Evergreen Junior High
Home of the Eagles

2023-2024
3401 South 2000 East
Salt Lake City, Utah 84109

Principal
Ryan Shaw

Assistant Principal
Allison Gosch

Counselor A-K
Carma Barnhart

Counselor L-Z
Ashley Hill

School Psychologist
Dennis Sehy

Social Worker
Glen Youngstrom

Head Secretary
Taylor Allred

Financial Secretary
Kristen Fitzgerald

Registrar
Tammy Bardsley

Counseling Secretary
Sheila Thompson

Social Worker
Glen Youngstrom

Head Custodian
Nick Faudoa

Main Office 385-646-5164

Administrators/General Information

Attendance Office 385-646-3302

Check In/Check Out, Attendance Information

Counseling Center 385-646-3308

Counselors/School Psychologist

Transportation 385-646-4280

Busing Information

Fax 385-646-5165

Evergreen Junior High Website www.evergreenjr.org

Excellence – Engaged – Empowered
Name:

My Schedule

First Semester
(Use a Pencil)

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<tr>
<th>Period</th>
<th>Room #</th>
<th>Teacher</th>
<th>Subject</th>
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Second Semester
(Use a Pencil)

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<tr>
<th>Period</th>
<th>Room #</th>
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Evergreen is committed to creating a positive school culture through positive Behavior Intervention Support (PBIS). The PBIS initiative is designed to help create clear expectations for our students and faculty. The PBIS team is comprised of a faculty committee that looks at school data to create school-wide expectations, improved behavior, and consistency for the whole student body. It also promotes leadership in the form of our E-Team. The E-Team promotes the positive behavior expectations and reinforcement.

### EVERGREEN BEHAVIOR MATRIX

#### Student Expectations

<table>
<thead>
<tr>
<th></th>
<th>Be Excellent</th>
<th>Be Engaged</th>
<th>Be Empowereded</th>
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<tbody>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Kind words. Calm voices. Keep clean.</td>
<td>Stay in designated area. Clean up after yourself.</td>
<td>Include others. Be considerate. Respect people and property.</td>
</tr>
<tr>
<td><strong>Auditorium</strong></td>
<td>Allow others to listen. Leave feet on floor. Leave backpacks and all other items in classroom/locker.</td>
<td>Be attentive to presentations. Applaud at appropriate times. Keep cell phones out of sight.</td>
<td>Sit in designated rows with your class. Wait to be excused.</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>Leave area neat and clean. Return items to where they belong.</td>
<td>Throw away food and drink before entering. Walk calmly and sit. Use quiet voices.</td>
<td>Follow directions. Return books on time.</td>
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**Discipline Decision Tree**

- **Excellent**
- **Empowered**
- **Engaged**
Step 1: Verbal Warning
(leveled prompting: “I need you to…” “You should…”)
- Restate expectations/rules
- Clarify how behavior did not meet expectations
  *Additional Teacher Interventions as Needed

Step 2: Teacher-Student Conference
- Reteach expectations
- Think time form (optional)
  *Additional Teacher Interventions as Needed

Step 3: Parent Contact
- Phone Call, Email, Home Visit Committee
- Think time form (optional)
- Document in Ed Handbook as Minor Incident

Step 4: Administration Referral
- Document in Ed Handbook as Office Referral
- Bring concerns to grade level or MTSS teams if behaviors are chronic

Minor Incidents
- Cell Phone (1st Offense)
- Sluffing/Leaving Early (1st Offense)
- Disruptive Behavior
- Unprepared for Class
- Argumentative
- Non-compliance
- Cheating/plagiarism
- Offensive Language

Automatic Office Referrals
*Document in Ed Handbook
- Violent/Physical Behavior
- Bullying
- Cell Phone Use (1st Offense)
- Tardies (3rd, 5th, 7th Offense)
- Drug and Paraphernalia
- Weapon
- Sexual Harassment
- Sexual Behavior
- Excessive Profanity
- Dress Code Violation
- Theft
- Vandalism
- Dangerous/Hazardous Behavior
Report Cards/Mid-Terms

At the end of each quarter report cards are given to students to take home. Students also take home a mid-term progress report halfway through the quarter. Look for Report Cards approximately 10 days after the end of these quarters. Year-end report cards can be accessed on the parent portal. Summer report cards will no longer be mailed. They will be accessed through the Parent Portal.

