

# **EVERGREEN MIDDLE SCHOOL**

*"BUILDING ON TRADITION, COMMITTED TO EXCELLENCE, CULTIVATING THE FUTURE"*

## **STUDENT HANDBOOK**

**2023-2024**

*"VIKINGS ROW TOGETHER-WE ARE RESPECTFUL, WE TAKE OWNERSHIP, AND WE WORK HARD TO ACHIEVE AND SUCCEED"*

**14544 Co. Rd. 6 Metamora, Ohio 43540**

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**[www.evergreen.k12.oh.us](http://www.evergreen.k12.oh.us)**

## Introduction

SCHOOL NICKNAME: VIKINGS - COLORS: GREEN & GOLD

Welcome to Evergreen Middle School!

The information found in the student handbook is to assist you during the school year and to make your experience as a student as meaningful and worthwhile as possible. The policies and procedures found in the handbook are based on the respect for the rights of others and the individual's responsibility as a student. All are expected to be aware of the items covered. We hope you will participate in our varied activities and find those things in our school which will prepare you for high school.

Please take the time to become familiar with the following information and keep the handbook available for you/your parent's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

## EVERGREEN MIDDLE SCHOOL 2023-2024 CALENDAR

<b>August</b>	21	District Mtgs.-Workday MS Orientation & school pictures
	22	Teacher Work Day
	23	First day of school for students
<b>September</b>	1	Inservice Day - <b>No School</b>
	4	Labor Day - <b>NO SCHOOL</b>
	5	Junior Fair Day - <b>NO SCHOOL</b>
<b>October</b>	5	Parent/Teacher conferences
	6	Teacher Work Day - <b>NO SCHOOL</b>
	20	End of 1st Quarter
<b>November</b>	22-27	Thanksgiving Vacation - <b>NO SCHOOL</b>
<b>December</b>	22	End of 2nd Quarter
	23	Winter break - <b>NO SCHOOL (Dec. 23rd - Jan. 1st)</b>
<b>January</b>	2	Teacher Workday - <b>NO SCHOOL</b>
	3	First Day of 2nd Semester
	15	Martin Luther King Day - <b>NO SCHOOL</b>
<b>February</b>	15	Parent Teacher conferences
	16	Teacher In - Service Day - <b>NO SCHOOL</b>
	19	Presidents Day - <b>NO SCHOOL</b>
<b>March</b>	8	End of 3rd quarter
	11-15	Spring Break - <b>NO SCHOOL</b>
	29	Good Friday - <b>NO SCHOOL</b>
<b>April</b>	1	Easter Monday - <b>NO SCHOOL</b>
<b>May</b>	27	Memorial Day - <b>NO SCHOOL</b>
	30	End of 4th quarter - <b>Last student day (Dismiss 1-Hour Early)</b>
	31	Teacher Workday

EVERGREEN MIDDLE BELL SCHEDULE DAILY BELL SCHEDULE

**DAILY BELL SCHEDULE**

Period 1 8:00 - 8:48  
Period 2 8:51 - 9:35  
Period 3 9:38 - 10:22  
Period 4 10:25 - 11:09  
Period 5  
Lunch 5A 11:09 - 11:39  
Period 5B 11:42 - 12:26  
OR  
Class 5A 11:12 - 11:56  
Lunch 5B 11:56 - 12:26  
Period 6 12:29 - 1:13  
Period 7 1:16 - 2:00  
Period 8 2:03 - 2:50

**2-HOUR DELAY SCHEDULE**

Period 1 10:00 - 10:29  
Period 2 10:32 - 11:01  
Period 3 11:04 - 11:33  
Period 4 11:36 - 12:05  
Period 5  
Lunch 5A 12:05 - 12:35  
Class 5B 12:38 - 1:07  
OR  
Class 5A 12:08 - 12:37  
Lunch 5B 12:37 - 1:07  
Period 6 1:10-1:40  
Period 7 1:43-2:13  
Period 8: 2:16-2:

**Faculty and Staff**

**SUPERINTENDENT**

Mr. Eric Smola

**PRINCIPAL**

Mr. Lucas Burkholder

**BOARD OF EDUCATION**

Mrs. Nora Kiefer (Board President)  
Mr. Jason Miller (Board Vice-President)  
Mr. Don Smith

Mr. Zach Murry  
Mr. Matt Vaculik

**MIDDLE SCHOOL GUIDANCE COUNSELOR**

Mrs. Lindsay Skowron

**7-12 Athletic Director**

Mr. Dylan Henrick

**FACULTY**

Mrs. Deborah Bard  
Mr. Bob Beemer  
Ms. Megan Boze  
Mrs. Jennifer Burkholder  
Mrs. Keri Chamberlin  
Ms. Heather Christensen

Mrs. Carrie Cline  
Mrs. Lori Cobb  
Mr. Jake Dawson  
Ms. Vicki Fields  
Mr. Martin Nichols  
Mrs. Tammy Nofziger

