

Table of Contents

Student and Family Access and Tools.....	D-2
Student Activities and Clubs	D-3
Athletics.....	D-5
EMS Library.....	D-6
Rules for Laptop Use	D-7
General Information.....	D-8
Student Conduct.....	D-9
Electronic Devices.....	D-11
Dress Code	D-12
Attendance Policies.....	D-13
Homework Policy	D-15
Fees	D-15
Lunch Program.....	D-5
School Transportation.....	D-16
Emergency Procedures.....	D-16

SITES FOR HOME USE

Access Email from Home <ol style="list-style-type: none"> 1. Go to outlook.office365.com. 2. Enter your e-mail address and password. <p>Note: You may need to put LWSD\ in front of your username.</p>	Access Power School Learning from Home <ol style="list-style-type: none"> 1. Go to the LWSD website. 2. Click on the “Students & Families” dropdown menu. 3. Sign in with Office 365. 4. Click on Evergreen Middle School.
Access Your Grades from Home <ol style="list-style-type: none"> 1. https://student.lwsd.org 2. Enter username and password. 3. Click on Skyward. 	Classzone (Social Studies Textbook) – 7th & 8th Grade URL: http://www.classzone.com Username: Password:
Turnitin.com URL: http://www.turnitin.com Username: Password:	Access the TCI/Student Portal – 6th Grade <ol style="list-style-type: none"> 1. Go to LWSD.org. 2. Click “Student Portal” 3. Click on “Welcome to Student Portal” 4. Scroll down to TCI. 5. Click on “TCI” and it will open directly to the link.
Destiny (Library) URL: http://lwsd.follettdestiny.com Username: Password:	

PARENT ACCESS

The Lake Washington School District has a system that allows parents to access their student’s records via the internet. By registering for Parent Access, you will have access to general student information, grades, lunch account balances and volunteer applications. One log-in links parents to each child in the family.

To register for Parent Access:

- Go to www.lwsd.org
- Click on the “Students & Families” dropdown menu
- Click on Skyward Student Access/Family Access
- If new to LWSD, find the Handbook for New Families [here](#).

STUDENT ACTIVITIES AND CLUBS

Extracurricular clubs and activities at Evergreen Middle School provide students with opportunities to explore interests and contribute to our community. Listen to morning announcements for more information on clubs and activities. ***Please note that any activity or club that receives financial support from ASB funds requires participants to buy an ASB membership.***

Student Government and Leadership (ASB)

Grades 6-8

Coordinator: Mrs. Miller

Description: 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 8th grade Members at Large are elected to the ASB Board as well. These 12 students, along with the representatives from each class, form the student council.

How to join: Run for office in the spring of your 7th grade year. An announcement will be made. The requirements to run for student body office are as follows: current 7th grade student, 3.2 grade point average (cumulative), petition, teacher approval and parent approval.

ASB OFFICERS 2019-2020

President:	Megan Wood	Treasurer:	Maanit Goel
Vice President:	Aayush Gadamshetty	Historian:	Agam Itshaki
Secretary:	Chashni Golla	Public Relations:	Vedika Patani

Members at Large: Azhan Mohammed, Archit Kumar, Anikait Vishwanathan, Nimai Belur, Samyukta Kaushik, Tanzil Hussain

ASB organizes assemblies, dances, many of the charity drives and service projects, and many other school activities.

Environmental Club

Grades 6-8

Coordinator: To Be Determined

The mission of the Environmental Club is to help our school community practice resource conservation and engage in environmental stewardship. The goals of this club are to expand waste reduction and recycling practices and operate an environmentally efficient and responsible school. Students also may select challenge projects to complete in and around our Evergreen community.

Math Club

Grades 6-8

Coordinator: Evergreen Middle School PTSA

Description: Evergreen's Math Club is open to all students. The group's goal is to enhance students' understanding of mathematical concepts independently as well as collaboratively. Math club activities may include: Logic games and puzzles, real-world applications of mathematics, and additional math topics such as the Fibonacci sequence, Pascal's Triangle, and more! While this group does not focus on preparing for specific math competitions, practice material for these competitions and sign up information will be available.

