

# Evergreen Middle School

*Home of the Timberwolves*

7621 Beverly Lane  
Everett, WA 98203  
Main Office: (425) 385-5700 Fax: (425) 385-5702

## Student Handbook 2024-2025



## PAWS

**P = Purpose**

**A = Attitude**

**W = Wise Choices**

**S = Safety**

**Principal**  
Sara Idle  
[sidle@everettsd.org](mailto:sidle@everettsd.org)

**Assistant Principal**  
Monica Haule  
[mhaule@everettsd.org](mailto:mhaule@everettsd.org)

**Assistant Principal**  
Medgar Wells  
[mwells@everettsd.org](mailto:mwells@everettsd.org)

# COMMUNICATIONS

Main Office	
Hours of Operation	7:30 am – 3:30 pm
Main Line	425-385-5700
Fax	425-385-5702
Attendance	EVGAttendance@everettsd.org
Health Room	425-385-5706

Counseling Center	
Registrar/Counseling Secretary Ms. Bethany Arneson	425-385-5710 barneson@everettsd.org
6 <sup>th</sup> Grade Counselor Mrs. Emily Dunham	425-385-5722 edunham2@everettsd.org
7 <sup>th</sup> Grade Counselor Mrs. Genesis Rue	425-385-5721 grue@everettsd.org
8 <sup>th</sup> Grade Counselor Mrs. Cheryl Crosby	425-385-5723 ccrosby@everettsd.org
School Psychologist Mrs. Susan Smoots	425-385-5712 ssmoots@everettsd.org

District and School Websites	
Evergreen Website	everettsd.org/evergreen
District Website	everettsd.org
LMS	lms.everett.org

# BELL SCHEDULE

Monday - Thursday Bell Schedule 7:30 AM - 2:05 PM					
6th Grade Lunch		7th Grade Lunch		8th Grade Lunch	
First Bell - 7:25 AM		First Bell - 7:25 AM		First Bell - 7:25 AM	
1st	7:30 AM - 8:30 AM	1st	7:30 AM - 8:30 AM	1st	7:30 AM - 8:30 AM
2nd	8:34 AM - 9:29 AM	2nd	8:34 AM - 9:29 AM	2nd	8:34 AM - 9:29 AM
3rd	9:33 AM - 10:28 AM	3rd	9:33 AM - 10:28 AM	3rd	9:33 AM - 10:28 AM
<b>Lunch</b>	<b>10:33 AM - 11:03 AM</b>	4th	10:32 AM - 11:27 AM	4th	10:32 AM - 11:27 AM
4th	11:08 AM - 12:03 PM	<b>Lunch</b>	<b>11:32 AM - 12:02 PM</b>	5th	11:31 AM - 12:26 PM
5th	12:07 PM - 1:02 PM	5th	12:07 PM - 1:02 PM	<b>Lunch</b>	<b>12:31 PM - 1:01 PM</b>
6th	1:06 PM - 2:05 PM	6th	1:06 PM - 2:05 PM	6th	1:06 PM - 2:05 PM
Buses Depart at 2:12 PM					
Friday LIF/DEN TIME Bell Schedule 7:30 AM - 12:50 PM					
6th Grade Lunch		7th Grade Lunch		8th Grade Lunch	
First Bell - 7:25 AM		First Bell - 7:25 AM		First Bell - 7:25 AM	
1st	7:30 AM - 8:09 AM	1st	7:30 AM - 8:30 AM	1st	7:30 AM - 8:30 AM
<b>DEN TIME</b>	<b>8:13 AM - 8:43 AM</b>	<b>DEN TIME</b>	<b>8:13 AM - 8:43 AM</b>	<b>DEN TIME</b>	<b>8:13 AM - 8:43 AM</b>
2nd	8:43 AM - 9:22 AM	2nd	8:43 AM - 9:22 AM	2nd	8:43 AM - 9:22 AM
3rd	9:26 AM - 10:05 AM	3rd	9:26 AM - 10:05 AM	3rd	9:26 AM - 10:05 AM
<b>Lunch A</b>	<b>10:10 AM - 10:40 AM</b>	4th	10:09 AM - 10:48 AM	4th	10:09 AM - 10:48 AM
4th	10:45 AM - 11:24 AM	<b>Lunch B</b>	<b>10:53 AM - 11:23 AM</b>	5th	10:52 AM - 11:31 AM
5th	11:28 AM - 12:07 PM	5th	11:28 AM - 12:07 PM	<b>Lunch C</b>	<b>11:36 AM - 12:06 PM</b>
6th	12:11 PM - 12:50 PM	6th	12:11 PM - 12:50 PM	6th	12:11 PM - 12:50 PM
Buses Depart at 12:57 PM					