Mrs. Laurie Schmidt  
Mr. Matt Seifert  
Mr. Dan Steel  
Ms. Maddie Stewart  
Mrs. Kelsey Wulf  
Mrs. Melanie Yoder

**SHARED TEACHERS WITH HIGH SCHOOL**

Mrs. Ana Ford  
Ms. Alexis Howell  
Mr. Chris Lyons  
Ms. Natalie Miller  
Mrs. Audra Roesti  
Mr. Luke Rosen  
Mr. Robert Stierman

**SECRETARY**

Ms. Tori Gauthier

**SPEECH & HEARING**

Mrs. Mary Echler

**CUSTODIANS**

Mrs. Sheila Natter  
Mrs. Janice Smith

**NURSE**

Mrs. Karen King

**SCHOOL PSYCHOLOGIST**

Mrs. Mary Beth Malolepsz

## **Scope of Jurisdiction**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities and programs.

In addition, the Code of Conduct includes:

1. misconduct by a student that occurs off school property, but is connected to activities or incidents which have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or in the property of an official or employee.

## **Student Code of Conduct**

At Evergreen Local Schools, we believe that each student, staff, and visitors should be treated with courtesy and respect. This will promote and maintain a safe, positive, and appropriate educational climate. The purpose of this code of conduct is to aid in the development of a safe and productive learning environment for all students.

Evergreen Local School students are required to behave in a socially and legally acceptable manner at all times including both on and off school property including in sight of or in view of school property and/or school personnel/representatives. Misconduct by a pupil that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on school property may be subject to the code of conduct.

The Evergreen Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this code of conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee. Violations of school rules may result in formal disciplinary action through the school. The Lucas and/or Fulton County Sheriff's Department may be called when a student violates a law which governs the citizens of Evergreen Local School District.

Any pupil engaging in conduct either specifically or generally like that detailed below may be subject to formal disciplinary measures including but not limited to: verbal or written reprimand, referral to school counselor, parent contact or conference, revocation of privileges, detention, Friday school, community service, in-school tutoring, in-school reassignment, emergency removal, referral to law enforcement, suspension, expulsion, or permanent exclusion.

**Disruption of the Educational Process-** Students shall not participate in any activity that disrupts or reasonably provides the potential to disrupt the educational processes or orderly conduct of a school campus, school, school board function, or activity on school board property. Disruption of class, lunch time, or school activities through either verbal, physical, or electronic means are prohibited. Any act that regardless of intent suggests harm, inconvenience, or creates unrest (this includes threats & hoaxes) are strictly prohibited. This includes, but is not limited to false alarms, false claims, dishonesty, forgery,

unauthorized use of fire or incendiary devices, gambling, joking violence, insubordination and/or any other activity that the administration deems disruptive. Students will obey the instructions of any staff member at all times.

**Dangerous Weapons/Instruments-** Student shall not bring, possess, transmit, conceal, or store any weapon or instrument capable of harming another person. This includes any explosive, incendiary or poisonous gas (mace), bomb, grenade, rocket, missile, mine or other device similar to any to the devices listed above. Students are prohibited from bringing or possessing a firearm or concealed weapon on school property, in a school vehicle, or to any school-sponsored activity.

**Narcotics, Alcoholic Beverages and Drugs-** Student shall not possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale, or be under the influence of any alcoholic beverages, tobacco products, illegal drugs, unauthorized prescription or non-prescription drugs, look-alike alcohol or drugs, or any mind-altering substance while on school grounds, in school facilities, school-sponsored events, in sight or in view of school property, school personnel/representatives, in other situations under the authority of the District, or in school-owned or school-approved vehicles. This includes paraphernalia associated with tobacco, drugs, inhalants, e-cigarettes, vaporizers, and vapor products.

**Harassment, Intimidation, or Bullying-** Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. Evergreen Local Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Harassment, intimidation, or bullying means: Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes either mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

**Vandalism-** A student shall not cause or attempt to cause damage or vandalize the property of another, public or private on school premises, or at any school activity on or off school grounds. Marking, defacing, or damaging school property or grounds will not be tolerated, including but not limited to, damage and/or destruction of information, electronic or other. This includes vandalism to the property of school employees both on and off school property.

**Threats, Obscenity, & Profanity-** Students shall not use profanity, obscene gestures, nor possess obscene materials. Students will not show any sign of disrespect towards any school employee, student, or visitor. Students shall not act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any student, school employee, or visitor. The unauthorized touching of ANY staff member, which will not be tolerated.

**Aggressive Behavior, Physical Harm, & Disrespect-** Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. Students shall not cause physical harm to another student, staff member, or visitor. Students will not threaten, harass, haze, fight, or show disrespect to fellow students and/or any other individuals at school. Unauthorized touching, and/or gross misconduct is strictly prohibited.