Multicultural Club**Grades 6-8****Coordinator:** Mr. Olson

Description: Evergreen's Multicultural Club welcomes 6th, 7th and 8th grade students who are interested in learning about and celebrating Evergreen's cultural diversity. Multicultural Club has monthly meetings, often with guest speakers who explain the culture of their expertise and are able to demonstrate the characteristics of that culture. Annual field trips teach and entertain the members and can include cultural, ethnic, academic or other experiences.

National Junior Honor Society**Grades 7-8****Coordinator:** Ms. Kesler, Ms. August, Mr. Fraczek, Mr. Olson

Description: The National Junior Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of scholarship, service, leadership, citizenship, and character. NJHS events include running the annual food drive and school beautification. Members of the Evergreen Middle School National Junior Honor Society must maintain at least a 3.5 cumulative grade point average, complete at least ten hours of community service per semester, and regularly attend the NJHS meetings. There is a formal induction ceremony for those who qualify in April with invitations for applications mailed out during the 3rd quarter.

Robotics Club**Grades 6-8****Coordinator:** Evergreen Middle School PTSA

Description: Robotics Club is a competitive club that learns about robotics concepts and builds a robot to compete in the VEX IQ Global Challenge. Students form teams composed of 3-5 students and at least one parent coach. We meet once a week during homeroom and afterschool. This is a competitive club and students must form their own teams, EMS does not form teams or force students onto teams.

Science Club**Grades 6-8****Coordinator:** Evergreen Middle School PTSA

Description: Science Club provides opportunities for students to extend their passion for science through fun and engaging science activities.

WEB (Where Everybody Belongs) Leader**Grade 8****Coordinators:** Ms. Ozeri, Mrs. Leith, and Ms. Hamilton

Description: WEB leaders are responsible for showing all students at Evergreen Middle School that every student really does belong. Students apply to be WEB leaders in the spring of 7th grade and attend a spring training as well as two four-hour summer trainings prior to school starting to prepare for their responsibilities in leading groups of younger students. A WEB leader is a student who can be a positive role model to other students. Leaders mentor incoming students to ensure that they have a positive transition to middle school. Responsibilities are greatest at the start of the school year; however, leaders continue to prepare monthly follow-up activities in order to maintain a connection with younger students throughout the school year. Current 7th graders can apply in the spring to be WEB Leaders for the following year.

ATHLETICS

Coordinator: Athletic Director: Mr. Dowling, zdowling@lwsd.org

Athletic programs are an important part of the Evergreen Middle School experience for many of our students. Students who wish to participate in the after school athletic programs must be approved for competition by a medical doctor. A student's medical clearance will allow the athlete to participate in middle school sports for a period of two years. Summer medical appointments are recommended so athletes can participate in fall sports. Students will be required to:

- Purchase a school ASB membership, \$25.
- Register and fill out the appropriate forms: <https://lakewashington-wa.finalforms.com/>
- Pay the participation fee (see below). Fees are to be paid online through parent access.

Athletic fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for brothers/sisters who attend the same school. Fees must be paid at the time of turnout.

Middle School Athletic Fees:

- **\$75 per interscholastic sport with an individual cap of \$150.**
Siblings at the same school will have a family cap of \$225.
- **\$50 Intramural fee.**

*Scholarship request forms are available in the office.

Refunds

Refunds will be provided if a student athlete is not able to participate prior to the first competition due to illness, injury, or family relocation.

Athletic Eligibility

Students must be in attendance for at least four class periods of the school day in order to participate in any school related sporting event unless previously arranged with administration. In order to maintain athletic eligibility, the student shall maintain passing grades in all classes (no "F's").

Interscholastic Sports Schedule for the 2019 - 20 Seasons

Season One: Boys/Girls X-Country, Boys Tennis, Boys Basketball

Season Two: Girls Badminton, Boys Soccer

Season Three: Girls Basketball, Boys and Girls Wrestling

Season Four: Track-Boys'/Girls'; Tennis-Girls'; Girls' Volleyball

Interscholastic Description: Competition with other LWSD middle schools.

