

Gateway Middle School



Home of the Guardians

2024-2025 GATEWAY STUDENT HANDBOOK

Gateway Middle School

15404 Silver Firs Dr. Everett, WA

98208

www.everettsd.org/gatewayms

Welcome to Gateway Middle School!

I am honored to serve the Gateway community as principal. Gateway has a history of high expectations for student performance, a supportive and involved community, and staff dedicated to serving the needs of each individual Gateway Guardian.

Middle school is a time of tremendous growth for our students - socially, cognitively, and physically. It is important to me that our school is reflective of each student we serve and reflective of the multitude of cultural backgrounds present in our community.

At Gateway, we ask that students "Guard Your Character." This means that we expect each student to do their part in making sure that our school is safe, that students care for one another, and that each student's individuality is accepted as part of our community. This does NOT mean that we expect all students to be the same. In Guarding Your Character, we teach expectations with GUARD:

G – Grit – Be positive with a stick-to-it attitude

U – Universal Respect – Be respectful of peers, property, and self

A – Acceptance – Be willing to help and work with others, know that each student is different

R – Responsibility – Be ready to learn, take accountability for your actions

D – Do What's Right – Be honest and positive, speak up and help the community

As you talk with your student, please help us to reinforce these expectations. When we partner together between school and home and use universal language, students will better know what to expect and will be ready to thrive as we prepare students for high school and beyond.

Lastly, I encourage you to get involved! One of the biggest indicators of student success in school is parental involvement. We have a thriving PTSA organization that can help connect parents with volunteer opportunities, as well as a Natural Leaders program to help parents whose primary language is not English to connect with our school community. We invite you to attend band, choir, or orchestra performances, come out to athletic events, and to engage with students daily regarding their academic progress.

Thank you for being part of the Gateway Family. Go Guardians!

Matt Bennett, Principal

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Home of the Guardians

Student Calendar

2023-2024 Student Calendar

School Year: September 6, 2023 - June 20, 2024



Key Dates

2023

JULY

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2024

JANUARY

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	26	27	28

Holiday/Break

Sep 4, 2023	Labor Day
Nov 10, 2023	Veterans Day
Nov 22-24, 2023	Thanksgiving Break, including Native American Heritage Day
Dec 18-29, 2023	Winter Break
Jan 1, 2024	New Year's Day
Jan 15, 2024	Martin Luther King, Jr. Day
Feb 19-20, 2024	Mid-winter break, including President's Day
Apr 1-5, 2024	Spring Break
May 27, 2024	Memorial Day
Jun 19, 2024	Juneteenth

Early Release Day (2 1/2 hours)

Nov 3, 2023	ONLY for elementary/middle schools, full day for high schools
Nov 13-17, 2023	ONLY for elementary/middle schools, full day for high schools
Dec 15, 2023	All students
Mar 22, 2024	ONLY for elementary schools, full day middle/high schools
Mar 25-29, 2024	ONLY for elementary schools, full day middle/high schools
Jun 14, 2024	All students
Jun 20, 2024	Last day of school; early release for all students

Teacher Work Day

Aug 30-31, 2023	
Sep 5, 2023	
Oct 13, 2023	No school
Feb 2, 2024	No school

Major Milestone

Sep 6, 2023	First day of school for students
Sep 11, 2023	First day of school for kindergarten and developmental kindergarten
Feb 5, 2024	2nd semester begins
Jun 13, 2024	Sequoia HS graduation (6 p.m.)
Jun 15, 2024	Cascade HS graduation (11 a.m.)
Jun 15, 2024	HM Jackson HS graduation (3 p.m.)
Jun 15, 2024	Everett HS graduation (7 p.m.)
Jun 21, 2024+	*Potential inclement weather make-up days

(LIF) Learning Improvement Friday

Sep 8, 2023 thru Jun 7, 2024	All students released 75 minutes early (unless otherwise noted)
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- [@everettpublicschoolsinnwash2642](https://www.youtube.com/channel/UC...)

