your success and we look forward to one of the best years ever. This agenda will provide you necessary information about Evergreen. Become familiar with its contents and it will aid in accomplishing our goal.

The second purpose of the agenda is to serve as a planner to help you keep track of daily assignments and major class projects. We encourage parents to become a partner with your child's teachers by ensuring that assignments are written in the agenda and completed.

Again, welcome to Evergreen. You are in for a tremendous year!

Sincerely,

The Evergreen Junior High Staff

Administrators: Ms. Jan Olson, Principal / Dr. Cindy Lundvall, Vice Principal

Office Staff:

Mrs. Waters: Office Manager; Free/Reduced Lunch; Health Room

Mrs. Towers: Fines and Fees; ASB; Facilities; Lockers

Mrs. Casolary: Student Records; Registration; Immunizations

Mrs. Duncan: Attendance; Student Store

Counselors: Mrs. Gregory (A-K) Mrs. Riley (L-Z)

Counselors are here to help you and are one of your most valuable resources. The counselors will help you plan your school program during registration and make wise decisions concerning any personal or social problems that develop. They will also interpret test results so that you will have an understanding of your abilities and be able to set realistic goals regarding school. If you want to talk with a counselor, make an appointment with the counseling secretary. – Mrs. Casolary

STUDENT COUNCIL

The Associated Student Body (ASB) is the governing body of Evergreen Junior High School. Its purpose is to propose, discuss and vote 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 and 7th grade representatives are selected in the spring from each of our feeder elementary schools. These students, along with a representative from each class, form the Student Council. The requirements to run for a student body office are as follows: a 3.0 grade point average, petition, teacher approval and parent approval.

ASB OFFICERS 2009-2010

President:	Samreen Khadeer	Executive Board:	Lauren Beehler
Vice President:	Maddie Kieneker		Bailey Dumire
Treasurer:	Sydne Dresser		Sarah Kulchin
Secretary:	Emily Koch		Alex Krause
Historian:	Tina Barzdukas		Anastasia Shmytova
Public Relations:	Amdi Burns		
7 th Grade Reps:	Zach Brants	Ryan Klauer	
	Pooja Ghelani	Ryan Ong	ASB Advisor: Mrs. Jackson
	Dillon Hansen		

LISENING DEVICES/COMMUNICATION DEVICES/ NUISANCE ITEMS

Any items that can create disruption or detract from an orderly school environment should not be brought to school. Such items will be confiscated and additional consequences may be imposed. Items of value, such as **electronic devices, pagers, cell phones, CD/MP3 players, and radio/tape players** should be turned off and left in lockers during the school day (7:55-2:30), including lunches. If students are using or they create distraction, these items will be confiscated and will be returned to the students or to parents, as deemed appropriate by administration. Other items, such as rubber bands, water guns, paint balls, stink bombs, balloons, darts, toothpicks, playing cards, etc. will not be returned.

EVERGREEN JUNIOR HIGH - GENERAL INFORMATION

SCHOOL HOURS

The building will be open to students at 7:15 a.m. Teachers will be available by 7:30 a.m. each morning and until 3:00 in the afternoon. If you wish to meet with a teacher, please make an appointment with that teacher. Any student in the building after school hours must be under the direct supervision of a coach, advisor, or staff member. All other students must leave the building by 2:45 p.m. each day.

LIBRARY

The library at Evergreen Junior High operates as an open room for quiet study, computer use, conducting research and to check out books. All materials are expected to be returned on time. Fines will be charged for damaged or lost materials. Parents are welcome at all times to read, volunteer time, or browse. Students are encouraged to use the library before school, during lunch times and after school. The library will be closed occasionally whenever there are classes working on projects.

LOST AND FOUND

A place for lost-and-found items is maintained in the Fitness Office and the Health Room. All clothing should be labeled so that garments may be returned to the owner. You are reminded to check the "Lost and Found" when an item is missing.