Intramural Sports Schedule for the 2019 - 2020 Seasons

Students will be surveyed in the fall to determine interest for the Intramural program.

2019-2020 Intermural dates: January 6 – January 31.

Intramural Description: Competition among Evergreen Middle School students/teams

Athletics <https://ems.lwsd.org/activities/athletics>

Parents/Guardians, please be aware of practice ending time. A pattern of late pick-up could result in Athletic Director or Administration follow-up.

EMS LIBRARY

The library at Evergreen Middle School operates as an open room for study, computer use, checking out books, conducting research, and/or as a place to play chess, games, and visit with friends during lunch.

- All materials are expected to be returned on time. Fines will be charged for damaged or lost materials.
- The library is open 30 minutes before and after school, and students are encouraged to use the library during open hours.
- The library will be closed occasionally when there are classes scheduled. However, students may enter quietly and ask for assistance from the support staff.
- When using the library, students are expected to respect all library users and library property.

Evergreen Library Power School page: https://lms.lwsd.org/kolson/ems-library-olson1920/cms_page/view Check here for up to date information, tips, tools, etc.

Evergreen Library Catalog: <http://lwsd.follettdestiny.com> Click on “Evergreen”

Check here to see what books/audiobooks/resources are available from the Evergreen Library. If you want to put a book on hold, or see what books you have checked out, you can do so. See the Librarian in the library or follow the directions below to create an account. From the website listed above.

Click “Login”; Click “Forgot Password”

Enter your username (ex: s-jstudent)

Enter your student ID # (6 or 7 digits); **Click “Next”**

Enter your birthdate; Click “Next”

Pick a password (8-character minimum)—Maybe your regular password. Choose something to do with your birthday: ex: June1996; November3; May151997; **Click “Save”**

Citing your Sources: The Lake Washington School District recommends that you use an online citation generator such as EasyBib, KnightCite, etc. Citations must be alphabetized and should be in MLA 8 format—make sure this option is checked. No bullet points or numbering. Detailed information can always be found on the district webpage <https://www.lwsd.org/students-families/6-12-research-and-homework/citing-works-guidelines>

Creating a Presentation: Visit the district’s “Creating Presentations” page for tools and links to create presentations: <https://www.lwsd.org/students-families/6-12-research-and-homework/creating-presentations>

Your Opening Slide or Screen: If you used copyrighted images, video, sound, etc., your opening slide needs the Copyright and Fair Use disclaimer statement, which you can copy and paste onto the first slide or screen of your presentation. You DO NOT read this during your presentation, simply include it on the first slide:

NOTICE: The following presentation contains copyrighted materials used under the Multimedia Guidelines and Fair Use exemptions of U.S. Copyright law. Further use is prohibited.

Works Cited Page: This is where you list your works cited/consulted. You DO NOT read these to the class. Simply have this slide as part of your presentation, typically the second-to-last slide of the presentation. Citations must be alphabetized and in MLA format. No bullet points or numbering.

Images in a Presentation: Remember that any image that you use also needs a citation and should be included on your Works Cited page.

Copyright and Fair Use: Here are some things to know about Copyright and Fair Use for presentations.

- Because you are a student, you can use copyrighted material.
- You must follow certain guidelines when using copyrighted material.
- You cannot post a presentation that contains copyrighted material online or let anyone else use it.
- Web Images: You can use up to 10% or 15 images (whichever is less) from any one collective work (such as a web page or a book) in your presentation.
- Music: You can include 10% or 30 seconds of a song (whichever is less) in your presentation.
- Illustrations: You may use no more than 5 images by 1 artist.
- Motion: You may put 10% or 3 minutes (whichever is less) of a copyrighted film into your presentation.