## Modified Schedules

**Early Dismissal Schedule:** School out @ 11:30 a.m.

**LIF Fridays Schedule:** School out @ 12:50 p.m.

**One-hour late start:** School starts @ 8:30 a.m.

**Two-hour late start:** School starts @ 9:30 a.m.

## Table of Content

<a href="#"><u>Activity Bus</u></a>	Page 5
<a href="#"><u>ASB Student Government</u></a>	Page 5
<a href="#"><u>Assemblies</u></a>	Page 5
<a href="#"><u>Attendance</u></a>	Page 5
<a href="#"><u>Backpacks/Bookbags</u></a>	Page 6
<a href="#"><u>Behavior Flow Chart</u></a>	Page 6
<a href="#"><u>Bicycles</u></a>	Page 7
<a href="#"><u>Bus Loading Area/Student Drop Off</u></a>	Page 7
<a href="#"><u>Bus Riding Rules</u></a>	Page 7
<a href="#"><u>Cell Phones/Electronic Devices</u></a>	Page 7
<a href="#"><u>Closed Campus</u></a>	Page 8
<a href="#"><u>Counselors</u></a>	Page 8
<a href="#"><u>Dance/After School Events</u></a>	Page 8
<a href="#"><u>Discipline</u></a>	Page 8
<a href="#"><u>Dress Code</u></a>	Page 9
<a href="#"><u>Personal Electronic Devices</u></a>	Page 9
<a href="#"><u>Emergency Contact Information</u></a>	Page 9
<a href="#"><u>Food/Beverages/Gum</u></a>	Page 9
<a href="#"><u>Grading/Progress Reports</u></a>	Page 9
<a href="#"><u>Hallpass/Hallways</u></a>	Page 9
<a href="#"><u>Harassment</u></a>	Page 10
<a href="#"><u>Health Room</u></a>	Page 11
<a href="#"><u>Homework</u></a>	Page 11
<a href="#"><u>Library</u></a>	Page 12
<a href="#"><u>Lost &amp; Found</u></a>	Page 12
<a href="#"><u>Medication at School</u></a>	Page 12
<a href="#"><u>Plagiarism and Cheating</u></a>	Page 12
<a href="#"><u>Searches</u></a>	Page 12
<a href="#"><u>Snow/Emergency Schedule Changes</u></a>	Page 13
<a href="#"><u>Sports and Activities</u></a>	Page 13

**ACTIVITY BUS**

An activity bus may be provided for all students involved in school-sponsored activities after school; the bus leaves at 3:30 pm Monday through Thursday to accommodate our afterschool student support and other after-school activities. There is also a 4:30 Activity Bus for athletics. Activity bus travel time may vary depending on the number of students riding; travel time can be up to one hour or more. If students leave campus after school, they may not return to ride the activity bus home that day. If students receive a referral for inappropriate/unsafe behavior, the consequences are the same as those when riding the regular school bus. Please refer to the “Bus Riding Rules” section for details.

**ASB STUDENT GOVERNMENT**

The Associated Student Body (ASB) is the student representative organization at Evergreen Middle School. The executive board consists of officers elected by the student body to represent our school. In addition, each Den Time 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, field day, and other activities for our students here at Evergreen. ASB cards are sold for a \$20 fee and students participating in ASB-sponsored sports, music, and clubs are required to purchase a card. Lost or missing ASB cards may be replaced for \$3.

**ASSEMBLIES**

Students will exhibit positive, constructive spirit and sportsmanship during assemblies. Evergreen Timberwolves 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.

**ATTENDANCE**

We believe good attendance is crucial to success in school; all Evergreen students are expected to attend classes regularly. Student attendance will be monitored daily.

**Policy**

Per Everett Public Schools [Policy 3122P](#), absences are excused only in the cases of participation in district or school-approved activities, illnesses and health conditions including but not limited to medical, counseling and dental appointments, family emergencies, religious and 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 [RCW28A.705.010](#), state-recognized search and rescue activities consistent with [RCW 28A.225.055](#), absences directly related to the student’s homeless status, absences resulting from a disciplinary/corrective action, and absences upon which the school administration and the

parent/guardian have mutually agreed. Furthermore, per [Policy 3122P](#), “The Principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.”