**Theft/Stealing-** Students shall not steal, attempt to steal, or cause to steal any private or school property. Unauthorized use, possession, or damage to the property of another is strictly prohibited including, but not limited to, unauthorized duplication, copyright infringement, plagiarism, theft of information, electronic or other.

**Cheating/Dishonesty-** Students will not lie, cheat, attempt to cheat, assist, or encourage another student to lie or cheat. No student shall assist or aid, in any way, another student in violating school rules, regulations, or policies. This includes the transmission, use, or sale of any unauthorized academic information, electronic or otherwise.

**Unauthorized Location-** Students shall not use or leave the building or property without proper authorization. This includes being in an unauthorized area during the school day and trespassing.

Students who fail to abide by the rules of Evergreen Middle will face consequences for their actions. In addition, students who damage school or personal property, either accidentally or purposefully will be held responsible for paying for the damages. Students who violate the Code of Conduct and are removed/suspended may be required to receive counseling before returning to school.

#### **Possible Disciplinary Actions**

1. **Detentions** - Detentions may be assigned by any teacher or administrator. Parents/guardians shall be given 24-hour notice of the assigned detention. Detention hall is open on Tuesdays and Thursdays from 2:50 p.m. to 3:50. Students may be assigned a 30-minute or 60-minute detention. Students are to report directly to the detention area and be prepared for a period of supervised study. Students must be on time and may not leave the detention area or talk with other students during detention. Students will be provided a minimum of two school days following the day that the detention was issued to serve the consequence. Students are completely responsible for making arrangements to secure transportation home after the detention hall. Failure to serve an assigned detention will be considered as a serious offense and students may be subject to additional assignments to detention hall, Friday School, In-School Studies, Out of School Suspension, or other reasonable consequences determined by the Principal.
2. **Revocation of Privileges** - Revocation of Privileges may result from failure to comply with the student conduct code or established rules and regulations applicable to those activities. These privileges include, but are not limited to the following: Riding a school bus, driving a vehicle to and from school, attending dances, participating in extra and co-curricular activities including but not limited to prom, homecoming, commencement, or other activities, attending field trips, or restriction of internet or email access, or cell phone usage on campus.
3. **Emergency Removal** - Emergency removal from a class will temporarily place a student in the office or out of school, if it is determined that the student possesses an on-going threat to the educational environment or process. A student may be unexcused from the classes missed during the removal.
4. **Friday School** – Friday School assignments will be assigned by the Principal. Friday Schools are held from 3:00pm - 6:00 p.m. at Evergreen Middle School. Students must bring materials to study and arrive promptly. Parents/guardians will be notified by a phone call and/or mail by administration. An unexcused absence from Friday School may result in an additional Friday School(s), Saturday School(s), In-School Detention, or Out-of-School Suspension being assigned.

5. **In-School-Reassignment (ISR)** - An In-School-Reassignment will result in the student not participating in regular classes or any other school activity during the period of the detention. The assignment of an In-School Reassignment must be done by the administration. The school day(s) will be spent studying and working exclusively on academic work. Credit will be given for all school work completed during the assignment. Parents will be notified by phone and/or mail.
6. **Out-of-School Suspension (OSS)** - An Out-of-School Suspension results in the denial of attendance and participation in any school activities. Students may be suspended from one to ten (1-10) days by the Principal or Assistant Principal. Progressive suspension may be given to students who continually break school rules and/or the code of conduct. Suspending students from classes is seen as a very serious penalty because days missed are considered unexcused. If an Out-of-School Suspension is made:
  - Parents/guardians will be notified by mail. Courtesy calls by phone will be attempted,
  - Students may not attend classes, school functions, nor be on school property during the length of the suspension,
  - The student may receive "up to" 75% credit for all classwork missed during a suspension. It is the student's responsibility to personally contact each classroom teacher and arrange to make-up the missed class work. The time frame to complete the "make-up" work is not to exceed the number of school days for which the student was suspended from school.
7. **Expulsion** - An expulsion may be done by the Superintendent for a continual or extreme breach of school policy. Expulsion may be as long as eighty (80) days or one calendar year and can be extended into the following school year.
8. **Intervention** - Intervention is an action taken when a behavior or activity is judged to be wholly or partially inappropriate for the school environment. Intervention is a process tailored to the individual needs of each student. It begins with an identification of inappropriate behavior. It requires an assessment of the student's particular needs and entails available resources and constraints. Intervention is a shared responsibility. The Evergreen Board of Education and administration believes in and supports positive intervention occurring at every level in administering the misconduct code. Intervention can be both formal and informal and requires communication between staff, students, and parents.

### **Specific Penalties for Inappropriate Bus Behavior**

1st Conduct Report: The bus driver will contact the principal and write a bus referral that states the student's inappropriate bus behavior. The Principal will email one copy of the incident to the student's parent/guardian. (A phone call may be necessary to address an immediate problem.) One copy will be emailed to the bus driver.