RULES FOR LAPTOP USE

- Students are expected to bring their fully charged laptop to school daily.
- Students are expected to travel to and from school each day with their laptop powered off by choosing to shut down from the Start Menu and waiting for all lights to go off; this allows the district to update the software on the computer and for better connections to both school and home networks.
- Simply closing the lid is not adequate
- All work done on the laptop, both inside and outside of school, should have an educational purpose.
- Students are expected to immediately report any malfunctions.
- Students are not to give out their log-in or password information to anyone except their parents/guardians.
- Students are expected to care for their laptop.
- Do not alter anything on the hard drive, download software, or audio/video files unless authorized.
- LWSD provided laptops are intended only for school related work. Games are not allowed unless directed by a staff member. Programming is not allowed unless directed by a staff member. Failure to follow these rules will result in disciplinary action.

Violations of these rules will result in loss of laptop use and privileges.
Repeated violations will result in an office referral to Administration.

GENERAL INFORMATION

ASSEMBLIES: There are four types of assemblies: spirit, entertainment, information, and awards. 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.

CLOSED CAMPUS: Evergreen Middle School is a closed campus. Once students have arrived at school in the morning, they cannot leave the school grounds without permission from the office. A student who is suspended from school may not enter campus grounds or any LWSD facility during the time of suspension. Student guests/visitors from other schools or communities are not permitted during the school day. They may, however, attend athletic competitions or other special events that are open to the public.

COUNSELING OFFICE: Counselors are here to help students and are one of our most valuable resources. They work with students and families with both academic and personal concerns. Counselors have an integral role in transitioning students from elementary to middle school as well as from middle school to high school.

- If you want to talk with a counselor, make an appointment with the Ms. Stuvland, Counseling Secretary.
- Counselors are assigned by last name as listed below:
 - Ms. Parnell: last names A-K
 - Ms. Ozeri: last names L-Z

DANCES: Evergreen offers all-school dances throughout the year. Tickets must be purchased at school during lunches or before school. There are no ticket sales at the door. Students must present their ticket and picture ID card in order to be admitted to the dance.

- These are intended for Evergreen students only – no guests will be allowed to attend.
- Students may not come late or leave early without pre-approval from a school administrator.

Because dances are school activities, students are expected to behave in a school appropriate manner. Dancing that is provocative, of a sexual nature, or in violation of school or district policies is not allowed.

LOCKERS AND PERSONAL ITEMS: Students will be assigned a locker with a built-in combination lock. Locker combinations are reset each summer. Students are not to share locker combinations with other students.

- Please do not bring valuables or personal, non-educational, items to school or leave belongings in unsupervised areas. Evergreen Middle School and the Lake Washington School District do not accept responsibility for items lost, stolen, or damaged from a locker or 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 the student's 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.
- Personal locks placed on lockers will be cut off by the school.

LOCKER ROOM-FITNESS CLASSES: Students enrolled in a PE class or participating in the sports program 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.
- Use of cameras (digital, video, cell phone or otherwise) is strictly prohibited in locker rooms and classrooms unless there is express permission from the teacher.

LOST AND FOUND: Lost and found items are stored in the Fitness Office and in the Commons. All clothing should be labeled so they are easily identifiable. Students are reminded to check the “Lost and Found” when an item is missing. Items that are not claimed will be donated twice a year, once at Winter Break and a second time at the end of the school year.

REPORT CARDS: The school year is divided into two semesters. Report cards will be issued approximately a week following the end of each semester. The purpose of the report card is to inform students and their parents of the progress being made in school. Semester report cards are mailed.

*Students and parents can check student progress online throughout the year on Parent Access. Go to the website: <http://www.lwsd.org/> and the “Students & Families” tab.

RESTRICTED AREAS: For safety, students are not to be in restricted areas without permission. The following areas are always restricted: areas behind the school, parking lots, wooded areas on school property, staff rooms, and teacher work rooms. Also, students are not allowed on the athletic fields without supervision. Students are not to be in any room, including classrooms, without an adult present.