LOCKERS

You will be assigned a locker with a built-in combination lock which is changed each summer so that you start with a combination known only to you. Do not give your combination to other students. You may provide and use your own padlock, but a duplicate key or copies of combinations must be filed with the office. Please do not bring valuables to school or leave belongings in unsupervised areas. Evergreen Junior High School and the Lake Washington School District do not accept responsibility for items lost or stolen from a locker or on Evergreen's campus. Lockers are the property of the school and may be inspected at any time by a school staff member. Students are expected to keep their locker secured; jamming the lock for easy access is not allowed. If a locker is inoperable, it is your responsibility to report it to the office. Lockers are a privilege, not a right. Violations of locker rules may result in loss of locker privileges.

LOCKER ROOM-FITNESS CLASSES

Students enrolled in a PE class or participating in sports programs are assigned a combination lock for use in the locker room. **Students are required to lock up all personal items during class.** Fitness students and athletes are required to secure their belongings in a secure area before going to class in the morning. Items left around or outside the locker tempt theft. Use of cameras (digital, video, cell phone or otherwise) are strictly prohibited in locker rooms.

REPORT CARDS

The school year is divided into four quarters. Report cards will be issued approximately a week following the end of each quarter. The purpose of the report card is to inform you and your parents of the progress being made in school. Quarter report cards are given to students to take home. Semester report cards are mailed. In addition to semester report cards, mid-quarter progress reports will be mailed for students receiving D or F grades and/or not working to potential. Students and Parents can also check student progress online in between grading periods through Parent Access. Go to the district website: <http://www.lwsd.org/> and the "For Parents" tab.

TELEPHONE

The school does not provide a telephone for personal use. If you need to make an emergency call there is a phone provided in the counseling office. The phone is not available during class time. **Use of cell phones at all during the school day is prohibited. Classroom phones are not intended for student use.**

LUNCH PROGRAM

A regular lunch or ala carte items may be purchased in the cafeteria. You may pay in cash, or if you choose to use the automated lunch payment system, you may pay with a credit card through the LWSO Food Services at 425-702-3393. You may also pay by check, which can be given to the lunch server. (Please write separate checks for lunch money and other fees, as they go into different accounts.) Unless you are paying cash you will need to have your ID card on a daily basis. The bar code on your ID card, when scanned, will deduct the correct amount from your account. The ID card may only be used by the person that the card is issued to. Applications for free or reduced-price lunches may be picked up in the Main Office from Mrs. Waters, Office Manager.

LUNCHROOM PROCEDURES

Lunch is to be consumed in the commons only. Students are expected to clean up their area before leaving. Evergreen is actively doing its part to help the environment so please recycle appropriate materials in the recycling and compost stations as appropriate. Throwing of food, garbage and other items is prohibited.

ASSEMBLIES

There are four types of assemblies: spirit, entertainment, awards, and information assemblies. Assemblies provide opportunities in school to practice formal audience behavior. For all assemblies, students are expected to act in a courteous and respectful manner. Students should leave notebooks, books, backpacks, coats, etc. in their classroom or locker.

DANCES

Evergreen offers several all-school dances throughout the year. These are intended for Evergreen students only - **no guests** will be allowed to attend. Tickets may be purchased at school during lunches up to a few days in advance. **There are no ticket sales at the door.** Students must present their ticket and ID card in order to be admitted to the dance. Dance times are 7:00-9:00pm. Students needing to arrive after 7:10 need to make arrangements with Ms. Olson or Dr. Lundvall before the dance. Parents need to pick up child no later than 9:15 please. Dances are always in the gym, so our dances are sock hops for the protection of the gym floor. Clothing worn to dances must meet the school dress code. Because school dances are school activities students are expected to act in a school appropriate manner. We do not allow dancing of a sexual nature or other inappropriate dancing. Students who engage in bumping, freak dancing, pushing, shoving or moshing will be removed from the dance and parents will be contacted to come pick up.