2nd Conduct Report: Same procedure as first conduct report.

3rd Conduct Report: Removal of Bus Transportation privileges. Same procedure as second conduct report. However, the student will lose bus transportation privileges (including field trips) for a minimum of \*three days.

4th Conduct Report: Same procedure as third conduct report. However, the student will lose bus transportation privileges (including field trips) for a minimum of \*five days.

5th Conduct Report: Same procedure as fourth conduct report. However, the student will lose bus transportation privileges (including field trips) for a minimum of \*ten days.

\*Absences and school closings do not count as fulfilling a day of loss privileges. The missed day(s) will be added on to total the same number of days removed from transportation.

MISCONDUCT OF SERIOUS NATURE CAN RESULT IN IMMEDIATE LOSS OF TRANSPORTATION PRIVILEGES. A pupil immediately removed from transportation will be given a notice as-soon-as practical of a hearing, which will be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property, or a threat to the safe operation of the school bus.

### **Student Due Process**

Prior to a student being removed from school for disciplinary reasons the student has the right to a conference hearing to challenge the reasons for the suspension and to receive written notice of the reasons for the intended suspension from school. After the conference hearing, the student still has the right to appeal this decision to the board of education (or its designee), to be represented in the appeal by a representative of his/her choosing, and to request that the hearing be held in an executive session. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

The Evergreen Middle School's use of after school detentions, Friday detentions, and In-School Reassignments are examples of intervention and designed to discipline the student while, at the same time, not having to suspend the student from school.

### **Video Camera**

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **Drugs and Alcohol Rationale**

The Evergreen Board of Education recognizes substance use/abuse as a community problem which may manifest itself within the schools. It is also recognized that substance use/abuse may lead to chemical dependency, a treatable medical disease. In addition, chemical substance use/abuse often produces inappropriate behavior within the school environment which may interfere with learning and the fullest possible development of each student.

### **General Policy Statement**

The Board supports a progressive approach of education, prevention, intervention and community awareness in combating the problems of substance use/abuse in our community. It is the policy of the Board of Education to provide discipline as well as positive action to address chemical substance use/abuse, and/or dependency. Positive action is based upon helping students recognize the harmful effects of drugs and alcohol and helping students to establish productive life goals. Further positive action may include, but not be limited to, counseling, parental/guardian involvement, intervention, referral, alternatives to suspension and support services.

Within the limits of available funds, programming will be developed working with alcohol, drug abuse, and dependency problems. In promoting learning, we believe that education offers one of the most effective tools to combat a potentially deadly problem.

These goals cannot be achieved by the schools alone, regardless of funding, staff ability, or program development. The family, church, police, community health services, mental health and treatment



facilities, and concerned citizens must be involved if our goals are to be accomplished. Toward this end, we are committed to achieving a school environment free of chemical use, abuse, or dependency.

This policy concerns alcohol and other drugs on school property as well as school-sponsored activities off school property. Throughout this policy drugs will be defined as any mood- altering substance which affects a person in such a way as to bring about physiological , emotional, or behavioral change. Alcohol is a mood-altering drug. This policy forbids any pupil, school employee, or citizen to be under the influence, to use, to have in his/her possession, or distribute in any way alcohol or other drugs on school property.

A student shall not knowingly possess, use, exhibit evidence of use, have used, transmit, sell or distribute, or be under the influence of alcohol or other drugs, counterfeit drugs (look-alike drug) of any kind. Likewise, the student shall not possess, use, transmit or sell any drug- related paraphernalia. When the student's use of a prescription drug has been authorized by a licensed physician, the office shall be notified and written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.

### **Drug and Alcohol Abuse Guidelines**

Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage or intoxicant or any drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school- sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the students' arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container.

Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia (for example hypodermic needle, syringe, water pipe, roach clip, etc.).

### **Articles Prohibited in School**

We are concerned about the safety of all our pupils. Each year, a number of problems arise because some students bring articles to school which are hazards to the safety of others or interfere in some way with the educational process. Permanent markers of any kind are no longer permitted in school. Gum is prohibited during school hours as well.

### **Progressive Discipline**

The purpose of discipline is to either change inappropriate behaviors or to remove the student so that there is a positive school environment conducive to learning and teaching. To end this, students who repeatedly violate the Student Code of Conduct will receive increasingly more severe penalties for their actions. The levels of punitive actions for progressive discipline will be Detentions, Revocation of Privileges, Saturday School, Alternative School, In School Suspension, Out of School Suspension, file charges with the county probation department and then Expulsion. The administration may repeat steps in the process as it relates to specific circumstances as determined by their professional opinion, as to what is fair, consistent and will result in changed behavior.

## Policies & Procedures

### Final Forms

Final Forms is an online forms and data management service that Evergreen uses to manage emergency medical forms, handbooks, athletic forms, academic forms, transportation forms, and other activities for students. All emergency medical forms must be completed on Final Forms by the end of the first week of school.