TELEPHONE: The school provides a telephone for students to use to contact parents or guardians when there is a need. If students need to make a call, a phone is provided in the Counseling Office. The phone is not available during class time, except for absolute emergencies. Use of cell phones during the school day is prohibited, except for in the Counseling Office with staff permission. Classroom phones are not intended for student use.

VISITORS: All visitors, including parents, *must* report to the Main Office and wear a visitor badge while in the school. School-aged visitors are not allowed on campus during school hours.

STUDENT CONDUCT

DISCIPLINE: In order for all Evergreen students to feel safe and focus on learning, we have high expectations for student behavior. 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. Some possible consequences for not following expectations are:

- Verbal redirection and/or conference with teacher
- Complete a behavior processing form with parent/guardian signature
- Phone call home and/or meeting with parent/guardian
- Office lunch with a behavior processing form
- School Service, either after school on Wednesday 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 2019-20 Student Rights and Responsibilities in the Evergreen student agenda, pages A1 – A14.

STUDENT 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 students to demonstrate these characteristics in all interactions.

LUNCHROOM EXPECTATIONS:

Positivity – Invite others to eat with you

Responsibility – Clean your table before leaving. Place garbage and recycling in proper bins.

Integrity – Be kind to others. Eat your own food.

Determination – Focus on eating. Get permission to leave the lunchroom.

Empathy – Use calm voices and bodies so everyone can enjoy lunch.

HALLWAY AND COMMONS EXPECTATIONS:

Positivity – Use the high 5 zones to interact with others. Compliment others when you have the chance.

Responsibility – Stay on the right side of the hallway and enter through the right door. Watch where you are going.

Integrity – Respect the personal space of others. Walk at all times.

Determination – Get to class on time.

Empathy – Hold the door for others. Let someone go ahead of you. Make eye contact and talk to others.

HARRASSMENT, INTIMIDATION, OR BULLYING: Evergreen Middle School has an established culture of kindness, safety, and respect for every member of its community. Each member of 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 recurrence by reporting it to an adult.

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

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

ELECTRONIC DEVICES: Items that create disruption to an orderly school environment are not to be brought to school. Such items will be confiscated, and consequences may be imposed. **Electronic items should be turned off and put away during the school day (8:25 a.m. – 2:55 p.m.), including lunch time and passing periods.** Teachers may use cell phones as an instructional tool at their discretion. In cases of emergency, parents should call the school main line at (425) 936-2320 rather than calling or texting their student.

It is advisable that all electronic items, and other personal belongings, be marked with students' names. The school is not responsible for students' electronic devices and personal items, which are brought to school at the risk of the student and family. Students who have their cell phone confiscated for failure to follow school and/or classroom policies will be addressed the following way:

1 st offense	Phone is taken to front office and can be collected at the end of the day by the student.
2 nd offense	Phone is taken to front office and can be collected at the end of the day by the student. Parent/guardian is notified, and student receives School Service
3 rd offense	Phone is taken to front office and can be collected at the end of the day by the parent. Student receives School Service.
4 th offense	Phone is taken to front office and can be collected at the end of the day by the parent. Student receives School Service and is placed on a cell phone contract.

HALL PASSES: A hall pass is required to leave an assigned class during class time. In addition, students are asked to sign out/sign in of their classroom.

FLEX: Flex Time is a school-directed time that is used for academic support, enrichment, meetings, and special events. Expectations for students are outlined below.

STUDENT RESPONSIBILITIES:

- Check the Flex system before or during Flex check.
- If a teacher request is in the system, attend that teacher's Flex.
- If no teacher request exists, sign up for a Flex to attend.
- Go to the Flex session signed up for. Attendance will be taken.

TARDIES TO CLASS: Tardiness is disruptive to the class environment and negatively impacts student learning. Students are expected to be in class with all needed materials and ready to learn when class begins. Students arriving late to first period are required to sign in at the main office. Multiple tardies, either to school or to class, will be subject to disciplinary action.