Board approved March 14, 2023

Weekly Bell Schedules 2024/2025

Standard Bell Schedule 2024/25 8:10am - 2:45pm

6th Grade 1st Lunch Schedule First Bell - 8:05 am

7th Grade 2nd Lunch Schedule First Bell - 8:05 am

8th Grade 3rd Lunch Schedule First Bell - 8:05 am

1st 2nd

Lunch 3rd 4th 5th 6th

8:10 am - 9:09 am

9:13 am - 10:09 am

10:14 am - 10:44 am

10:49 am - 11:45 am

11:49 am - 12:45 pm

12:49 pm - 1:45 pm

1:49 pm - 2:45 pm

1st 2nd 3rd

Lunch 4th 5th 6th

8:10 am - 9:09 am

9:13 am - 10:09 am

10:13 am - 11:09 am

11:14 am - 11:44 am

11:49 am - 12:45 pm

12:49 pm - 1:45 pm

1:49 pm - 2:45 pm

1st 2nd 3rd 4th

Lunch 5th 6th

8:10 am - 9:09 am

9:13 am - 10:09 am

10:13 am - 11:09 am

11:13 am - 12:09pm

12:14 pm - 12:44 pm

12:49 pm - 1:45 pm

1:49 pm - 2:45 pm

Buses Depart - 2:52 pm

6th Grade 1st Lunch Schedule First Bell - 8:05 am

LIF + Advisory Bell Schedule 2024/25 8:10am - 1:30pm

7th Grade 2nd Lunch Schedule First Bell - 8:05 am

8th Grade 3rd Lunch Schedule First Bell - 8:05 am

1st 2nd
Advisory Lunch 3rd
4th 5th 6th

8:10 am - 8:49 am

8:53 am - 9:32 am

9:32 am - 10:02 am

10:07 am -10:37 am

10:42 am - 11:21 am

11:25 am - 12:04 pm

12:08 pm - 12:47 pm

12:51 pm - 1:30 pm

1st 2nd

Advisory 3rd Lunch 4th

5th 6th

8:10 am - 8:49 am

8:53 am - 9:32 am

9:32 am - 10:02 am

10:06 am -10:45 am

10:50 am - 11:20 am

11:25 am - 12:04 pm

12:08 pm - 12:47 pm

12:51 pm - 1:30 pm

1st 2nd

Advisory 3rd 4th

Lunch 5th 6th

8:10 am - 8:49 am

8:53 am - 9:32 am

9:32 am - 10:02 am

10:06 am -10:45 am

10:49 am - 11:28 am

11:33 am - 12:03 pm

12:08 pm - 12:47 pm

12:51 pm - 1:30 pm

Buses Depart - 1:37 pm

6th Grade 1st Lunch Schedule First Bell - 10:10 am

2 Hour Late Start Bell Schedule 2024/25 10:10am - 2:45pm

7th Grade 2nd Lunch Schedule

First Bell - 10:10 am

8th Grade 3rd Lunch Schedule First Bell - 10:10 am

1st 2nd

Lunch 3rd 4th 5th 6th

10:10 am - 10:49 am

10:53 am - 11:29 am

11:34 am - 12:04 pm

12:09 pm -12:45 pm

12:49 pm - 1:25 pm

1:29 pm - 2:05 pm

2:09 pm - 2:45 pm

1st 2nd 3rd

Lunch 4th 5th 6th

10:10 am - 10:49 am

10:53 am - 11:29 am

11:33 am - 12:09 pm

12:14 pm - 12:44 pm

12:49 pm - 1:25 pm

1:29 pm - 2:05 pm

2:09 pm - 2:45 pm

1st 2nd 3rd 4th

Lunch 5th 6th

10:10 am - 10:49 am

10:53 am - 11:29 am

11:33 am - 12:09 pm

12:13 pm - 12:49 pm

12:54 pm - 1:24 pm

1:29 pm - 2:05 pm

2:09 pm - 2:45 pm

Buses Depart - 2:52 pm