For students in grades 7-12 that plan to play a sport, the parent and student forms need to be completed in order to participate in sports. For answers about specific athletic forms please contact Dylan Hendricks, 7-12 athletic director.

### Visitors

Visitors to the school must be approved by the principal. All visitors must report to the Middle School office to sign in.

### Cell Phone Policy

Cell Phones/Electronic Communication Devices (ECD)- Students may possess inaudible cell phones and electronic communication devices on their person when entering and leaving the school. Students are not permitted to use cell phones or have on their persons once the school day has begun and until the completion of the day. Students will be required to keep cell phones in their locker throughout the day. Students shall not make phone calls from their electronic communication device during district provided transportation (i.e. bus or van transportation). Cell phones, electronic communication devices, and any other technology device that rings, vibrates excessively, or in any way disrupts the educational process of class and/or the school day, constitutes grounds for confiscation by school staff or personnel. After a student's 2nd violation, parents/guardians will be required to pick up cell phones/ECDs. Discipline may follow for students blatantly or repeatedly in violation of this policy. Students are responsible for knowing the appropriate time to use technology.

- No student shall use a cell phone or mobile communication device in violation of any student code of conduct, compute usage agreement, and/or bullying policy.
- Ill students are expected to report immediately to the office. The school secretary or building administrator will contact parents directly if the student needs to go home.
- Students are prohibited from using electronic communication devices to capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and consent for the capture, recording or transmission of such voice and/or images by all persons whose voice and/or image is captured. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building Principal.
- Cameras may be used during sporting events and other public performances.

### Cell Phone use on school transportation

- If cellular devices/electronics are utilized while on the bus, earbuds or headphones must be used at all times. **No exceptions.** Devices will be confiscated if this procedure is not followed and may be returned at the end of the bus route. If a major incident occurs, it will be necessary for parents to pick up the device in the main office (transportation department/bus garage)
- Use of earbuds and headphones of any kind are not permitted when entering the bus, exiting the bus, and when crossing the street.

- No small or handheld speakers allowed on the bus at any time.
- No taking pictures or recording videos at any time. If this occurs, electronic devices will be taken and reviewed by administration.

Examples of unacceptable usage of technology include but are not limited to: usage in classrooms, bathrooms, locker rooms, cheating, cyber bullying, and sexting.

- Possession of a cell phone or other mobile communication device while on campus or during school transportation is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- The contents of cell phones and/or mobile communications devices may be searched if reasonable suspicion exists that it was used in an activity prohibited by the code of conduct, technology policy, or computer usage agreement.
- The student assumes all risks in bringing such devices onto school property or to school related functions.

### **Internet Connection**

Wireless Internet is provided by the Evergreen Local School District. Students MUST have an Acceptable Use Policy signed and on file at Evergreen Middle School. Students may not connect to the Internet using cellular data plans (3G, 4G, 5G) or their home Internet provider during the school day.

### **School Promotion-Retention Policy**

Evergreen Middle School's promotion-retention policy is developed in accordance with Board Policy 5410.

- Evergreen Middle School students will be promoted to the next level if he/she passes 3 of the 4 core subject areas. Subject areas include: Math, Science, English-Language Arts (ELA) and Social Studies.
- If a student does not pass 3 of the 4 core subject areas, they will be required to complete summer school in order to earn credits for the classes failed.
- If a student is at risk for not being promoted to the next grade level, parents will be notified at the end of the first semester and end of the third nine weeks. At that time a meeting may be called between the parents and all relevant staff members to discuss promotion, placement, or retention.
- The staff at Evergreen Middle School will ensure that all efforts will be made to remediate the student's difficulties prior to retention, which may include necessary interventions, accommodations, or additional supports.
- A student may be placed at the next grade level when retention would no longer benefit the student.
- The principal has the final responsibility for determining the promotion, placement, or retention of each student. And throughout the process parents will have the opportunity to request the promotion, placement, or retention of their child.

### **Medication Control Policy**

Any form of medication (including prescription and nonprescription) medications must be registered with the secretary. The medication will be marked and stored in the main office.

If a student must have medication, the following procedure is followed:

1. Parents fill out part I Student Data and part II of the medication control form.
2. Students must come to the office and pick up medication, and self administer in the presence of an adult school employee. (Students are not to give medication to other students.) Only portable breathing devices for students with Asthma are permitted to be carried with a student. As a

general policy, school officials should not administer medicines. Teachers are not required to administer medicine to students. If it is done, it is strictly voluntary.  
(Medication control forms are available in the office)

### **Dance Policy**

Evergreen Middle School dances are closed. Only students of Evergreen Middle School and 6, 7, and 8 grade students from Holy Trinity are permitted to attend. All school rules and policies apply to the dances. Dress shall be proper for the occasion. Any person leaving the dances will not be permitted to re-enter. There is no loitering outside the building. Students are to remain inside the building during the entire dance. Students who wish to leave early must have a signed note from a parent or guardian upon entering the dance.