SUBSTITUTE TEACHERS AND STUDENT BEHAVIOR: Substitute teachers are school district employees assigned to our building in the absence of a regular teacher. Students are expected to display exemplary behavior and treat guest teachers with the same respect they give to other members of our school community.

PUBLIC DISPLAY OF AFFECTION

Evergreen Middle School is a place of business and a place to teach and learn. 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 sitting on laps.

BUSES

- **PASSES:** Students who would like to request a bus pass must bring a parent note to the office before the end of lunch that day. No bus passes will be issued after lunch. Bus passes are given only if there is room on the bus requested. Bus drivers can deny a bus pass based on capacity.
- **BEHAVIOR:** Students are expected to conduct themselves with respect for their peers and the bus driver. The bus driver is the adult in charge of the bus, and all students are expected to follow their directions. If behavior is an issue on the bus, the following consequences could be assigned: assigned seats, revoking bus privileges, school-based disciplinary action. Students are expected to make good choices on the bus and at bus stops.

FIELD TRIPS

Some classes and/or clubs will participate in field trips. It is important to remember that students represent Evergreen Middle School and that the same school rules apply whether students are on campus or with a class/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-up of any missed work. Students are expected to turn in any missed work the next class period. Permission slips are required prior to going on the field trip.

DRESS CODE

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. 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 shall create material and substantial disruption of the educational process at the school.

Material and substantial disruptions may be found to exist when a student's dress 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.

BAG POLICY: Backpacks are allowed in class at the discretion of the teacher. If a bag or backpack is brought to class, it should be placed on the back of the chair, under the chair, or in a location designated by the teacher. Bags and backpacks are not to be placed in aisles or walkways.

GUM POLICY: In order to keep our school clean, chewing gum is not allowed at any time.

ATTENDANCE POLICIES

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower 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. Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

Parents/guardians are to report absences, early dismissals, or late arrivals via the attendance email: EvergreenAttendance@lwsd.org. The email address can also be found on the Evergreen website home page and clicking the email link next to Attendance. Parents/guardians can also report attendance on the absentee line at (425) 936-2321. Please report absences before 8:00 a.m. on or before the day of the absence. Students do not need to bring in a note to have an absence excused.

EXCUSED ABSENCES: Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R. These criteria include: illness; health condition; medical appointment; family emergency; religious or cultural purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview.

ABSENTEE LINE: Messages may be left in English or Spanish. If a student will be missing school for any reason (other than a pre-planned absence for which a form is on file) parents/guardians are requested to call the absentee line at 425-936-2321 before 8:00 a.m. on or before the day of the absence and give the circumstances of the student's absence. If a call is not made on the day of the absence, the parent/guardian may either call the school or send a note within two school days of the student's return. If there is no contact, the absence will be considered unexcused.

UNEXCUSED ABSENCES: Absences are marked unexcused when:

1. The parent/guardian submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent/guardian fails to submit any type of excuse statement within 48 hours of the student's return to school following an absence.

If a student has unexcused absences, the school shall progressively notify and engage the student and family to avoid further absences. This process is outlined in district policy [JED-R](#).

EXCESSIVE ABSENCES: If any student is chronically absent, defined as having missed ten (10) percent or more of the school year, then the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences may not be considered excused. A conference may be held once a student has ten (10) or more

absences in a semester to develop a plan to support the student and the student will need to remain in compliance with such a plan for a school to consider further absences excused. A conference may not be required if prior notice of the excused absences was provided to the school or if a doctor's note has been provided and an attendance plan is in place to ensure the student will not fall behind in their coursework.

LATE ARRIVAL AND EARLY DISMISSAL

LATE ARRIVAL – Students must sign in through the main office when they arrive. A parent/guardian can either email the attendance office or call the absentee line at 425-936-2321 to report absences.

Students do not need to bring in a note to have an absence excused. The school will determine if the late arrival is excused or unexcused based on the information given by the parent/guardian.

