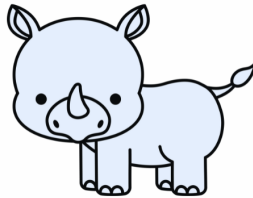


JEFFERSON ELEMENTARY SCHOOL

2025-26

FAMILY HANDBOOK



Steve Hopkins, Principal

Ally Nichol, Assistant Principal

2500 Cadet Way
Everett, WA 98208

Telephone: 425-385-7400

E-mail for reporting absences: JFEAttendance@everettsd.org

Fax: 425-385-7402

Visit us on the web:

<http://www.everettsd.org/jeffersones>

Please refer to the Everett Public Schools Student Responsibilities and Rights handbook for a complete publication of policies and rules at <http://www.everettsd.org/domain/1493>.

Our Mission Statement

“At Jefferson Elementary School, we achieve to high standards by providing a meaningful and relevant education, preparing each of our students to be healthy, well-rounded lifelong learners and responsible citizens in a changing society.”

PRINCIPAL'S MESSAGE

Welcome to the 2025-26 school year! Whether you are new to Jefferson or returning this year, our staff is excited to have you! You are joining a strong learning community, one where staff members, students, and family members all come together to ensure that students have a high-quality and engaging experience at school each day. Working with families as partners is very important to us, so please reach out if you have questions or concerns.

Our goal at Jefferson is expressed in our mission statement, which is printed on the cover of this handbook. The focus at Jefferson is on the whole child – and on *each* child as a unique individual whose achievement and development will be supported by a reflective, responsive staff. Families play an essential role as partners in the education of their children, so please consider volunteering to help in your child's classroom and/or with other activities around the school. A strong home-school connection is a great way to support your child's learning.

Please take the time to read through this handbook carefully, and to discuss the relevant sections with your child. It contains key phone numbers, policies, and procedures.

Thank you for your support of your child, and of Jefferson Elementary School. It's going to be a great year!

Steve Hopkins, Principal

TELEPHONE DIRECTORY

Please call lines directly using the numbers below.

Main Office	425-385-7400
Attendance Line	425-385-7405
Fax	425-385-7402
Health Room	425-385-7406
Counselor	425-385-7410
School Psychologist	425-385-7412
Kitchen	425-385-7407
Transportation	425-385-4144

SAFETY TIP LINE: 855-637-2095

Anyone with a concern about safety in Everett Public Schools or who knows about a possible threat to safety is urged to call or text the safety tip line. You can also e-mail a tip to 1350@alert1.us or enter a tip online at <https://everett-wa.safeschoolsalert.com/>. Reporters can choose to remain anonymous.

BELL SCHEDULE

- **Regular school days:** 9:10 a.m. to 3:30 p.m.
- **Learning Improvement days:** 9:10 a.m. to 2:15 p.m.
- **Early dismissal days:** 9:10 a.m. to 1:00 p.m.

ARRIVING AT AND LEAVING SCHOOL

Arrival times and locations for students are:

- 8:45 a.m. for Safety Patrol students
- 8:45 a.m. to the cafeteria for students eating breakfast at school
- 8:55 a.m. for all other students. Kindergartners go to the kindergarten corral. 1-5 students arriving before 9:02 will head to the cafeteria. From 9:02 until 9:15, grade 1-5 students can head directly to their classroom. Children are not allowed to play on the playground or fields.

There is no adult supervision provided before 8:55 a.m. except for breakfast or Safety Patrollers, so it is not safe for students to be dropped off before then.

After school:

- Students who ride the bus are to go directly to the kindergarten corral and line up by bus route.
- Students who are picked up by car are to go directly to the pick-up area and wait in lines by grade level. Students are to be picked up by 3:40 p.m.
- Students who walk are to go directly home, and are not allowed to play on the playground or fields until they have been home to get permission, and then only after 4:00 p.m.

There is no adult supervision provided after 3:40 p.m., so it is not safe for students to be picked up later. If your child chooses to stay after dismissal and play at the playground, guardians must stay to supervise their child.

Guardians will be notified if students are repeatedly arriving too early or staying too late.