HALL PASSES

You must have a pass if you are leaving your assigned class during class time. If a staff member delays you for some reason, ask for a pass with the time of departure noted.

CLUBS AND ACTIVITIES

There are many extracurricular clubs and activities at Evergreen Junior High. Examples of clubs include Academic Games, Math Olympiad, Environmental Club, Chess Club, Natural Helpers, 9th Grade Activities, Peer Mentors, National Junior Honor Society, Multi-Cultural Club, and TATU (Teens Against Tobacco Use). Any activity or club that receives financial support from ASB funds requires the participants to pay the annual ASB membership fee.

FIELD TRIPS

Some classes and/or clubs will participate in field trips. It is important to remember that you represent Evergreen Junior High and that the same school rules apply whether you are on campus or with your class and/or club away from school. Students participating in field trips are expected to check with teachers/classes impacted prior to the field trip and arrange for make-ups. Students are expected to turn in any missed work the next class period.

FEES

Student I.D. Cards & ASB Membership- All students are expected to have an I.D. card. This is used for library check-out, lunch accounts, and computer verification. The first I.D. card is free. Replacement cards are \$5.00. ASB memberships may be purchased in the ASB office for \$20.00. The I.D. card with an ASB membership is required for participation in extracurricular athletics and activities.

Fitness T Shirts- Fitness t-shirts are required for Fitness and cost \$5.00.

Student Accident Insurance- School insurance is available through ExelServ. Schools are not responsible for accidental injury to you unless the injury is the result of a direct negligence on the part of the school district. ExelServ applications are available in the Counseling Office.

Shop, All Lab & Art Classes- You are charged for materials used for personal products and for equipment that is broken due to neglect or misconduct.

Yearbooks- Because we have a deadline for placing our final order for yearbooks, November 30th will be the last purchase date with a guarantee of receiving it. Yearbooks cost \$25.00.

Lost or Damaged Items- If your textbook, library book/material, PE lock or other school issued materials are damaged in any way, a fine will be charged to replace it at replacement cost.

NSF CHECKS

Lake Washington policy requires a \$10 fee for any dishonored checks returned to the district.

SUBSTITUTE TEACHERS AND STUDENT BEHAVIOR

Substitute Teachers are school district employees assigned to our building in the absence of your regular teacher. Students are expected to display exemplary behavior. There will be no tolerance of disrespectful behavior. Any student referred to an administrator by a substitute teacher will receive a minimum of ISS and a parent contact. A second offense will result in a suspension.

ATTENDANCE POLICIES

Missing school affects school performance. Attending school regularly will foster greater academic success. Once students arrive at school, they are required to remain on campus and attend each class, unless properly excused by the attendance office.

EXCUSED ABSENCES

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225 also called the "Becca Bill" and LWSD School Board policy) include the following: illness, medical appointments, family emergency, religious holiday, school related field trips, suspensions, or other pre-arranged absence. If insufficient reason for absence is given it will be considered unexcused.

UNEXCUSED ABSENCES/BECCA BILL

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: Oversleeping, missed bus, traffic, homework, shopping, babysitting, planned trips that student didn't do prearranged absence for, other things that could be planned outside of the school day. As mandated by State Law, the "**Becca Bill**", Student's who accumulate seven (7) unexcused absences in 30 days or ten (10) unexcused absences in a school year will be referred to the King County Juvenile Court System. The court may impose sanctions on either the student and/or the parent or guardian.

ATTENDANCE LINE

If a student will be missing school for any reason parents are requested the school attendance line at (425) 836-7272 before 10:00 on the day of the absence, and give the circumstances of the student's absence. Please be sure to give the child's full name in the message. If parent contact has not been made previously, the student must have written excuse signed by a parent or guardian upon return to school or within two (2) school days. If the student does not present an authorized excuse, then the absence will be considered unexcused and the student will be reported as truant.