6th Grade 1st Lunch Schedule First Bell - 8:05 am

Early Release Bell Schedule 2024/25 8:10am - 12:15pm

7th Grade 2nd Lunch Schedule First Bell - 8:05 am

8th Grade 3rd Lunch Schedule First Bell - 8:05 am

1st 2nd

Lunch 3rd 4th 5th 6th

8:10 am - 8:44 am

8:48 am - 9:19 am

9:24 am - 9:54 am

9:59 am -10:30 am

10:34 am - 11:05 am

11:09 am - 11:40 am

11:44 am - 12:15 pm

1st 2nd 3rd

Lunch 4th 5th 6th

8:10 am - 8:44 am

8:48 am - 9:19 am

9:23 am - 9:54 am

9:59 am -10:29 am

10:34 am - 11:05 am

11:09 am - 11:40 am

11:44 am - 12:15 pm

1st 2nd 3rd 4th

Lunch 5th 6th

8:10 am - 8:44 am

8:48 am - 9:19 am

9:23 am - 9:54 am

9:58 am - 10:29 am

10:34 am - 11:04 am

11:09 am - 11:40 am

11:44 am - 12:15 pm

Buses Depart - 12:22 pm

COMMUNICATION

Main Office	
Hours of Operation	7:30am – 4:00pm
Main Line	(425) 385-6600
Attendance Mrs. Monique Juarez	(425) 385-6603
Health Room HRA	(425) 385-6606
Fax	(425) 385-6602
Safety Tip Line	(425) 385-6611

Counseling Center	
Counseling Secretary Mrs. Jessica Perez	(425) 385-6610
6 th Grade Counselor Mrs. Cheyenne Beck	(425) 385-6624
7 th Grade Counselor Mrs. Sandra Olson	(425) 385-6626
8 th Grade Counselor Mr. Ryan Miller	(425) 385-6612
School Psychologist Mrs. Anne Manhas	(425) 385-6622
Registrar Mrs. Jessica Perez	(425) 385-6610

District and School Websites	
Gateway Website	www.everettsd.org/gatewayms
District Website	www.everettsd.org

LMS	https://lms.everettsd.org
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Who Do I Contact?		
Activities	Main Office	(425) 385-6600
Athletics	Mrs. Peggy Trachte Athletics Secretary	(425) 385-6604
Attendance	Mrs. Monique Juarez Attendance Secretary	(425) 385-6603
Class Schedules	Grade Level Counselor	(425) 385-6610
Conflict Mediation/Discipline	Counselor/Safety Specialist/Administration	(425) 385-6610
Fees and Fines	Main Office	(425) 385-6600
Food Service Information	Cafeteria	(425) 385-6607
Grades	Registrar/Counselor/Teacher	(425) 385-6610
Homework Requests	Email Teachers directly	
Illness, First Aid, Medication	Eileen Sugimoto Health Room Assistant	(425) 385-6606
Library	Mrs. Stacy Stephens/Mrs. Rachel Ferguson Librarian/Library Assistant	(425) 385-6608
Registration and Withdrawal	Mrs. Jessica Perez Registrar	(425) 385-6610

STUDENT EXPECTATIONS AND DISCIPLINE

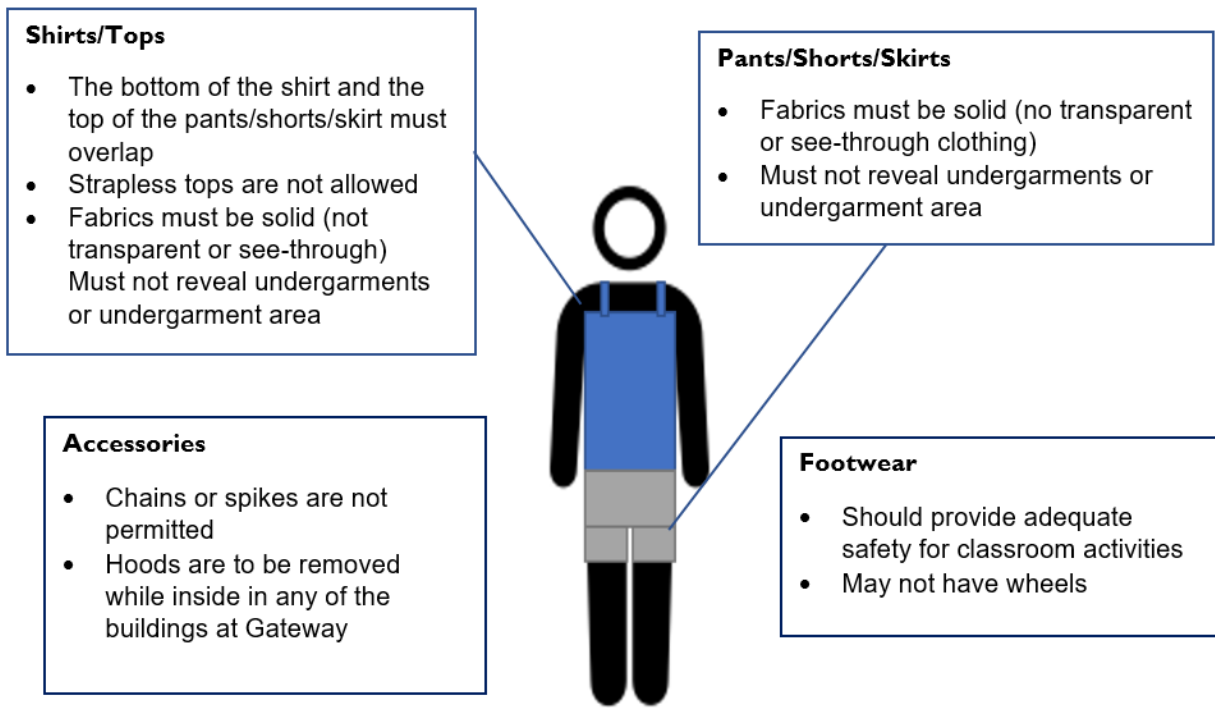
We at Gateway believe that every student adds value to our rich learning community.