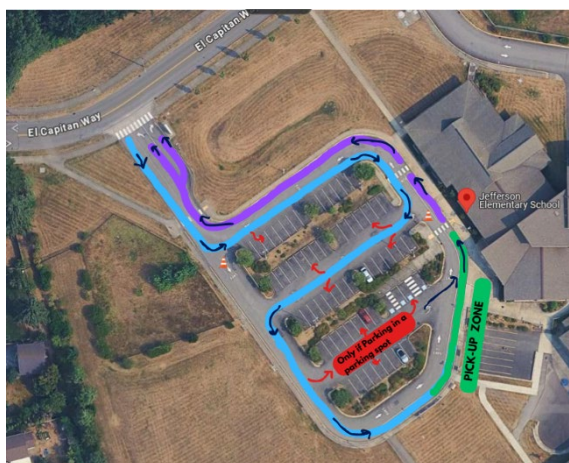
Students who are eligible to ride the bus are not allowed to walk. Bus transportation is provided on the assumption that there are long distances to walk, or that the area is unsafe for walking as determined by the transportation office. Bus riders getting off at a different stop than usual must bring a note from the guardian to the school office, as must students going home with friends.

School behavior standards and expectations apply at bus stops and while riding the bus. Students may not bring toys, games, or electronics to the bus stop or on the bus. Cell phones are to be off and in backpacks while waiting for and riding the bus.

Students receiving three or more bus conduct write-ups may be suspended from the bus.

STUDENT DROP-OFF AND PICK-UP

Families are to use the main parking lot (El Capitan) entrance only. The Cadet Way entrance is for buses, day care vans, and deliveries. Please respect Safety Patrol students, adult supervisors and signs. This year, there is a new driving direction through the parking lot. Follow the blue path to get to designated parking spots and/or the drop-off/pick-up zone. Continue to follow the path to exit back onto El Capitan Way.



In addition, these following parking lot guidelines are important to keep everyone safe, and traffic flowing:

- Only cross at crosswalks.
- Park in designated/marked parking spaces only.
- Park in handicapped spaces only if you have a placard or proper license plate.
- Do not leave your vehicle at the curb unattended.
- Students enter/exit vehicles on the curb side only.
- Drive cautiously and follow the posted speed limit.
- If you choose to go down a parking aisle, please park in a designated parking spot, exit your vehicle, and use crosswalks to pick-up/drop-off your child. Children should not walk without a guardian through the parking lot to a waiting vehicle.

CHANGES IN TRANSPORTATION

When a student needs to go home with another child or to any place that is out of their ordinary routine, they must have a note from the guardian. Teachers will send students home the usual way if there is no note. Students will not be allowed to use school phones to arrange playdates. For unplanned/unexpected changes, call the office by 3:00 p.m. so the change can be relayed.

BICYCLES, SCOOTERS, ETC.

Per Everett Public Schools [procedure 3241P](#), students in **grades three and above** may ride bicycles to and from school. Students must walk their bicycles on campus, wear a helmet, and lock the bike to the bike rack located behind the cafeteria. E-bikes must follow the same safety rules as pedal bikes, including walking and remaining off the grass. Skateboards, scooters, roller blades, roller shoes, etc., may not be ridden on district property. The district is not responsible for loss or theft of student property.

ATTENDANCE

Daily attendance is a major contributor to a student's academic success. District policy, in alignment with state law, requires written documentation of absences in order to excuse them. Not all absences are excused, and reporting an absence does not automatically excuse it. Per district [policy 3122](#), below are the valid excusal reasons:

1. District or school-approved activity.
2. Physical or mental health symptoms, illness, health condition, or medical appointment.
3. Family emergency.
4. Religious or cultural purposes (holiday/religious instruction).
5. Judicial proceeding or jury duty.
6. Post-secondary, technical school, or apprenticeship program visit or interview.
7. State-recognized search and rescue activities.
8. Absences related to deployment activities of a parent or legal guardian.
9. Absence directly related to the student's homeless, foster care, or migrant status.

The preferred way to report your child's absence is to send an e-mail to JFEAttendance@everettsd.org from an address that is in your student's records so it can be verified. In the e-mail, please include:

1. Student name and ID number
2. Absence date(s)
3. Reason for the absence
4. Guardian name

Guardians may contact the school by phone to provide an explanation for a student absence. Such contact will be recorded in writing by school office staff to excuse the absence.

