

WOODSIDE ELEMENTARY FAMILY & STUDENT HANDBOOK

2024-2025

17000 23rd Ave. SE
Bothell, WA 98012
(425) 385-7800



WOODSIDE ELEMENTARY
Home of the Toucans

The purpose of Woodside Elementary is to provide a place where each child will be empowered to reach their highest academic and social potential in a safe and nurturing environment.

Nondiscrimination Statement

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 and ADA Coordinator

Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator

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

Gender-Inclusive Schools Coordinator

Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137
JGrant@everettsd.org

Student 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.

Quick Reference

Woodside Elementary 17000 23rd Ave. SE Bothell, WA 98012	385-7800
Danielle DeJong, Principal	385-7800
Salli Smith, Office Manager	385-7800
Ally Nichol, Assistant Principal	385-7800
24- Hour Attendance Line	385-7805
School Counselor	385-7810
Health Room	385-7806
Library	385-7808
Safety Tip Line	385-5050
Transportation	385-4144
YMCA*	425-337-0123

*On-site before and after school childcare for students is provided in partnership with the YMCA.

School Hours:	8:30 am — 2:50 pm
Learning Improvement Fridays:	8:30 am — 1:35 pm
Early Release (2.5 hour):	8:30 am — 12:20 pm

School Website - <http://www.everettsd.org/woodsides>
District Website - <http://www.everettsd.org/>
Email a teacher: FirstInitialLastName@everettsd.org

Directions to Woodside Elementary School

Northbound & Southbound: From I-5, take exit 183. Head east on 164th Street and turn right at the Bothell-Everett Highway. Turn left at 180th Street and left again at Brook Blvd. Brook Blvd. will curve into 23rd. The school will be on your left.

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Welcome to Woodside Elementary!

This Family Handbook is a collection of the most important procedures, routines and expectations we have established over time. We will teach these procedures to students and provide opportunities for practice throughout the school year. We know that following these policies will improve your child's experience at school.

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level, and continue through middle school and into high school until the student graduates. It is imperative that students have regular on-time attendance each day.

Please read through this booklet with your child and discuss those items which may be new or challenging expectations.

Thank you for supporting these common procedures and for helping your child understand what is expected at Woodside. Thank you, too, for being an involved partner in our shared responsibility to raise happy, healthy, and well-educated children.

Sincerely,

Ms. Danielle DeJong

Woodside Elementary Principal
(425) 385-7800
DDeJong@everettsd.org

ARRIVAL AND DISMISSAL PROCEDURE

Parents should drop students off at school after 8:05 a.m. No supervision is available before this time. All students should be at school before 8:35 a.m.

If your child is not eligible for bus services there are two options for dropping off and picking up your student:

DROP OFF:

1. Park your vehicle in the main parking lot. Walk your child safely to the sidewalk. Do not send your child alone. Do NOT leave your car engine running when you are at the school, even for a short length of time.
2. If you choose the KISS & GO lane, enter the east parking lot. Enter safely and slowly. When at the curb, the driver must remain in the car. Student valets will open the car door closest to the sidewalk and greet students and parents. Your child must be ready to promptly exit the car. Drivers must always use very safe, slow and attentive driving skills in this area.

PICK UP:

For everyone's safety, we ask that drivers use the **Enter** and **Exit** gates as designated. Cars and vans are not allowed in the bus and daycare loading zones on the north side of the school and gym area.

1. Park your vehicle in the main parking lot and wait in the courtyard to meet your child. Walk together back to your parked car. DO NOT leave the engine running in an unattended vehicle.
2. Pick your child up using the KISS & GO lane. If you arrive before 2:30, you will be asked to return later.

All students should depart by 3:00 p.m. After this time students will be taken to the main office to be picked up.

Please do not use cell phones while driving, especially in and around the school.

As much as possible, please make all transportation arrangements with your child before the start of school day.

ARRIVAL AND DISMISSAL PROCEDURE (continued)

If student is going home with a friend or someone other than a family member:

1. A signed note from the parent/guardian is required.
2. If your child will be riding a different bus or getting off at a different stop, they must present a signed note to the office for a bus pass before the end of the school day. Students riding the bus must adhere to all bus rules.