ARRIVING LATE, LEAVING EARLY OR RETURNING TO SCHOOL

Any time you are coming to or leaving from campus during the day you **must** sign in/out through the Attendance Office.

LATE ARRIVAL TO SCHOOL

Send a signed note with your child's full name indicating the time of arrival and the reason for the absence/tardy. If your student will arrive after 10:00, please also call the Absentee Line (836-7272). Unexcused tardies to school are subject to discipline similar to tardy to classes. Over sleeping, running late and traffic are not considered excused tardies to school.

EARLY DISMISSAL

Parent Responsibilities:

- On the morning of the early dismissal, send with your child a signed, explanatory note.

Student Responsibilities:

- Put your note in the "Early Dismissal" basket in the Attendance Office before school. Please do not give the note to your teacher.
- Pick up your "Early Dismissal" pass in Attendance Office during passing time or lunch.
- When it is time to leave, sign out in the Attendance Office.
- If you return to school later in the day, check in at the Attendance Office, have your "Early Dismissal" pass signed and then return to class.

PREARRANGED ABSENCES

Student should pick up a "Prearranged Absence" form from the Attendance Office. One week or more before the planned absence, submit the "Prearranged Absence" form to the Attendance Office. Talk with your teachers about the planned absence and how you plan to make up missed work.

EXCESSIVE ABSENCES

Because regular attendance is both an expectation and a critical component of student success, parents or guardians of students who exceed five (5) and (8) absences (excused or unexcused) in a semester will be sent a letter of concern. Parents or guardians of students who exceed twelve (12) absences in a semester will be sent a letter requiring them to contact the Becca Coordinator and provide documentation to verify the excessive absences.

HOMEWORK REQUESTS

Homework requests may be made for absences which will extend beyond 3 days. Homework may be picked up in the office 24 hours after the request is made. For shorter absences your child should check with his/her homework buddy in each class.

HOMEWORK POLICY

Homework activities generally are for preparation, practice, extension, creativity and/or review. Homework is given while keeping in mind that your family, religion and outside-of-school activities are equally as important in your development as academics. Each student varies in their ability to understand material, learning style and rate of production; therefore, the following are recommended homework guidelines.

Student Responsibilities:

- Take accurate notes and pay close attention to explanations
- Put forth effort to learn presented materials
- Record all assignments in your assignment calendar of your agenda
- When needed, seek additional help in a timely manner
- Following an absence: Assignments are to be turned in within a day of student's return unless arrangements have been made with teachers.
- Request make-up assignments with explanation

Parent/Guardian Responsibilities:

- Check assignment calendar in the student agenda on a regular basis
- When concerned about progress and/or homework, contact the teacher or counselor

School/Teacher Responsibilities:

- Communicate expectations to parents and students early in the semester
- Introduce skills and provide practice on skills during class
- Provide make-up work for excused absences
- Provide sufficient time to complete make-up assignments/tests
- Make effort to coordinate long-term assignments
- State expected outcomes and timeline on long-term assignments
- Efforts will be made to limit holiday and weekend homework to the same amount that would usually be assigned on a weeknight.

TARDIES TO CLASS

Tardiness is disruptive to the teaching/learning process and negatively effects student performance. Students are expected to be seated in their classroom with all appropriate materials when the class begins. Unexcused tardies, either to school or to class, will be subject to progressive discipline

Tardiness will result in the following disciplinary steps:

First and second tardy = warning or teacher assigned discipline

Third and fourth tardy = teacher assigned discipline/Parent contact by teacher

Fifth and sixth tardy = disciplinary referral and school service/Parent contact by Administrator

More than six tardies = parent conference and an attendance contract.

Excessive tardies will necessitate further action.

CLOSED CAMPUS

Evergreen Junior High is a closed campus, meaning you cannot leave the school grounds without office permission once you have arrived (even before first period). You may not enter campus grounds when suspended from school. Student guests/visitors from other schools or communities are not permitted during the school day or at extracurricular school events with the exception of athletic competitions or other special events that are open to the public.