Term End:
1st Term: October 11, 2023
3rd Term: March 14, 2024

2nd Term: December 21, 2023
4th Term: May 24, 2024

Proficiency Based Grades

Grades are meant to show what a student knows and is able to do with respect to classroom content that has been taught. They communicate progress toward competence in subject standards and encourage the student and the teacher to act on feedback. Proficiency-Based Grading is designed to meet these objectives more clearly and thoroughly than a typical letter grade.

<table>
<thead>
<tr>
<th>Shifts in Grading Practice: Proficiency, Not Points</th>
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<tr>
<td><strong>Letter Grade</strong></td>
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<tr>
<td>Homework is counted for grades, even though students are just beginning to learn new concepts.</td>
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<tr>
<td>Extra credit may be given to improve poor grades.</td>
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<tr>
<td>Grades are not an accurate reflection of student learning because of penalties and or rewards for student behaviors such as late work, completion, participation, etc.</td>
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**Granite School District**

- Highly Proficient-4: I exceed expectations and can apply the standard in complex ways.
- Proficient-3: I meet the expectations described in the standard and can do them independently.
- Approaching Proficient-2: I am getting close to meeting expectations and can do the simpler parts of the standard independently.
- Below Proficient-1: I still need help and support from my teacher to do the simpler parts of the standard.
Evergreen Junior High Parent Access

Parents and students have access to grades, attendance and other information available on the internet. The address to access this information is: https://schools.graniteschools.org/evergreenjr/. Please check this site daily for teacher information, student attendance, check your students’ grades, and for school information. **Additionally, you will be able to update phone numbers and e-mails from the parent portal.**

Graduate of Granite Characteristics

With our move and commitment to Performance Based Learning, Evergreen Junior High School took part in piloting the district’s new College, Career, and Life Readiness (CCLR) standards. This took the place of the former citizenship policy. Each student will be assessed by their teachers in five areas. The assessment scoring will be on a 0-4 scale. In the future, students will need an overall average score of 3 or higher to walk at graduation.

Closed Campus

Granite School District policy mandates a closed campus for all junior high schools. Students must stay on the school grounds from the time of arrival until school is dismissed.
Attendance Policies & Procedures

Attendance at school is a key to success. According to the Utah Compulsory Attendance Law (53A-11-101) every school-aged child must be in school. Excessive absences are discouraged and often impact success and grades negatively. Teachers will mark attendance each period. A computerized call will be made to the home of each student who is absent. To qualify an absence as excused, a note from a parent or guardian must be sent to the attendance secretary upon the student’s return to school. Absences or tardies may also be excused by calling the Main Office at 385-646-5164 after 7:30 a.m. You can also access the absence form on the right-hand side of our website. A doctor’s note may be required by the school after eight absences. Unresolved attendance problems may result in parent/administrative conferences, detention and/or dropped from Evergreen.

The main office will issue a street pass for students needing to leave school early. Please send a note requesting excusal with your student. The note should be taken to the Front Office when the student arrives at school.

Tardy Policy

All students are expected to arrive at school and to each class on time and prepared. Consequences for tardies are as follows:

<table>
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<tr>
<th># of Tardies per term</th>
<th>Consequence</th>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tardy</td>
<td>Warning</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Tardy</td>
<td>1 Day lunch detention</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Tardy</td>
<td>2 Day lunch detention</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Tardy</td>
<td>Parent notification of tardies</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Tardy</td>
<td>All day in school suspension</td>
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<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; Tardy</td>
<td>Out of school suspension for 3 days</td>
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Additionally, the administration may provide further consequences. Parents may NOT excuse tardies acquired during the school day. This is the student's responsibility.

Counseling Center

Guidance services provided to students at Evergreen Jr. High include educational planning, interpretation of standardized test scores, and some assistance with personal, social or school problems, as well as class scheduling. Our Comprehensive Guidance Program provides career guidance activities and College and Career Readiness meetings (CCR) with students and parents. See the Counselor’s tab on the Evergreen web page or access their website at [http://www.ejhcounseling.org/](http://www.ejhcounseling.org/)

Class Change Policy

Counselors will approve schedule corrections for the following reasons: to remedy gaps & conflicts in an incomplete schedule, to balance teacher loads, to adjust an incorrect class or academic level and for health reasons verified by a doctor. If there is a problem within the classroom, a serious attempt to remedy the situation must be made by the student, parent and teacher before the counselor will consider a change. Please keep in mind that parents must fill out a class change form, located in the counseling center, to change classes. We will not move students into classes that are full or when there are less than 36 days left in the quarter. PLEASE BE AWARE THAT OUR SCHEDULE IS VERY TIGHT AND WE CANNOT ACCOMMODATE ALL SCHEDULE CHANGES.