EARLY DISMISSAL – Parents/guardians must either email the attendance office on the day their student needs to be released early or call the absentee line at (425) 936-2321. The following information should be provided in email or by phone: student first and last name, early dismissal time, and reason for early dismissal. Students do not need to bring in a note for early dismissal. The school will determine if the missed classes are excused or unexcused based on information given by the parent/guardian.

PLANNED ABSENCES

We encourage families to plan vacations and appointments when school is not in session when possible. If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by completing the pre-arranged absence form that may be obtained from the office or on the EMS website. Students should talk with their teachers about the planned absence and how to make up missed work. Teachers are not required to provide classwork or assignments in advance of an absence.

HOMEWORK REQUESTS DUE TO ABSENCE: Students shall be allowed a reasonable opportunity to complete or turn-in assignments or tests missed during an excused absence. Assignments not completed because of an excused absence or tardiness shall be made up in the manner provided by the teacher. A student will be allowed at least one makeup day for each day of absence. If a missed assignment or test cannot be replicated outside of the class period it was initially offered in, the teacher shall either excuse that assignment or provide the student with an alternative assignment. Most homework assignments are posted on Power School. Students are expected to check Power School for all classes to obtain and print homework assignments, then follow up with peers and teachers as necessary. If no homework is found on Power School, students should check with his/her classmates in each class and check the individual teacher Power School pages for information. Students should also talk with the teacher directly when they return from an absence. Teachers are not required to provide classwork or assignments in advance of an absence.

HOMEWORK POLICY

Homework can be an important and valuable extension of classroom instruction. In its simplest form, homework enables the student to practice and refine skills so that mastery is achieved. In later stages, innovative projects reflect the integration of numerous skills into a final, original expression.

The amount and frequency of homework varies for several reasons. Certain subjects are characterized by frequent homework, while others require fewer outside assignments. The emphasis and amount of homework should match the developmental skills of the student. Like classroom instruction, homework should be individualized in consideration of differences between students.

Homework provides the following opportunities within a learning experience:

Practice: This is the most common type of homework and the simplest. It is given to help students practice specific skills so that mastery is attained. Material is presented by the teacher in class and a homework assignment promotes practice by the student, either at school or home.

Preparation: The intent of this category is to prepare students for the next class meeting. Students may be asked to read ahead in a text, to make notes or answer questions, or to study material, etc.

Extension: Extension assignments ask the student to go beyond simple recall of knowledge. Concepts or skills are applied instead to new situations.

Creativity: These are usually long-range assignments requiring several days to weeks to complete. Students are required to integrate many skills in the process of completing the final product.

FEES

STUDENT ID CARDS AND ASB MEMBERSHIP: All students are expected to have an ID card, which is used for library check-out, lunch accounts, and computer verification. ASB membership can be purchased online or at the cashier window before school or during lunch for \$25.00. The ID card with an ASB membership is required for participation in extracurricular athletics and activities.

CLASS FEES/FINES: A materials fee is charged for Elective classes. Students are responsible for equipment that is broken due to neglect or misconduct in any class.

FITNESS T-SHIRTS: Fitness t-shirts are required for fitness class and cost \$8.00.

YEARBOOKS: Yearbooks cost \$40. All students must return or pay for items belonging to the school, prior to receiving the yearbooks at the end of the school year.

LOST OR DAMAGED ITEMS: If school-issued materials are lost or damaged in any way, a fine will be charged to replace it at replacement cost.

STUDENT ACCIDENT INSURANCE: School insurance information went home in the first day packets and is also available in the counseling office.

Fees may be paid online via Parent Access or in person at the EMS cashier's office. There is a convenience fee for online transactions. See instructions below:

NSF CHECKS: Lake Washington School District policy requires a \$10.00 fee for any dishonored checks returned to the district.

SCHOLARSHIPS: Scholarships for fees are available for families experiencing financial hardship. Parents should contact their counselor.