For vacation/travel to be excused, it must be approved in advance. District [procedure 3122P](#) states: "Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal (or designee). ... The principal (or

designee) may excuse up to five (5) school days for a prearranged absence per student each school year.” To pre-arrange an absence, please complete a [prearranged absence form](#).

Tardies: The first bell rings at 9:10, and this is the latest students should arrive on campus. Students who arrive after the 9:15 tardy bell will be marked tardy and must come to the office to receive a slip to enter class. Tardies are excused or unexcused based on the same reasons as absences. Students who are chronically late miss many learning opportunities, and their arrival disrupts the classroom. Students who arrive 30 minutes or more after the beginning of school will be marked absent for a half-day. When signing your child in late, please say goodbye at the front desk rather than escorting the student to class.

Early release: Please schedule appointments during non-student days when possible. If an appointment requires that a student be released early, guardians must come to the office to sign the student out and have the student called to the office. Students who leave school more than two hours prior to the scheduled dismissal time will be marked absent for a half-day. Leaving within a half-hour of dismissal counts as a tardy. Early releases are excused or unexcused based on the same reasons as absences.

Attendance conferences: Frequent absences, tardies, or early releases will result in a conference with the guardian(s) and a school administrator.

KEEP US INFORMED

It is imperative that you keep the office informed of any changes in your contact information. In case of emergencies, it is crucial that we have accurate contact information for relatives or friends if we cannot reach you.

EMERGENCIES

Jefferson has emergency procedures in place for earthquake, fire, and lockdown situations. Whole-school practice drills are conducted monthly. In the event of a true emergency, please be patient. Our first priority will be to ensure student safety. Office personnel will be busy helping students, directing emergency crews, etc., and may not be able to answer your calls promptly. Our staff is trained to deal with emergencies and will not release any child until an authorized person arrives.

SCHOOL BREAKFAST/LUNCH PROGRAM

During the 2025-26 school year, both breakfast and lunch will be available free to all students without any free/reduced application required. However, we encourage

families to complete the [annual application](#) found on the district website, as some school-wide funding sources are based on the percentage of students who qualify for free/reduced price meals.

ANIMALS ON CAMPUS

The following restrictions apply to dogs and other animals on district property:

No dogs or other animals are allowed on district property between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday, except for bona fide service animals governed by [Policy 2030](#) and [Procedure 2030P](#), or those animals approved for schools as governed by [Policy 3418](#) and [Procedure 3418P](#). Dogs and other animals are also not allowed on campus during evening or PTA/Lighthouse events. At all other times, dogs or other large animals that can be leashed must be leashed and controlled by their owners. Small animals that cannot be leashed must be controlled by their owners at all times through other appropriate means.

Animal owners must clean up after their animals and remove waste from district premises.

Pursuant to Washington State law (RCW 16.08.040), the owner of any dog that bites a person while that person is in a public place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.

CLOSED CAMPUS DURING THE DAY

The Jefferson campus is closed to community use from 8:45 a.m. to 3:45 p.m. on days that school is in session. This includes paths through campus, fields, playgrounds, and blacktop areas.

EVENING EVENTS

Students attending school or PTA/Lighthouse events during the evening must have an adult with them at all times. They may not be dropped off on their own and picked up later.

HARASSMENT, INTIMIDATION, BULLYING

In our continuing effort to maintain a safe and positive learning environment, Jefferson staff strictly follow and enforce district [policy 3204](#) on anti-harassment, intimidation and bullying. The policy outlines specific procedures for responding to bullying reports. All staff members have

received training about how to respond effectively to bullying problems. Students are encouraged to recognize, refuse, and report bullying when it happens to them or someone else. Please refer to the policy for further information around the definition, prohibition, and consequences of harassment, intimidation, and bullying.

FOOD/CELEBRATIONS IN CLASSROOMS

Parties, celebrations and other disruptions to the regular school routine are to be kept to a minimum and must be shown to contribute substantially to the school's educational program. Discuss with administration any plans for parties during academic learning time.

The district does not permit homemade food items to be brought to school for sharing.

Flower and balloon deliveries will not be accepted.

Gum is not to be chewed on campus or on buses.