Dress Code

This Dress Standard was based on community, student, parent, and educator input on what we feel is adequate for a professional school environment. Proper dress sets the tone of the school atmosphere, and we want to dress for success. The Evergreen Jr. High dress code stipulates:

- Appearance should not disrupt classroom activity and/or hinder fellow students’ participation in class.
• Any messages or images that promote gangs, drugs, alcohol, tobacco, sex or are deemed inappropriate is not allowed.
• Clothing depicting disrespect towards any race, culture, religion, protected class, or gender may NOT be worn.
• No clothing depicting vulgarity, profanity, criminal activity, or violence such as pictures of weapons or violent actions.
• Shoes or sandals must always be worn, no bare feet or only socks.
• Standards of decency and propriety dictate that outer clothing WILL NOT be revealing of underwear.
• All clothing – shorts and skirts need to be no higher than mid-thigh. Shorter clothing is allowed if there is something underneath, like tights, leggings, etc.
• The style of clothing must be modest enough to cover all underwear, bra straps and cleavage. The length of the tops should be long enough to tuck in and/or cover the waistline of the pants or skirt. No bare stomachs. Muscle T’s, halters, midriffs, shirts with only spaghetti straps, & tank tops are NOT permitted.
• Hats or head wear of any kind (beanies, bandanas, hats, visors, hoods, scarves, etc.) is prohibited, unless for religious or documented medical purposes or the hat or beanie was purchased at the Eagles Nest.
• Sunglasses are only worn outside.
• Chains and Jewelry/Ornamentation with spikes, nails, or sharp points worn either on the body or used to decorate clothing, backpacks, and shoes, etc. are prohibited.
• Hoodies are allowed to be worn but the student is not permitted to wear the hood.
• Earbuds/headphones worn as accessories and not in conjunction with school technology are not allowed.
• Hats, headwear, and beanies earned through the Eagle’s Nest are allowed.

**The administration reserves the right to modify the Dress Code as needed to ensure the safety of all students. Violations are referred to the office. Evergreen teachers and students will follow the PBIS model when dealing with dress code.**

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<th>Offense</th>
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<td>First</td>
<td>Student is given a verbal warning and asked to change into school appropriate clothing. If the student does not have appropriate clothing, they will be allowed to borrow clean clothes at the office or call parents to provide alternate clothing.</td>
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<tr>
<td>Second</td>
<td>Parent notification and the student asked to change clothing.</td>
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<tr>
<td>Third</td>
<td>Administrative meeting – (discretion)</td>
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**Cell Phone Policy**

Students are not allowed to have cell phones on them at school at any time from 7:45am-2:45pm, including lunch. Many schools have found that students’ academic growth suffers when cell phones are allowed in school. If a student needs to contact a parent, they must ask the teacher to come to the office and contact the parent in the main office.

**Articles Discouraged In School**

Items that interfere with learning and cause class disruption are not allowed and will be picked up by the teacher and brought to the Main Office.

• Cell phones and earbuds will not be allowed in the classroom, if it is seen it will be confiscated. After 3 offenses a parent pick-up of the item is required. **The school is NOT responsible for the loss or theft of these items.**
• Skateboards, rollerblades, etc., may not be ridden on school property at any time.
• Items that may be used for vandalism – lighters, spray paint, markers, water balloons, poppers, etc. should not be brought to school. When confiscated they will NOT be returned.
Items that jeopardize safety fall under the Granite District Safe School Policy and will NOT be tolerated: Lighters, matches, stink bombs, explosives, mace, laser pointers, brass knuckles, knives, and guns (of any kind). Possession of such items may result in a referral to the Police Department or County Fire Marshal. Weapons become evidence and WILL NOT be returned.

**School Activities Participation Criteria**
Students must be in good standing both academically and behaviorally at the school to participate in school activities. Students that are involved in discipline measures, bullying, harassment, or other inappropriate behaviors will be disqualified or immediately removed from participating.

**Lockers & Backpacks**
Lockers are assigned to each student. **Sharing of lockers is not permitted.** Lockers are school property and are subject to search at any time by school officials. Illegal or inappropriate items will be confiscated and may result in criminal charges where appropriate. Student coats, bags, etc. may also be searched when there is reasonable suspicion that they may contain illegal or inappropriate items. Locker combinations should be kept confidential and should NOT be shared with other students. Money and other valuables should not be left in lockers, as the school is NOT responsible for lost or stolen items.