### **Dress Code**

It is the policy of the Evergreen Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education.

Students may not be allowed to return to class until they are wearing acceptable clothing. Violators of these standards need to correct the infraction. Refusal to correct or repeated violations will result in other disciplinary measures as part of the progressive disciplinary code of conduct. The principal, with the assistance of the faculty, is responsible for uniformly administering the dress code. The principal's decision is final.

Students should consider the following questions when dressing for school:

- Does my clothing distract other students and staff? (No)
- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

### **Lockers**

A locker is assigned to each student. The lockers are the property of Evergreen Schools and are subject to inspection by authorized school personnel. The school is not responsible for stolen items. However, if the articles are stolen from lockers a report should be made to the main office.

Each student will be assigned a locker. The school will not be responsible for items that are lost, misplaced, or taken. It is recommended that each student put a lock on the locker, and record this number in the office on the data card. Students are not permitted to change lockers unless permission from the office has been given. Lockers must be maintained in a neat and orderly fashion. Key locks are acceptable, but a copy of the key must be left in the office.

### **Locker Searches**

All lockers belong to the Evergreen Board of Education, and are subject to search by the principal at any time if there is suspicion that the locker contains evidence of a criminal or school rule violation. Section 3313.20. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs with the assistance of the Fulton County Sheriff Department.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or teacher-aide or have a hall pass from an authorized staff member. Any student leaving a classroom must also sign out.

### **Book Bags**

Book bags are permitted to transport books and other necessary school-related items to and from home. They are not permitted in classrooms. Once school begins, all book bags are to remain in individual lockers.

### **Textbook Damage (Student)**

You are responsible for the books which you receive from the Evergreen School System. If your textbook is lost or damaged you will be required to pay the cost for replacing the textbook.

## **Academics**

### **Make-Up Work**

The following conditions apply to the makeup of tests and other assignments missed during an excused absence. It is the student's responsibility to contact each teacher to make arrangements for completing the missed class work. The office will collect missing work on the second day of an excused absence. This collection will only take place upon parent request.

1. With an excused absence, students may make up tests and assignments within a reasonable time limit provided arrangements for such makeup are requested by the student the first day of his/her return to school. Every reasonable help and consideration in make-up work will be offered by the faculty and administration to students with excused absences. An extended absence where class work has been sent home for students to complete during their absence, students are expected to have those assignments completed within two school days of their return to school. Any extension of this time frame will have to be approved by the principal. For unexcused absences, the student may receive "up to" 75% credit for all classwork missed provided the work is turned in within a reasonable time frame as agreed upon by the teacher and/or principal.
2. Parents' rights concerning the care and control of children are in some instances secondary to the state's paramount interest in the child's welfare in the area of compulsory education. One of these areas is absence for convenience. The board of education strongly opposes this removal of students from school for vacations in excess of those called for in the school calendar. In cases where these absences do take place the following regulations concerning make-up work apply:
  - a. In advance of the anticipated absence, the parent must notify the middle school office and the student must then complete a Pre Arranged Absence Form. Any hours missed for vacation will be included in calculating excessive absences and habitually truant as described above.
  - b. Students may make up tests within a reasonable time limit provided arrangements for such makeup is requested by the student the first school day of his/her return and provided the conditions of notification and application are completed as described above. The time frames for this will be established by each individual classroom teacher.

## Homework

At Evergreen Middle School it is believed by the staff and administration that homework plays a role in improving the learning process for our students. When homework is assigned to students it will be meaningful and reasonable, which will provide educational benefits to students. Homework will provide students an opportunity to practice learned skills, reinforce what is taught in class, apply knowledge across content areas, and serve as an extension of classroom instruction. Homework weights that contribute to a student's overall grade will be determined by each teacher, and it will be communicated to students at the beginning of the year.

In order to support students, Evergreen Middle School has adopted a program called Z.A.P (Zeros Are not Permitted). The philosophy behind this program is: *If we feel the assignment was important enough to assign, then we must hold students accountable for their learning by completing the assignment.* The ZAP program is not a form of punishment, but rather a program designed to increase student accountability, improve classroom performance and send the message that failure is not acceptable.

## Course Offerings

A full listing and description of course offerings can be found on the middle school webpage.

## Grading Scale

Exams: Eighth grade students are required to take exams during the second semester of the school year. This will count as 10 % of the final quarter grade.