BEHAVIOR EXPECTATIONS

All Jefferson students learn and review schoolwide behavior expectations each year as part of our approach to behavior, Positive Behavior Interventions & Supports (PBIS). They learn to follow the Charger Code: **“Jefferson Chargers are safe, respectful, responsible, and kind. Wherever we go, we use a friendly voice and help others. We solve small problems on our own, and report big problems to adults.”**

Please see the accompanying chart with behavior expectations.

Here are some additional playground rules:

- No tag, or tackle football.
- No climbing on top of the blue bar.
- The slide is one-way – down and seated.

Jefferson Elementary Behavior Expectations

Jefferson Chargers are safe, respectful, responsible, and kind. Wherever we go, we use a friendly voice and help others. We solve small problems on our own, and report big problems to adults.

	Bathroom	Hallways & entryways	Waiting in line	Cafeteria	Playground	Classroom	Office & health room	Bus	Assembly
Be safe	Walking feet Body to self Water & soap stay in sink	Walk at all times Keep your body to self One stair at a time	Stay in your own line Keep your body to self Backpack on correctly	Walk at all times Stay seated, face forward Eat your food only	Follow the safety rules Keep in own space Use equipment correctly	Walk at all times Keep your body to self All four chair feet on floor	Walk at all times Keep your body to self	Wait in your spot in line Stay seated, face forward Body/items to self	Sit criss-cross with your class Hands, feet, and objects to yourself
Be respectful	Wait in line quietly Respect privacy Unlock stalls unless using	Voice level 0 Stay in line Quiet feet	Voice level 1 or 2 Follow directions of adults and Safety Patrol	Voice level 0 after signal Show good table manners Clean up after self	Follow directions Take turns Respond to the whistle	Use materials correctly Follow directions Clean up after self	Voice level 1 or 2 Wait your turn Follow directions	Voice level 1 or 2 Follow directions Thank the bus driver	Voice level 1-2 (0 at signal) Allow others to listen Follow directions
Be responsible	Flush Wash All done	Keep clean Stay to the right Go to your destination	Stay in your own place Be on time Be ready to go on time	Raise hand, wait for OK Use time wisely Bring lunch or lunch money with you	Be a problem solver Gather items Clean up at the end	Be prepared with materials Participate & work hard Use time wisely	Go to your destination Use time wisely Get a hall pass	Go straight to bus line at dismissal Manage your belongings	Manage yourself, not others Stay focused
Be kind	Use time wisely Keep bathroom clean for all	Honor learning Help others in need Hold doors for others	Give others their space	Use kind words/actions Help others Be patient	Include everyone Use kind words Ask others to play	Treat others as you want to be treated	Use kind words	Let others sit next to you Use kind words	Show appreciation for presenters

- During recess, students are not allowed into the building unless they need to use the restroom, so must remember their jackets before going out.
- Students need to be in sight of playground staff and away from fences and wooded areas.
- Students may not bring any recess/play equipment from home.

DRESS AND APPEARANCE

Children should be prepared to participate in the day's activities, including gym and recess, with appropriate footwear and clothing. Clothing should allow for normal play such as running and kneeling. Students should be appropriately dressed for the weather. Clothing worn in observance of a student's religion are not subject to this policy.

Student dress will be 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 creates a material and substantial disruption of the school environment, activities, and/or educational process is prohibited per district [policy 3224](#). The following are **not permitted**:

1. Attire that shows undergarments; inadequately covers chest or buttocks; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
2. Any clothing that would create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture/language or threat of violence.

Students dressed inappropriately will be asked to call home or to wear clothes from our Health Room.

ITEMS FROM HOME & CELL PHONES

Children are to leave their own playthings at home unless the teacher has given permission otherwise. This includes all recess equipment (basketballs, soccer balls, etc.).

Personal belongings *not* permitted include, but are not limited to: toys, games, skateboards, skates/rollerblades,

skate shoes, scooters, electronics, laser pens, trading cards/collections, and any other items that pose a safety risk or are a distraction.

Cell phones, smart watches, and other Personal Electronic Devices (PEDs) are to be **left off and in backpacks** between 8:45 a.m. and 3:45 p.m., as well as on school buses. Cell phones may not be taken on field trips. Students with a documented IEP, 504 plan, or Health Care Plan that documents a medical need for use of the PED may use the device as outlined in their individual plan. Per district policy [3246](#) and procedure [3246P](#).