In order for our community to thrive, we have set clear expectations for all students attending Gateway.

DRESS CODE

Student dress is regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress that presents a health or safety hazard, damages school property, or dress that will result in a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224. Students will wear appropriate school attire, including shoes.

No clothing item or accessory may promote or reference the following:
Alcohol, bigotry, drugs, gangs, racism, sex, suicide, tobacco, vandalism, violence and/or weapons



FOOD/BEVERAGES/GUM

All food should be consumed in the Commons. Students are not allowed to eat or drink outside, in hallways, or in classrooms. Gum is never allowed at school.

ELECTRONIC COMMUNICATION DEVICES

All electronic communication devices (ECDs) brought on campus are done so at students' own risk. The following ECDs may be used by students for educational purposes only: iPads, Nooks, Kindles, e-readers, tablets, etc.



We strictly adhere to the district's Technology Use procedure 3245P which states, *"All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system."* This means the use of district and personal ECDs is for the advancement of learning only, e.g., students reading their personal novel or silent reading assignment on an e-reader. There will be **no use** or accessing of video games, video streaming (YouTube, etc.) on personal or district devices. These rules are applied to classrooms and all areas of the school, including the lunchroom, hallways, the library, the gym, and bathrooms.

At their own risk, and in accordance with procedure 3246P many students bring cell phones, smart phones, smart watches, iPods, and other personal ECDs to school. However, students must secure their personal ECDs prior to entering the school building.

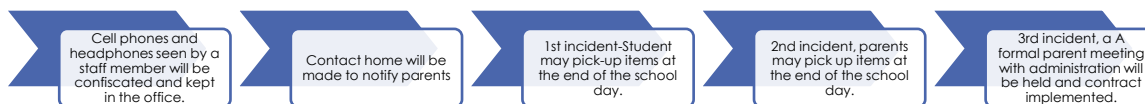
CELL PHONES AND HEADPHONES (3246P)

Cell phones and headphones may be used before and after school outside of the building.

During the school day (8:10 am-2:45 pm) **cell phones and headphones must be in students' backpacks**, turned off. Students are welcome to use the school office phones to reach their parent/guardian when needed.



Use of cell phone cameras at school, including in restrooms and locker rooms is prohibited. *It also is prohibited to use cell phones during any school activity, including after school athletic events and evening events.*



Technology Guidelines

Technology at Gateway is to be used to support the above learning objectives. Gateway students will follow the guidelines outlined in the sections *Acceptable Use Guidelines* and *Appropriate Use* set forth by district policy 3245P. As stated in the policy, "technology" includes but is not limited to computers, hardware, software, the network, Internet access, scanners, copiers, fax machines, cameras, and personal electronic communication devices (ECDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Gateway:

- All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
- All users of technology shall comply with current copyright laws.
- System logins or accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their system, computer, or software passwords with others.
- Student use of an ECD in the classroom setting will be managed by the classroom teacher. Students are responsible for personal devices they bring to school. The district shall not be responsible for loss, theft, damage, or destruction of personal devices brought onto school property or to school-sponsored or school-related events or activities. An ECD shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity. If a student is asked to bring an ECD to class, they must turn it off and place it back in their backpack prior to their next class.
- Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos, or recordings of others without their permission.