100 A+  
99-93 A  
92-90 A-  
89-88 B+  
87-83 B  
82-80 B-  
79-78 C+  
77-73 C  
72-70 C-  
69-68 D+  
67-63 D  
62-60 D-  
59% AND BELOW - F

In computing the G.P.A.. the following method is used:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.000	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0.00		

## Quarter Ending Dates

First Quarter Ending -	October 20, 2023
Second Quarter Ending -	December 22, 2023
Third Quarter Ending -	March 8, 2024
Fourth Quarter Ending -	May 30, 2024

### **Teacher Conference Availability (Parents)**

Please contact the office to make arrangements for teacher conferences. Each teacher has a special conference time built into the schedule. Teachers are available until 3:00 each day. If a special conference is set, please check in at the office when arriving at school. (Please do not go directly to a classroom).

### **Attendance**

Parent Involvement Excusing Absences - All students are expected to be in school every day school is in session. Parents/Guardians should notify the school as soon as possible by telephone (419-644-2331x1135) on days when students will be absent. Homes of absent students will be periodically called to check for legitimate absences. If the school has not received a phone call, students returning to school after an absence are to present a dated note from their parent/guardian indicating the reason for the absence. After 48 hours, if a note has not been received, the absence will be unexcused. SIGNING OUT: All students are required to sign out and sign back in when leaving and coming back to a classroom or the cafeteria. This keeps track of the whereabouts of all students in case of an emergency or in case of locker theft or other school vandalism. If a student is too ill to attend school, she/he will not attend after-school activities. All educable children between the ages of six and eighteen are compelled under Ohio law to attend school unless properly excused. In accordance with this the following policy describes the manner in which a child may be excused for an absence from school for good and sufficient reasons.

The Statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. **Parental notes/phone calls are accepted to excuse up to 30 hours of absence per semester.** A medical statement from a doctor is required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Extenuating circumstances may be considered on a case-by-case basis for exceptions to this rule. Appeals should be made to the student's school principal.

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardian; Observance of religious holiday; Medical or dental appointment. (RC 3321.04) Parental notes for these reasons (except when medical notes are provided) and/or for the fair, family vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case-by-case basis.

### **Excessive Absences**

Students who miss **38 or more hours in one school month** with or without a legitimate excuse; or absent **65 or more hours in one school year** with or without a legitimate excuse. Students who are identified as having excessive absences will receive a letter from the school notifying them of this classification, and be reminded of House Bill 410 requirements.

### **Habitually Truant**

Students who miss **30 or more consecutive hours of school**, who are absent **42 hours or more in one month**, or who are absent **72 hours or more in one year** without a legitimate excuse are considered "Habitually Truant".

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Within 7 school days of the triggering absence, the Absence Intervention Team (AIT) will make three meaningful attempts to secure the participation of the student's parent or guardian to develop the student's absence intervention plan. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the principal files a complaint with the juvenile court truancy officer.

### **Leaving School**

Any student leaving school other than at the regular close of the school day must check out in the main office. If it is not your scheduled time of departure you must present a note from parents or guardian to be allowed to leave. The Principal may require verification/documentation of any absence deemed necessary. Failure to provide this verification/documentation could be treated as truancy from school. If you are ill you should report to the main office and your parents will be contacted. Clearance with your parents, along with permission from the Principal, is a must prior to leaving the grounds. Failure to follow this procedure will be considered truant from school.

### **County Fair**

To be excused a student must have a written note from their parents as to the need for the student to miss school to attend to an animal and/or an exhibit. Any hours missed for the county fair will be included in calculating excessive absences and habitually truant as described above.

### **School Arrival and Dismissal**

Students will be allowed to enter the building at 7:35am. The school will not be responsible for a student before this time in the morning. School is dismissed at 2:50. The school will not be responsible for students who stay at school after hours if they are not involved in an organized school sponsored event. If staying for an organized school sponsored event the coach or advisor must be present to provide supervision. A note must be presented to the office secretary in the morning before school starts for the following conditions.

1. A student is going to be riding home with a parent and not riding the bus.
2. Transportation to another location, other than a school related function, should be arranged by parents.

Due to limited space on buses, large numbers of students will not be provided transportation to non-school activities

### **Closing of School**

Occasionally, certain conditions will necessitate the closing of school. If Final Forms are up to date, parents will receive automatic notification based upon chosen preference. Information can also be found by tuning your radio or television into local media stations. Extracurricular activities scheduled for the day of a school closing may still be held if weather conditions improve.

### **Scheduling and Change Procedure**

Any parent wishing to select a particular teacher for the upcoming school year, must do so in writing by April 1 of the current school year. It is very difficult to move a student to another section at the beginning or in the middle of a school year. This is not a guarantee. But all efforts will be made to satisfy the parent request. It will not be the practice of the Evergreen middle school to change a student's placement once the year has begun.

## **Safety Drills**

### **Student Well Being**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures and drills as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, knowledge of the possession of dangerous weapons and thoughts of violence by students and/or staff, he/she should notify any staff person or the principal immediately.



**Fire**

A continuous sounding bell is the signal to leave the building with your teacher in a quiet, orderly manner. These are conducted monthly at unannounced times. It is important that you listen to your teacher to know exactly which exit is to be taken. Stay with this group when you get outside. Attendance is taken, and then a runner is sent to the building principal to indicate that the entire class is outside. These drills are important for the safety and preparation of any possible emergency. A fire drill is held once each month during the school.