### **Absence Procedure**

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

### **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 5 minutes or more late to class or leaves 5 minutes or more 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. An unexcused tardy 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 school grounds at any time during the school day without permission from the Main Office.

1st Tardy - Written Warning (Parents/Guardians Notified via Student Conductor)

2nd Tardy -Written Warning (Parents/Guardians Notified via Student Conductor)

3rd Tardy – Lunch Detention (Parents/Guardians Notified via Student Conductor)

4th Tardy - Lunch Detention (Parents/Guardians Notified via Student Conductor)

5th Tardy – Friday School (Parents/Guardians Notified via Student Conductor)

6th Tardy – Activity Exclusion

### **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 classwork may not be available prior to vacations.

**Attendance Records**

You may track attendance records via the Home Access Center (HAC) at <https://www.everettsd.org/grades>. You also may contact the Attendance Office at 425-385-5735.

**BACKPACKS/BOOKBAGS**

Backpacks and bookbags are essential for carrying and storing Chromebooks (1:1 devices), school supplies, and personal items from home to school. Backpacks and bookbags, once in the classroom will be stored away in designated areas. During lunch and recess, students are responsible for the care and safekeeping of their backpacks/bookbags. We recommend with the volume of backpacks and bags; each student attach a name tag to their backpack/bookbag for identification and security purposes.

**PERSONAL ELECTRONIC DEVICES**

All personal electronic devices (PEDs) brought on campus are done so at students' own risk. The following PEDs 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 Policy 3245P which states, "All use of technology must be in support of education, classroom learning and Everett Public Schools. The district reserves the right to prioritize use and access to the system." This means the use of district and personal PEDs is for the advancement of learning only, e.g., students reading their personal novel or silent reading assignment on an e-reader. These rules are applied to classrooms and all areas of the school, including the lunchroom, hallways, the library, the gym, and bathrooms. At no time should audio or video recording devices (including cell phones and cameras) be used without prior staff approval.

**Cell Phone & Personal Electronic Device (PED) Policy and Expectations**

Evergreen students who choose to bring cell phones and other portable electronic devices (PED) to school may only use them before or after the school day. During the school day (7:15-2:05), all cell phones and other PEDs must be powered off and stored in the student's backpack, or gym locker.

Students whose behavior is in violation of district policy will be subject to disciplinary actions up to and including suspension or expulsion and may lose the privilege of bringing a PED onto district property, including but not limited to, attending school-sponsored or school-related activities. (Board Policy 3246P)

An exception is when these devices are being used in class for instructional purposes, and with teacher permission. Tablets may be used as an e-reader with teacher permission.

"Checking the time" on your phone during class is not an acceptable use of your cell phone.

Use of any phones/cameras in restrooms, buses and locker rooms is strictly prohibited.

Progressive consequences for students who do not adhere to these guidelines are as follows:

1st Offense: Warning. Staff member will have a private conversation to explain and reteach expectations. Teacher will send notification to office for Parent/Guardian to receive email notification via Student Conductor.

2nd Offense: Staff member will send student to the office to turn in cell phone until the end of the school day. Student will call home to notify parents of 2nd cell phone violation and about the next consequence below. The office will then give the student a receipt verifying that the student dropped off the phone to be reclaimed after 2:05 PM. Parent/guardian will receive email notification of 2nd offense via Student Conductor.

**3rd Offense:** Cell phone / electronic device will be checked in and held in the main office for parent pick up. After communicating with administration, the student's parent/guardian may reclaim it in the main office after 2:05 PM.

**4th Offense:** Cell phone / electronic device will be checked in and held in the main office until the end of the school day. The student's parent/guardian may reclaim it after meeting with a school administrator. A cell phone contract will be put in place.

Administration will continue with progressive discipline which may also include:

Student contract

Daily cell phone check in and pick up from the office.

Loss of the privilege to bring cell phone to school.

### **BEHAVIOR FLOW CHART**

When student behavior interferes with the educational environment, staff utilizes the Evergreen Behavior Intervention Flow Chart to determine appropriate next steps. Potential steps include but are not limited to; issues, parent meetings, and office referrals depending on the severity and/or frequency of the student behavior.

### **BICYCLES**

Students may ride their bicycles to and from school; approved safety helmets are always required. All students who ride their bikes to school are to follow Everett Public Schools [Policy 3241](#).

### **BUS LOADING AREA/STUDENT DROP OFF**

If students are being dropped off at school by a parent/guardian, please use the designated drop-off front entrance parking lot area of the main building, and please remember that students should not be dropped off at school prior to 7:15 am. Parents/guardians that drop off students in the front entrance parking lot before school, please pull all the way forward to allow for maximum vehicle usage for the drop-off area. It is expected that students will board their buses immediately after school is dismissed.