**Lunch**
Evergreen is on a computerized lunch system. Each student is assigned a PIN number, which is to be kept confidential at all times. This is the same number the student had in elementary. Lunch money cash or checks should be put in an envelope with the student's name and dropped in the cafeteria's secured LUNCH DROP. The cost is $1.65 per day for regular priced meals. Students will remain in the school cafeteria or designated areas outside during lunch times.

**Vending Machines**
Vending machines are available at Evergreen. Students are permitted to purchase from the machines before and after school and during lunches. Although each machine is regularly stocked and serviced, some do malfunction. **STUDENTS USE THESE MACHINES AT THEIR OWN RISK. WE DO NOT PROVIDE REFUNDS.**

**Building Hours**
Students in the building before 7:30 a.m. may wait in the cafeteria or near outside doors until a bell sounds to admit them into the halls. Students must exit the building by 3:00 p.m. each day (12:45 on Fridays) and leave school grounds.

**Fighting**
When students disagree with one another or have conflicts which need to be resolved they should take such matters to the school counselors or administrators. Fighting is not allowed. All students involved in a fight, regardless of who starts it, will receive an automatic out-of-school suspension.

**Visitors**
**All individuals that would like to access the school or have access to their student must present the front office with a state issued ID that will be scanned.** Granite District policy does not allow visitor passes during school hours for school-aged friends, relatives or former students.

**Busing**
Students who qualify to ride the bus must obey district bus safety rules. The bus driver will warn students who violate any rules. Failure to follow the bus rules will result in the bus driver issuing a violation notice to the student. Further abuse will result in the student having their bus privilege revoked.

**Fire/Earthquake Drills**
Fire drills are held on a regular basis. When an alarm sounds, students should exit the building as quickly as possible. All students must be at least 50 yards away from the building.

During an earthquake drill, students will be instructed over the intercom to “drop and cover.” Students will be given and should follow teacher instructions.

**Shelter in Place/ Lockdown Drill**

All Granite School District schools practice drills routinely. These include fire, earthquake, shelter in place, and lockdown drills. Every school in Granite School District has an updated yearly plan for emergency response. This plan outlines procedures and specific details for each school site. More information can be found on our website on the right-hand side labelled School Safety Plan.

**Chromebooks:**

Teachers have classroom sets of Chromebooks for their classrooms. Students are expected to handle them with care and to avoid damage. Fines will be issued for Chromebooks that are stolen, lost, or damaged. The cost to replace a Chromebook is approximately $200.00. **Students may check out a Chromebook that they can take home and use for an extended period. This is done through the media center.**

**Assembly Conduct:**

Students can participate in a wide variety of entertaining and informative assemblies and school performances. These will be held during and after school. Appropriate behavior is expected at all school events. For all evening performances, students must be accompanied by a parent/guardian to attend.

**Assembly Rules:**

- When an administrator, SBO, or other person is ready to start the assembly, students will be quiet and ready for instructions.
- Cat calls, whistling, yelling out, screaming, calling students by name, or disrespect of any kind for the performers is not acceptable.
- Food or drink in the Auditorium is not allowed.
- Students who violate the rules will be removed from the assembly and parents may be contacted. Those students may be withheld from future assemblies and activities as determined by school administration.

**Eagle Recognition:**

At Evergreen we want our students to be Excellent, Engaged, and Empowered. Each month teachers, administrators, and other staff members will nominate Evergreen students that emulate these values. Administration will recognize these students on the news, and they will get to take part in all the student of the month incentives and activities.

**PBIS-School Store:**

Evergreen started a new school-wide incentive program. Students can earn points for being Excellent, Empowered, and Engaged. These points are held in their online account and can then be redeemed in our school store – The Eagles Nest! Students may only visit the school store when it is open. While standing in line to redeem points, students must be quiet and respectful. If a student is caught butting in front of others, they will be moved to the back of the line. If they do it again, they will not have access to the school store. The Eagles Nest will have awesome Evergreen gear, food, and miscellaneous items.

**Eagle Hour:**

Once a quarter our teachers and students will be participating in Eagle Hour. This is a time when teachers will be hosting classes for students to participate in. These classes will be based on student and teacher hobbies. Some of these could include cooking, knitting, sports, games, reading, etc. The goal is to provide a time where teachers can interact with students and bolster relationships and make connections.

**The school administration retains the right and privilege to issue penalties for acts not specifically described herein and may alter any penalties considered necessary. Furthermore, the school administration reserves the right to amend any provision in this manual if deemed in the best interest of the Evergreen educational process.**
The Safe UT Crisis & Safety APP
Students throughout the state can connect with counselors 24 hours a day, by using the SafeUT Mobile App or by calling 1-800-273-8255, to talk about anything from relationship issues to drug problems or suicide.