Serious violations related to the use of technology automatically may result in privilege loss for the remainder of the semester or year, and/or a suspension/expulsion.

STUDENT ACTIVITIES

ASB STUDENT GOVERNMENT

The Associated Study Body (ASB) is the student representative organization at Gateway Middle School. The executive board consists of officers elected by the student body to represent our school. In addition, each homeroom class has a representative that is responsible for attending scheduled general ASB rep meetings and reporting to and from

their homeroom class. ASB plans and sponsors dances, assemblies, and other activities for our students here at Gateway. ASB cards are sold for a \$10 fee and students participating in ASB-sponsored sports, music, and clubs are required to have an ASB card. Lost or missing ASB cards may be replaced for a \$5 fee.

ASSEMBLIES

Assemblies are a privilege provided for learning and entertainment for students in good standing academically and behaviorally. Students will exhibit positive, constructive spirit and sportsmanship (booing and putdowns are unacceptable). Gateway Guardians yell during competitive cheers and relays, but they are quiet, attentive, and respectful when someone is talking on the microphone or when groups are performing. Additionally, students enter and are dismissed from assemblies in an orderly manner so that no person is injured. Failure to follow the above expectations may result in discipline.

LIBRARY

The Gateway Middle School Library is open from 8:00am-3:00pm. Just as students are accountable for all materials checked out at a public library, they are responsible for everything checked out in their name at Gateway. For students' own benefit they should not let anyone check out a book in their name or borrow the materials they have checked out. Students are accountable for replacing lost/damaged materials at replacement cost; the average cost of a library book can run from \$20-\$100. If fines are left unpaid at the end of the year, or if students move to another school, students' yearbooks are held until the fine is reconciled.

It is important to respect others' rights in the library. Follow the GUARD expectations while visiting the library. Students are welcome to use the library with teacher/staff permission, but only if they do not disturb others. Students should come to the library with a pass from their teacher. Food and drink are not allowed in the library.

Guidelines for Borrowing Items:

- Students may check out up to three library items (this limit does not include textbooks).
- Students with overdue items will not be allowed to check out additional materials until all overdue items are returned.
- Items are checked out for a two-week period. Items can be renewed once.
- A full replacement cost is charged for lost items.

VOLUNTEERS

Volunteers serve a vital role and provide important support to our school community; volunteers also improve students' lives by being exemplary role models. All volunteers in Everett Public Schools must complete a volunteer application and Washington State Patrol disclosure statement in order to volunteer, including in a virtual/online setting. Volunteer forms are available online at www.everettsd.org/Volunteer

STUDENT ATTENDANCE, ABSENCES, AND TARDINESS

ATTENDANCE

We believe good attendance is crucial to success in school; all Gateway students are expected to attend classes regularly. Student attendance will be monitored for each class period.

Policy

Per Everett Public Schools [Policy 3122P](#), absences are excused only in the cases of participation in district or school-approved activities, illnesses, health conditions and medical appointments (including but not limited to medical, counseling, dental, optometry, chemical dependency or mental health) family emergencies, religious or cultural observances, court/judicial proceedings, post-secondary, technical school or apprenticeship program visitation or scholarship interviews, deployment activities of a parent or legal guardian consistent with [RCW 28A.705.010](#), state-recognized search and rescue activities consistent with [RCW 28A.225.055](#), absences directly related to the student's homeless, foster care or migrant status, absences resulting from a disciplinary/corrective action, absences due to safety concerns, and absences upon which the school administration and the parent/guardian have mutually agreed. Furthermore, per [Policy 3122P](#), "A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence."

Absence Procedure

When students are absent from school, in order to be considered excused we require either:

- a written note brought to the office
- an email to GatewayMSAttendance@everettsd.org
- or a phone call to (425) 385-6003

from the parent/guardian within 30 days of the absence. Communication needs to include student name, student number, date of absence, reason for absence. Notes/emails also need who is writing the message with the relation to the student, and a phone number where you can be reached. Contacting the school prior to 8:30am on the day of the absence prevents the school from calling the parent/guardian at home or work to verify the absence. If a parent/guardian receives a phone call reporting an unexcused absence or tardy please contact the attendance secretary as soon as possible to provide the reason for the absence. Per the district policy noted above, an administrator will determine if the absence is excused.