Items of value taken from a student will be held in the office until a guardian is able to pick them up (maximum of one month). The school is not responsible for lost or damaged items.

VOLUNTEERS/VISITORS

Volunteers serve a vital role and provide important support to our school community! Please connect with your child's teacher about how you can help. All visitors and volunteers must sign in at the office and wear a visitor sticker before proceeding to other areas of the campus. All volunteers must fill out a [district volunteer application](#) and be approved *before* working in a classroom or chaperoning. Visiting occasionally does not require volunteer clearance. Guardians are welcome to visit classrooms, but visits must be scheduled in advance with the child's teacher. Volunteers may not bring younger siblings. If you are visiting for special events and would like to bring younger siblings, you must first clear it with the classroom teacher.

HOMEWORK POLICY

Teachers will communicate homework routines during the first weeks of school. Expect your child to work for 30 to 45 minutes each day, including reading. Guardians are encouraged to check backpacks (and planners for grades 3-5) for teacher and school communication. Families can assist students with homework by providing a specific time and place to work, as well as praise and encouragement.



3900 Broadway
Everett, WA 98201
425-385-4000
www.everettsd.org

• Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

• Title IX/Civil Rights
• Compliance Officer:
• Mary O'Brien
• 425-385-4106
• MO'brien@everettsd.org
• PO Box 2098
• Everett, WA 98213

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

ADA Coordinator:
Randi Seaberg
425-385-4104
RSeaberg@everettsd.org
PO Box 2098
Everett, WA 98213

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, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability.

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 sexual advances, requests for sexual favors, sexually motivated physical contact, or verbal or physical conduct or communication of a sexual nature that:

- Conditions the provision of an aid, benefit or service of the district, either explicitly or implicitly, on the student’s participation in such conduct (quid pro quo harassment); and/or
- A reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a student equal access to an education program or activity; and/or
- Has the purpose or effect of substantially interfering with a student’s educational performance, or of creating an intimidating, hostile, or offensive educational environment; and/or
- Constitutes sexual assault as defined in the Clery Act, 20 U.S.C. 1092(f)(6)(A)(v)), dating violence as defined in 34 U.S.C. 12291(a)(10), domestic violence as defined in 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act (“VAWA”), 34 U.S.C. 12291(a)(30).

Under federal and state law, the term sexual harassment may include, but is not limited to: acts of sexual violence; unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment; unwelcome sexual advances; unwelcome requests for sexual favors; sexual demands when submission is a stated or implied condition of obtaining an educational benefit; sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

Click the link to review the district’s Sexual Harassment of Students [Policy 3205](#) and [Procedure 3205P](#).

What should my school do about sexual harassment?

When any staff member becomes aware of an incident of sexual harassment, they must immediately inform their building principal, the building Title IX Coordinator or the district’s Title IX/Civil Rights Compliance Officer of such incident. The school principal or building Title IX Coordinator will immediately inform: 1) the Title IX/Civil Rights Compliance Officer so that the district can appropriately respond to the incident consistent with its own grievance procedures; and if necessary, 2) law enforcement.

In the event of an alleged sexual assault, the principal will notify the targeted student(s) and their parents/guardians of their rights under the district's sexual harassment [policy](#) and [procedure](#) and the right to file a criminal complaint and a sexual harassment complaint simultaneously.

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

Talk to a school-based Title IX Coordinator, a counselor, administrator or other trusted adult, 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 based on protected classes other than gender identity or sexual harassment:

Title IX/Civil Rights Compliance Officer: Shawn Bryant, Director Employee Relations, 425-385-4117, sbryant@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?

You will be provided with a copy of the school district's applicable discrimination complaint procedure. The Civil Rights Coordinator and District Title IX/Civil Rights Compliance Officer 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, you will be notified 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 have various rights pursuant to the applicable procedure, which may include an appeal of the decision to the superintendent, school board and/or the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Harassment, Intimidation and Bullying [Procedure 3204P](#), the Nondiscrimination [Procedure 3210P](#), and the Sexual-Harassment of Students [Procedure 3205P](#).

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

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 Title IX/Civil Rights Compliance Officer. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) or the Sexual Harassment of Students [Procedure 3205P](#) 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://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>
- 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