RESTRICTED AREAS

You are not to be in areas of the grounds and building for which you do not have permission. You should never be in any area of the school building including classrooms without adult supervision. You are also not allowed on the athletic fields without supervision. The following areas are considered to be restricted at all times: parking lots, wooded areas on school property, faculty lounges, and teacher work rooms.

PUBLIC DISPLAY OF AFFECTION

Recognizing that we are in a Junior High School setting and in order to create a comfortable environment for all members of our community, inappropriate displays of affection are not allowed. This includes, but is not limited to, kissing, prolonged hugging or sting on laps.

VISITORS

All adult visitors *MUST* report to the main office and wear a visitor badge while in the school. School aged visitors are not allowed during school hours.

EMERGENCY SCHOOL CLOSURES

Occasionally the district will suspend school operation due to snow, sleet, ice or storm damage. Radio stations which have agreed to carry weather closure announcements between 6:00 a.m. and 8:00 a.m. include KJR (85), KIRO (710), KING (1090), KOMO (1000), KVI (570), KUOW (94.9) and KIXI (880). In addition the district website, www.lwsd.org will have updated schedule change information.

EMERGENCY DRILLS

As all drills represent an actual emergency condition, you should react seriously but remain calm and follow the prescribed procedure.

Earthquake Drill

The purpose of earthquake drills is to ensure the safety of all people in our school should an earthquake strike. We strive for an automatic response with no panic. You will position yourself under sturdy furniture and hold on to it. If you are not near furniture, move to an inside wall and stay away from windows and glass. Following the tremor, you will evacuate the building as in a fire drill. Earthquake drills are scheduled throughout the year. The procedures are posted in each classroom. The earthquake drill is called over the P.A. system. In the event of an actual earthquake students and staff should not wait for an announcement.

Fire Drill

The purpose of fire drills is to ensure the efficient, orderly and safe exit of all people from the building. You will exit through the exterior door closest to your classroom in a silent, efficient manner. Once outside you will report to the meeting area for your class, you face away from the building and stand in a line with your class. Attendance will be taken by your teacher. Wait until your teacher directs you to either reenter the building or move to the football field for extended drill. For extended drills, students gather on the football field according to their 2nd period class. Fire drills are scheduled throughout the school year. If there is a drill or alarm during passing time or lunchtime then students should proceed directly to the football field. The fire alarm is a loud beeping horn and a flashing light.

Lockdown/Intruder Drill

The purpose of lockdowns is to ensure your safety in the event of an intruder or other event that is considered to put you at risk. You will remain in your locked classroom and remain silent until it is considered safe for the day's activities to continue. The lockdown is called over the P.A. system.

Power Failure

From time to time we have power failures in our school. In this event you should remain in the classroom where you are at the time of the outage. If the failure occurs before school, proceed to first period. If the outage happens during your lunch, go to your fourth period class. If the outage occurs between classes, go to the class to which you were headed.

DRESS CODE

School clothing shall be worn as intended by the manufacturer, and be appropriate for a Junior High School environment and classroom learning.

- Hats, hoods and other head gear are not to be worn at school or school activities.
- Shirts/tops must extend to the beltline, no midriff showing and no undergarments (including bra straps) should be visible. No low cut neck lines.
- Pants/skirts must be worn no lower than top of hip bone. Undergarments should not be showing.
- No revealing skirts/shorts. (Should extend beyond fingertips when arms hang loosely at sides)
- Shirts and shoes must be worn at all times. No open toe shoes allowed in lab classes.
- Clothing that promotes and/or suggests alcohol, drugs, tobacco, sexist or racist themes, profanity, offensive or gang related logos, violence or sexual connotations are not permitted.

Based on these guidelines, teachers and administrators will decide on the appropriateness of student dress. Students who are determined to be dressed inappropriately will be required to change or possibly be sent home. Parents may be contacted if inappropriate dress continues.