### **BUS RIDING RULES**

Per Everett Public Schools [Policy 3244](#), the rules of conduct and behavior expectations that apply to students in schools and classrooms also apply to students riding school buses and other district-provided transportation. Student misconduct on a school bus or other district-provided transportation may be grounds for imposition of corrective action. The denial of the privilege of riding the school bus or other district-provided transportation will be made by the principal or designee. The superintendent or designee may establish additional written rules of conduct for students riding school buses or other district-provided transportation. Please consult Everett Public Schools [Policy 3244P](#) for information regarding the bus rules and expectations.

### **CLOSED CAMPUS**

Our campus is "closed" between 7:00 – 4:30pm. Once you arrive on campus, you are expected to remain all day unless you have permission from the office to leave. Students need to be signed out with the Attendance Office by a parent or guardian before leaving the campus. **Students not involved in a supervised activity must leave the campus at 2:05 p.m.**

### **COUNSELORS**

Evergreen Counselors can help students resolve conflicts, develop good study and social skills, and plan for the future; counselors are available to assist students with any concerns they feel may be



affecting their academic success or personal growth. To meet with a counselor, students can email their counselor directly requesting a meeting or filling out the “Request to See Counselor Form” in the main office with the registrar/counseling secretary.

### **Dances/After School Events**

The purpose of a dance or after school event is to have fun, hang out with your friends, and enjoy yourself celebrating your hard work during the school year. By entering a school dance or event, you acknowledge and commit to the following expectations:

- Follow all school rules in effect regardless of location, date, or time
- Purchase tickets in advance (tickets may not be given to another student/person)
- Only Evergreen students are allowed to attend the event
- Be respectful and kind to everyone in attendance including staff and volunteers
- Be responsible for your actions and make wise choices
- Conduct yourself in a safe manner – no fighting, running, pushing, horseplay, etc.
- Remain in the designated/assigned areas (all other areas of the building or other location are off limits) until the end of the event
- Students leaving prior to the end of the event for any reason may not re-enter the event
- The administrator has the right to deny entrance or remove a person from the event

Failure to follow the above expectations may result in the following consequence(s): leave the event immediately with parent/guardian pickup, no longer allowed to attend future events including dances, sporting events, or other school-sponsored events, detention, or suspension depending on the severity of the behavior.

### **DISCIPLINE**

Incidents are situational and depending on the severity, consequences may vary. Evergreen utilizes a progressive framework for consequences. As per the district Student Responsibilities and Rights handbook, exceptional misconduct may require a deviation from the standard discipline.

*[State Law Chapter 28A.600 RCW](#) gives schools the authority to ensure that the optimum learning atmosphere of the classroom is maintained. Furthermore, the law states that consideration is given to the qualified judgment of educators when deciding how to best maintain this environment.*

We know the relationship between student and teacher is crucial for classroom management and discipline throughout the school. We also believe this relationship can be damaged when a student is sent to the office to deal with normal classroom occurrences instead of working through it with the teacher. Depending on the situation, administrative disciplinary consequences are designed to come into effect after classroom interventions have been implemented. The administration is here to support the teacher, the student, and what is best to promote learning for all students. Evergreen is a Positive Behavior Interventions and Supports school: we utilize restorative practices and focus on learning throughout the discipline process.

### **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 clothes, including shoes.

### **EMERGENCY CONTACT INFORMATION**

Please promptly inform the Main Office of any changes to students' emergency phone numbers and addresses. It is very important that school staff always know how to reach parents/guardians and the

people they have designated as alternate contacts. Only those listed on the emergency list will be allowed to pick up students. If the information changes during the school year, please contact the Main Office to report these changes as soon as possible.

### **FOOD/BEVERAGES/GUM**

All food should be consumed in the Commons. Students are not allowed to eat or drink in the hallways or outside.

### **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 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://www.everettsd.org/grades>.

In the fall, parents/guardians can meet one-on-one with teachers during afternoon/evening conferences. These conferences will be held in the commons and 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.

### **HALL PASS/HALLWAYS**

Students in the hallways during class time must have an approved hall pass and show it to staff when requested. During lunch, students who need to make up work or a test in a classroom must have a written pass from a teacher.