Granite School District strives to provide safe, supportive, and welcoming schools for all students. District policies prohibit conduct that is unsafe, disruptive, or disrespectful toward others.

**School Safety**
District policies do not allow for unsafe conduct. For example, District policies prohibit threats or acts of violence; real or look-alike weapons; explosive or flammable materials; gang activity; criminal behavior; destruction or damage to property; willful disobedience or defiance; and possession of illegal drugs, alcohol, or other prohibited substances.

**Bullying and Other Similar Conduct**
Bullying, cyberbullying, hazing, and other similar conduct are also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship where there is an imbalance of power or strength; and includes repeated acts (or one big act) of violence, intimidation, humiliation, or social isolation. Bullying and other similar conduct can be physical, verbal, or written. It can come in the form of social pressure, criticism, or disrespectful treatment. It can also look like intentionally excluding others from an activity. It may be used as retaliation against another person, which is also prohibited. This type of conduct may be obvious or it may be subtle, and it can include convincing another person to commit the prohibited actions or even agree to be the victim of the treatment. Bullying and other similar types of conduct can also be considered discrimination or harassment if the conduct is based on a person’s race, gender, or some other personal characteristic.
Reporting and Correcting

If you are treated in the ways described above or you see another person being treated that way, please report it as soon as possible. There are many ways to make a report:

- you can talk to your principal, teacher, or another employee at the school;
- you can leave a message in “Buddy Boxes” or deliver it in writing in some other way;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent’s phone;
- you or your parents can report to the District by calling the Department of Educational Equity: (385) 646-4205;
- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misbehavior. Issues will be addressed at the lowest possible level. Students involved in bullying, cyberbullying, hazing, discrimination, harassment, retaliation, or other similar conduct may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment.

For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.

*District Policies

- Article VIII.B.3., School Safety Violations
- Article V.C.7., Unlawful Acts in or about Schools and School Trespass
- Administrative Memo One-Hundred Sixty, Safe School Policy
- Administrative Memo Ninety-Five, Prohibited Substances
- Article VIII.B.9, Prohibition of Bullying, Cyberbullying, Hazing, and Retaliation
- Article V.C.1., Prohibition of Discrimination, Harassment, and Retaliation

*Federal Laws and District Administrators

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (34 C.F.R Part 104) relates to access by disabled individuals to all programs receiving any federal financial assistance, including schools. Director of Educational Equity, (385) 646-4205.
- Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) (28 C.F.R. Part 35) relates to physical access to facilities of state and local government entities. Director of Educational Equity, (385) 646-4205.
- Title IX of the Education Amendments of 1972 (20 U.S.C. § 1081) (34 C.F.R. Part 106) relates to participation in and access to educational programming regardless of sex or gender. Director of Educational Equity, (385) 646-4205.
- Title IV, VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)) (34 C.F.R. Part 100) relate to participation in programming and access to benefits of education regardless of sex or gender. Director of Educational Equity, (385) 646-4205.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e)) relates to employment discrimination based on an individual’s sex, race, color, national origin, and religion. Director of Human Resources, (385) 646-4517.
What is Bullying?

State law (53G-9-601) defines bullying as having ALL THREE characteristics:

1. An intent to cause harm - physically, emotionally, or socially.
2. An imbalance of power between the bully (or bullies) and those being bullied.
3. The behavior is repeated, -OR- A single egregious event that causes harm.

What is NOT Bullying?

Bullying is a serious conduct violation that can have detrimental effects. Knowing what bullying is will help parents and students identify when it is happening and report it. A clear understanding also prevents this important topic from being ‘watered down’ by incorrectly labeling all conduct violations as incidents of bullying.

Examples of incidents that are NOT considered bullying:
- A single argument between classmates
- Playful teasing among friends with no intent to cause harm
- A comment made in error or general misunderstanding
- A mutual fight wherein students willingly participate

At some point during your child’s education they will likely experience some form of disagreement or personality conflict with another classmate. When this occurs, our goal is to help students settle disagreements and develop conflict resolution skills with positive outcomes. However, if these conflicts include an imbalance of power with intent to cause harm, it rises to the level of bullying and requires direct administrative intervention.

Report it!

Bullying often goes unreported. If you witness or suspect bullying, you have an obligation to report. Talk with a teacher, school administrator or counselor, or use the SafeUT app and district safety hotline.

After speaking with your child’s teacher and school administrator, if you feel a conduct violation is not being addressed with the procedures outlined on this sheet, please contact your School Leadership & Improvement director: 385-646-5000 or email: customerservice@granteschools.org