LUNCH PROGRAM

A regular lunch or *a la carte* items may be purchased in the cafeteria. The student cost for meals are \$3.50 for lunch and \$2.00 for breakfast. Payment can be made by:

- Cash
- Check, which can be given to the lunch staff. (Please write separate checks for lunch money and other EMS school fees, as they go into different bank accounts.)
- Charge your Visa or MasterCard online through the secure [MySchoolBucks.com](https://myschoolbucks.com) site. If you would like step by step instructions for using this secure site, see our [online payments](#) page. There is a convenience fee of \$2.49 for each transaction.

Unless paying cash, students will need to have their ID card to purchase meals. The bar code on the ID card, when scanned, will deduct the correct amount from the student's account. The ID card may only be used by the person that the card is issued to. ID cards may not be used to purchase items for other students.

Applications for free or reduced-price lunches may be picked up in the Counseling Office or found online by [CLICKING HERE](#).

SCHOOL TRANSPORTATION

BUSES: Students who ride the bus will be dropped off at Dickinson Elementary. They will use the stairway and ramp between Dickinson and Evergreen Middle School to get to and from school. LWSD Transportation has a new tool that allows you to view the estimated time of arrival for your bus. Download the **Versatrans My Stop** app for [Apple](#) or [Android](#).

DROP- OFF/PICK-UP: The upper loop as well as the two lower loops can be used for student pick-up and drop-off. Please pull all the way forward when using these lanes so that as many cars as possible are off the main street. Before and after school parent vehicle traffic can be quite challenging. It is recommended that the following routines are followed to help with traffic flow:

1. School traffic can be heavy between 8:15 and 8:30 AM and 2:40 to 3:00 PM. If possible, avoid these times or be prepared for extended time to drop off/pick up.
2. Please have students prepared to exit the car when pulling up; however, students may only be dropped off/picked up along the curb.
3. Please be aware of the other vehicles and try not to block the flow of traffic.
4. If students need extra time to gather their items for school, pull into a parking space in the lower lot.

5. Using the bus drop off road at Emily Dickinson Elementary is prohibited between 7:55 AM and 3:25 PM.

BIKES: Bike racks are available, and helmets are required. Please bring a lock. Once on the school premises, students must walk their bikes due to safety concerns.

EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSURES: Occasionally, the district will suspend school operation due to snow, sleet, ice or storm damage. Radio stations that announce weather closures between 5:00 and 8:00 AM include KIRO (97.3 FM), KOMO (1000 AM), KVI (570 AM), KUOW (94.9 FM), and KIXI (880 AM). In addition, the district website <http://www.lwsd.org> will have updated schedule change information. Closure and delay information can also be found on Flash Alert (<https://www.flashalert.net/id/LakeWashingtonSD>) and through School Messenger.

EMERGENCY DRILLS: As all drills represent an actual emergency condition, students should react seriously but calmly and follow the prescribed school and district measures.

EARTHQUAKE DRILL: Earthquake drills are scheduled in October. The purpose of earthquake drills is to ensure the safety of all people in our school should an earthquake occur. We strive for an automatic response with no panic. In the event of an actual earthquake, students and staff should not wait for an announcement but DROP, COVER, and HOLD, positioning oneself under sturdy furniture and holding on to it. If not near furniture, move to an inside wall and stay away from windows and glass. Following the earthquake, all will evacuate the building as in a fire drill.

FIRE/EVACUATION DRILLS: Fire drills are scheduled throughout the school year. The purpose of fire drills is to ensure the efficient, orderly, and safe exit of all people from the building. Students and staff will exit through the exterior door closest to their classroom in a silent and efficient manner. Once outside, students will report to the football field and line-up with their 1st period class, silently awaiting further instructions. Attendance will be taken by teachers.

ALICE/LOCKDOWN DRILLS: These can take many different forms; however, the purpose is to ensure student safety in the event of an intruder or other event that is considered to put students at risk. Students are asked to follow ALICE procedures and use Alert-Lockdown-Inform-Counter-Evacuation in case of one of these events.

POWER FAILURE: From time to time, we have power failures in our school. In this event students and staff should remain in the classroom where they are at the time of the outage. If the failure occurs before school, proceed to first period. If the outage happens during lunch, students go to their fourth period class.