Regarding passing in the hallways, the hallways can be crowded in between classes. While traveling in the hallways the following guidelines should be followed:

- keep to the right,
- refrain from stopping and talking to friends in the middle of the hall,
- refrain from blocking hall or doors,
- always walk
- respect the property and personal space of others,
- keep hands and feet to self, and
- speak at a low volume.

Also, **please do not wait for friends in hallways as it unnecessarily** adds to the congestion.

### **HARRASSMENT**

([Everett Public Schools Policy 3205](#))

### **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 school's 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](mailto: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 (5) 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 (2) 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 Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

### **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:

Civil Rights Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

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

Title IX Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto: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](mailto:DPeters@everettsd.org), PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto: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 (1) 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 a hearing officer designated by the superintendent 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 Sexual Harassment [Procedure 3205P](#).

### **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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](mailto: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](mailto: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](mailto: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.

## **HEALTH ROOM**

Students who are not feeling well or injured will report to the health room located in the main office. If leaving a classroom, the student must have teacher permission and a hall pass. **The student should not call their parent/guardian from a classroom or cell phone. The health room assistant or nurse will call the student's parent/guardian.** *If the student's temperature is 100.4 degrees or higher, or if the student is injured and unable to attend class, the student will be required to go home.* Only a parent/guardian, or people listed as emergency contacts, will be allowed to pick the student up. The parent/guardian will always be call first. Any medication taken during school hours, must be taken in the health room with parent/guardian permission and with the proper forms required to take the medication at school.

## **HOMEWORK**

Homework is an important extension of the learning that occurs during school each day. Students are expected to 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.

## **LIBRARY**

The Evergreen Middle School Library is open from 7:15 am-3:00 pm but may be closed on occasion to accommodate guest speakers or teacher reservation. 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 Evergreen. 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 \$10-\$35. It is important to respect others' rights in the library. Students are welcome to use the library with teacher/staff permission as long as they have a pass and they do not disturb others. Food and drink are not allowed inside the library. Guidelines for Borrowing Items: Students may check out up to two library items. Students with overdue items will not be allowed to check out additional materials until all overdue items are returned. Graphic novels are checked out for a five-day period, all other books are checked out for a two-week period. Items can be renewed once. A full replacement cost is charged for lost items.

## **LOST & FOUND**

The Lost and Found is located by the main stairwell in the Main Entry area. Lost PE clothes are stored in the PE teacher offices. Smaller items such as glasses, cell phones, and wallets may be kept in the Main Office.

## **MEDICATION AT SCHOOL**

If medication is to be taken at school, a Medication Authorization/Order form must be completed by a physician and a parent/guardian and returned to the Health Room. Students may not carry or self-administer any medication without completing the appropriate medication authorization form. Contact the Health room Assistant or School Nurse for more details and to obtain required forms or consult [www.everettsd.org/Page/9245](http://www.everettsd.org/Page/9245) or Everett Public Schools [Policy 3416](#).



## **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 only a few words is considered plagiarism and it is strictly prohibited. Cheating is acting dishonestly and unfairly to gain an advantage. Plagiarism and cheating will result in disciplinary action.

## **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. **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.**

## **SNOW/EMERGENCY SCHEDULE CHANGES**

In case of snow or an emergency schedule change, announcements usually will be made on television and radio by 5:30 am. At the website [www.schoolreport.org](http://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](http://www.everettsd.org); they also can be accessed on the district's information line at 425.385.4636. Automated phone calls are made to school families beginning at 5:45 am. For more information, please visit [www.everettsd.org/domain/1542](http://www.everettsd.org/domain/1542).

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.

## **SPORTS AND ACTIVITIES**

### **Sports**

Evergreen students participate in the Sno-King Middle School League. There are four sports seasons available for all 7th and 8th grade students. It is possible for students in 6th grade to practice but not compete in Cross Country, Wrestling, and Track & Field. Students interested in participating must provide the appropriate forms verifying parent/guardian permission, medical insurance, and a physical examination; an ASB card and academic eligibility are also required. An athletic fee is charged for participation in athletics; the fee must be paid after students become eligible for the team (if tryouts are applicable) and before the first game or competition. Students in need may apply for a scholarship to waive the fee.



Registration is open for 2022-23 Fall, Winter and Spring sports using [FinalForms](#). Follow the prompts to create your account, create your account and sign your forms. All student athletes will need a current physical using the [approved physical form](#) which you can upload directly into FinalForms once completed. All students are required to have a sports physical to participate in a sport. The form needs to be filled out by a medical professional. All physicals are good for two years.

Students shall be held responsible for compliance with school rules and Everett Public School policies during all after school activities. Non-compliance with these rules is subject to the same corrective action or discipline that is applied during the regular school program.