When students are absent three or more days due to illness, they are expected to return to school with a note from a doctor for the absences to be excused. According to state law, if students have 7 unexcused absences in a calendar month or 10 unexcused absences in one school year the school is required to file a BECCA petition with the juvenile court.

Tardy/Part Day Absence

Per district policy, "Students are tardy if they arrive after the published start time or leave before the published end time for school or class. At the secondary level, a student's attendance will be recorded as a period absence if the student arrives 51% of the period late or leaves 51% of the minutes left in the period early."

Students must report to the Main Office if they arrive after school has started. If a parent/guardian does not accompany the student to the Main Office, then students should bring a note signed by a parent/guardian giving the reason for the tardy. Oversleeping, missing the bus, not having a ride to school, and taking care of siblings are examples of unexcused tardies/absences. An unexcused tardy/absence to first period will generate an automated phone call to a parent/guardian. Students may receive consequences for excessive tardies.

If students plan to leave school early, they must bring a note signed by a parent/guardian; this note should be

brought to the Main Office before school. Students will be given an Early Dismissal slip that they will use as their pass out of class at the designated time. Students should show the Early Dismissal slip to their teacher at the start of class. To leave the building during school hours a parent/guardian must come to the Main Office and physically sign out the student. Students are not permitted to leave the school grounds at any time during the school day without permission from the Main Office.

Please note that partial attendance will impact athlete participation in competitions. Please see [Athletic Code of Conduct](#) for more information.

Vacations

Students are highly discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date. It is impossible to duplicate classroom learning experiences where group activities and in-class participation are essential for mastery of intended learning objectives. Per district policy, a family vacation is not a valid reason for an excused absence. Please contact the main office in the event of an extenuating circumstance. Make up work may not be available prior to vacations.

SNOW/EMERGENCY SCHEDULE CHANGES

In case of snow or an emergency schedule change, announcements usually will be made on television/radio and Parent Square by 5:30 am. At the website www.schoolreport.org, parents/guardians can subscribe to receive notices at the same time the district sends them to the media. Emergency schedule changes are posted on the district website at www.everettsd.org; they also can be accessed on the district's information line at (425) 385-5555. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit www.everettsd.org/safety.

When students are at school and there is snow and ice on the grounds, throwing of snowballs or other forms of ice is strictly forbidden.

Attendance Records

You may track attendance records via the Learning Management System (LMS) Website at <https://lms.everettsd.org>. You also may contact the Main Office at (425) 385-6600.

GRADING, PROGRESS REPORTS, HOMEWORK

GRADING/PROGRESS REPORTS

At the end of each semester grades will be given to students; progress reports will be sent home two times a year, both at the mid-term. School staff members post their classroom grades online for students and parents/guardians to access at any time; students and parents/guardians also can view students' class schedules, attendance, behavior incidents, transcripts, and assessments. This information is securely held in a password-protected area and a login is required. For further direction please visit <https://lms.everettsd.org>

In the fall, parents/guardians can meet one-on-one with teachers during afternoon/evening conferences. These conferences will be held in the gym in an arena-style format where teachers will be available to answer questions about curriculum and students' academic progress. To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all the student's teachers about curriculum and students' academic progress. To meet with teachers at any other time during the year please contact the individual teacher for individual conferences, or a counselor for a meeting with all the student's teachers.

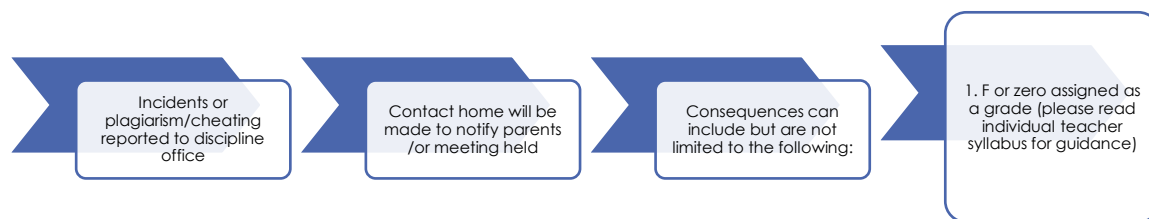
HOMEWORK

Homework is an important extension of the learning that occurs during school each day. Students are expected to complete and turn in their homework on time. If students are absent, it is their responsibility to find out what has been missed upon their return to class. To request missing work while absent, please call/email teachers directly. Please allow up to 48 hours for teachers to respond with missing work. If unable to call/email teachers, please call the Main Office and a request will be made for you.