**Tornado**

A tornado drill is held during the months of April and May. There are designated shelters within the building for each room. If a tornado warning is in effect, the building siren will sound. Students must be quiet, and listen to teachers as they give directions to the proper tornado shelter for that classroom. Within the shelter, each student is required to sit on the floor, and cover their head with their hands for protection. Shelters are located under the stage, in the lower hallway, and in the west wing boys locker room. A TORNADO WARNING MEANS THAT A TORNADO HAS BEEN SIGHTED.

**Lock Down**

A Lock Down will occur if a person or persons have entered the building without checking into the office. The purpose is for the safety of all students and staff. In the event, a Lockdown has been declared; the classroom teacher will inform the students and take immediate action. Each student is required to closely follow the instructions of the teacher and remain quiet. Three lockdowns will be practiced each year.

**Emergency Procedures**

If a child gets injured at school, depending on the severity, the following steps will be taken: Parents will be contacted first, unless the injury is critical, then a 911 call will be placed. Once parents have been contacted, minor first aid may be administered (band aids, ice packs, resting, etc.) until parents arrive. An accident report is always filed for any injury.

## **Student Activities**

**Extra Curricular Activities**

If a student is not in attendance for the entire school day, he/ she may not participate in any after school activity, practice or contest. Exceptions may be made for prearranged doctor or dental appointments provided prior notice is given to the office. Other extenuating circumstances must be brought to the building principal or athletic director to determine eligibility for after school activity.

**National Junior Honor Society**

The National Junior Honor Society Chapter was formed at Evergreen in 1979-80 for the purpose of recognizing students who maintain outstanding academic achievement. Membership is by invitation only and is open to all 7th and 8th grade students who meet the high academic and personal standards adopted by the faculty council. The following conditions must be met to gain membership in this society:

1. Any 7th or 8th grade student must have an accumulative grade point average of 3.50 on a 4.00 scale. This must include their previous year.
2. Citizenship, service, leadership, and character are the four areas of personal development that are evaluated by the faculty council for induction to the society in addition to the high academic requirements.

A member must maintain a 3.5 during post quarters of nomination and maintain high standards to continue eligibility in the society. IF THESE STANDARDS ARE NOT KEPT, THE FOLLOWING ACTIONS WILL TAKE PLACE:

1. The first quarter, the student will be put on probation.
2. If the student fails to maintain and meet the criteria, after probation, the student will be removed the following quarter.
3. Any flagrant violation could result in immediate dismissal.

### **Grade Level Trips**

In the event a grade level trip is planned during the school year, those trips will be viewed as a reward for positive behavior for the entire school year. Any student who has had multiple behavior issues will not be permitted to participate. Any student with continuous attendance problems will not go on these trips.

## **Student Services**

### **Health Services**

The Fulton County nurse is in the Middle School building each week, and available for students.

### **Bus Transportation**

Safety involved with bus transportation is of the highest priority. The transportation system can not be effective for parents and students without full cooperation with the bus driver. The guidelines are outlined in the Transportation Guidelines Booklet. Severe behavior on the bus will result in bus suspensions.

### **Guidance Office**

The Guidance Office exists to serve students. We can help you with educational planning, interpretation of test scores, occupational information, scheduling, study helps, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor. Emergencies are handled immediately: appointments can be scheduled with the secretary to see a counselor or psychologist.

### **Cafeteria**

The lunch period is 30 minutes long. All food is to be consumed in the cafeteria. (Students are not to bring glass containers to school or lunch)

#### **Cafeteria Regulations:**

"In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TTY). USDA is an equal opportunity provider and employer."

It is important that students eat a balanced meal and not indulge in candy and snack food. The Middle School cafeteria is computerized. Parents are to send a payment to purchase breakfast and lunch in advance. Money is collected in homerooms and deposited in individual accounts as they are received. One payment can be sent which includes all of your children attending the same school. Each student is assigned a PIN number and he/she is given a deposit envelope to indicate the type of payment. (i.e. prepaid breakfast, prepaid lunches, a la carte or extras) Money is to be paid in the morning prior to lunch.

A student's parents, teacher, and Principal will be notified of a delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child. Parents may also pay for school meals via the internet through the District's Nutrition Services website. No cash during breakfast or lunch lines.

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. A middle school student may charge up to five dollars (\$5.00). After the limit has been met, an alternative meal will be provided, consisting of a peanut butter sandwich, fruit, and milk. At the discretion of each Principal, a school or private fund may be established to pay for student's charged meals, rather than to offer the alternative meal.

Free and reduced lunch status remains confidential as all students use PIN numbers. Lunch and breakfast money is to remain separate from all other fee payments. Please write different checks for the separate accounts.