Unless approved by a building administrator, the student must attend and fully participate in all class periods of the school day to be eligible for contests or practices that day. If the student is absent from one or more classes due to illness, the student is ineligible to participate or compete that day. If the student is suspended from school, including in-school suspension, the student may not participate in practices or contests.

More information can be found in the Everett Public School Athletic Code of Conduct available online at [www.everettsd.org/Page/199](http://www.everettsd.org/Page/199), and in the Attendance Office.

**The seasons and sports are as follows:**

**Fall Season I (September-October)**

Co-ed Cross Country  
Boys Football  
Girls Softball

**Winter Season I (November-December)**

Boys Basketball  
Girls Volleyball  
Boys Soccer  
Girls Soccer

**Winter Season II (January-February)**

Girls Basketball  
Co-ed Wrestling

**Spring (April-May)**

Co-ed Track & Field

For more information regarding individual sports teams, please visit our Evergreen Middle School website under “Students” – “Athletics”.

**Activities**

Involvement in school activities is a strong predictor of student success. Because of the participation and enthusiasm of our student body and staff, Evergreen has outstanding school spirit. Students will gain much in terms of school pride if they get involved in school activities. Club offerings are presented in September via weekly announcements and begin meeting in early fall. Clubs meet on Monday through Thursday after school throughout the year, with an activity bus available on those days departing at 3:30 pm. Students must arrive at their club location no later than 2:15 pm.

**SUBSTITUTE TEACHERS/STAFF**

We have guest substitute teachers/staff serving our students in the absence of their regular classroom teacher/staff member. Guest teachers are to be treated with complete cooperation and respect. Classroom disruptions and rudeness toward guest teachers/staff are not tolerated and will result in a conference with an administrator and possible discipline.

**TECHNOLOGY**

**Technology Objectives**

Evergreen Middle School encourages the use of technology to help students meet standards for the 21st Century Learner, where learners use skills, resources, and tools to:

- Inquire, think critically, and gain knowledge

- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge
- Share knowledge, and participate ethically and productively as members of our democratic society
- Pursue personal and aesthetic growth

### **Technology Guidelines**

Technology at Evergreen is to be used to support the above learning objectives. Evergreen 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 devices (PEDs). Text from the policy is included below to remind students and parents of the guidelines for technology use at Evergreen:

- 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.
- Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. No user may disclose, use, or disseminate any personally identifiable information about others without authorization.
- System log-ins or accounts are to be used only by the authorized owner of the account for 21 authorized purposes. Users may not share their system, computer, or software passwords with others.
- Student use of electronic devices in the classroom will be managed by the classroom teacher. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft, damage, or destruction of devices brought onto school property or to school-sponsored or school-related events or activities. An electronic device shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
- 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.

In addition, students should not:

- Change the settings on the desktop of a computer or device.
- Print items without permission.
- Download/load software to a school computer/device.

### **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. Volunteer forms are available online at [www.everettsd.org/domain/1452](http://www.everettsd.org/domain/1452).

### **WEAPONS**

Students in possession of any item that reasonably can be considered a weapon are subject to discipline; this expectation also applies not just to the items themselves, but also to their depictions or representations. These items may include but are not limited to laser pens and pointers, electric shocker pens or devices, scissors, rubber bands, utility knives, kitchen knives, pocketknives, firearms, and martial arts weapons.

In pursuant to state law ([RCW 9.41.280](#)), students who possess or carry onto school premises, district/school provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or

other projectiles shall be subject to expulsion. Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing a firearm shall be subject to a one-year mandatory expulsion. The parent/ guardian and appropriate law enforcement agencies will be contacted when there are firearms/dangerous weapons involved. The chief school officer may modify the expulsion of a student on a case-by-case basis. The parent/guardian has the right to appeal a suspension or expulsion.

Due to the risk of injury caused by laser pens and pointers, these items can be classified as weapons. Students in possession of a laser device could be suspended from school.

**PLEASE NOTE: THE STUDENT HANDBOOK IS MEANT AS A GUIDE. FOR ADDITIONAL INFORMATION AND CLARIFICATION PLEASE CONSULT A SCHOOL ADMINISTRATOR, OR THE EVERETT PUBLIC SCHOOLS STUDENT RESPONSIBILITY AND RIGHTS HANDBOOK. IT IS AVAILABLE FOR DOWNLOAD AT:**

[www.everettsd.org/Page/19531](http://www.everettsd.org/Page/19531)