PLAGIARISM AND CHEATING

PLAGIARISM AND CHEATING

Plagiarism is the act of taking the writings of another person and passing them off as one's own. Plagiarism is considered literary theft. The practice of copying articles, paragraphs, or any other written work from the Internet or from any source and changing none or only a few words is considered plagiarism and it is strictly prohibited. Cheating is acting dishonestly and unfairly in order to gain an advantage. Plagiarism and cheating will result in disciplinary action which may include an impacted grade/credit, after-school detention, and in-school suspension.



HARASSMENT

HARASSMENT

(Everett Public Schools Policy 3205)

I. Statement of Policy

It is the policy of Everett School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, color, religion, creed, sex, national origin, sexual orientation, or disability. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

The district will not tolerate any form of harassment as defined by this policy. It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to the building Title IX officer, a building administrator, the district Title IX officer, or the executive director of human resources.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in harassment.

II. Harassment Defined

Generally, prohibited harassment is conduct or communication that is directed against an individual based on the individual's protected status or characteristic if the conduct (1) is unwelcome; (2) has the purpose or effect of creating

an intimidating, hostile or offensive educational environment; and (3) is sufficiently severe or pervasive to substantially interfere with a student's education.

III. Complaints

A. Receipt of Complaints

The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX officer in accordance with Procedure 3205P. Complaints shall be handled in the manner specified in Procedure 3205P.

B. False Reports

It is a violation of this policy to knowingly report or corroborate false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

C. Non-retaliation

Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify one of the persons designated in Procedure 3205P for the receipt of complaints.

D. Confidentiality

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.

IV. Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute child abuse under Washington State's criminal statutes.

IV. Harassment as Sexual Abuse

Nothing in this policy will prohibit the district from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/Procedure 3421.)

V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian

Harassment of a student by a district staff member, volunteer, vendor, visitor, parent, or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX officer and the executive director of human resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

VI. Corrective Actions

The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

STUDENT SEARCHES

SEARCHES

We respect students' rights and privacy, and we have policies and procedures that govern searches. From time to time, it becomes necessary for us to conduct a search, which can include school-issued technology devices, and digital traffic/storage. Per Everett Public Schools Policy 3231, "All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and a student's possessions are subject to search by the principal, assistant principal, or principal's designee if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules governing student conduct. A search is mandatory if there are reasonable grounds to suspect a student possesses a firearm."

Per Everett Public Schools Policy 3232, students and parents/guardians should know that lockers, desks, and other school storage areas belong to the district; students do not have the right to privacy in these areas. These areas may be searched at any time for administrative, health or welfare reasons such as locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health and safety hazards. This can be done without suspicion that evidence will be found that violates the law or school rules, and it also can be done without prior notice.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our schools' process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,

- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer who supports prevention and response to HIB: Dani Mundell, DMundell2@everettsd.org, 425-385-4260.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five school days unless

you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two school days. This response should include:

- A summary of the results of the investigation;
- A determination of whether the HIB is substantiated;
- Any corrective measures or remedies needed; and
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3204](#) and [Procedure 3204P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Click on the links to review the district's Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Click the link to review the district's Sex Discrimination and Sex-Based Harassment of Students Prohibited [Policy 3205](#) and [Procedure 3205P.1](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination or about sex discrimination, including sexual harassment:

Civil Rights/ Title IX Coordinator: Chad Golden, Assistant Superintendent Human Resources, 425-385-4100, CGolden@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation;
- A determination of whether the school district failed to comply with civil rights laws;
- Any corrective measures or remedies needed; and
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure [Procedure 3205P.1](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) and the HIB [Procedure 3204P](#) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: OCR@ed.gov
- Phone: 800-421-3481

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