Checking out students before the end of the school day:

Students who are dismissed during the school day must be signed out from the school office by their parent/guardian before leaving the school grounds. Whenever possible, we ask your assistance in scheduling your child's appointments outside of the school day.

ATTENDANCE

Daily attendance is a major contributor to a student's academic success. District policy, in alignment with state law, requires documentation of absences in order to excuse them. Not all absences are excused, and reporting an absence does not automatically excuse it. Please communicate the **why** so we can mark it correctly. Determination as to whether an absence is tardy, excused, or unexcused is made by the school principal in accordance with state law and district policy. Teachers and the office will keep a record of student absences and tardiness.

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

- Student name and ID number or teacher
- Absence date(s)
- Reason for the absence
- Guardian name

Alternatively, guardians may contact the school by phone at **425-385-7805** to provide an explanation for a student absence. Such contact will be recorded in writing by school office staff.

ATTENDANCE (continued)

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 prearrange an absence, please complete a [prearranged absence form](#).

Letters and phone calls informing parents/guardians of excessive absences and/or tardies will be sent home as required by Washington State law and may lead to a referral to the court system.

BICYCLES AND WALKING

Children are allowed to ride their bikes to school beginning in the third grade. Parents, please make sure your child has adequate skills to ride his/her bike to school before allowing them to do so.



Bicycle riders must abide by the following rules:

1. Wear a helmet
2. Ride on the right-hand side of the road in single file
3. Use extreme care when approaching children, other bicyclists, pedestrians and intersections
4. Always be careful of cars and buses; you may see them but they may not see you!
5. Walk your bike across crosswalks and listen to the directions of safety patrols. Student bikers should follow the same route as walkers, avoiding bus loading/unloading areas.
6. When on school grounds, walk **beside** your bicycle.
7. Park your bike in the bike rack
8. Secure or lock your bike with a bicycle lock

Skate boards, roller blades, roller shoes, and scooters are not allowed at school or on school grounds. For more detailed information, please refer to Everett Public School District's policy, [3241p](#).

BICYCLES AND WALKING continued

If your child walks to school, make sure you familiarize him/her with the route at the beginning of the school year. It is a good idea to walk with him/her the first few days of school. If possible, have your child walk each day with other children. Remind him/her not to talk to a stranger, not to ever accept a ride from anyone he/she does not know. Report any problems to the school and the police immediately. Stress the need to stay on the sidewalk/pathway and to walk directly to school. Teach your child traffic safety procedures.

BULLYING, HARASSMENT, INTIMIDATION

It is the policy of Woodside Elementary School to maintain a safe, respectful, and secure learning environment for all students which is free from harassment, intimidation, and bullying. Harassment, intimidation, and bullying of students by other students, staff members, volunteers, parents, or guardians is prohibited. In our continuing effort to maintain a safe and positive learning environment, Woodside 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.

BUS RIDING

A list of “EPS Bus Rules” is discussed with all riders at the beginning of the school year. While riding, waiting for the bus, or walking home after getting off the bus, children are expected to follow Woodside’s behavior expectations.

Consequences for inappropriate behavior on the bus or at the bus stop will follow the District’s progressive discipline policy and may range up to suspension of bus privileges for the remainder of the school year. Incident reports will be sent home and parents will be notified regarding disciplinary action.

BUS RIDING continued

Kindergarten students will not be allowed to get off the bus without an adult to meet them.

If a student is going to be picked up or walk home rather than ride their bus, a note or an email must be sent to the school. A child without a note will be put on his/her regular bus. If you need to pick up your child who normally rides the bus, please come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that your child needs to come to the office to be picked up. Students are released from the office only. Do not go to the bus area – supervisors are unable to sign out any student at the bus loading area.

Large packages, glass items, or pets are not permitted on the bus. Small items brought to school, such as for Show & Tell, are to be kept in containers and out of sight.

CAFETERIA & MEALS

At Woodside Elementary all students can receive free breakfast and lunch!

Breakfast is available from 8:05-8:30 AM

All Woodside students qualify for the community free lunch program. We request the online income form to be filled out for all students. For more information regarding the qualifications for our Free breakfast and lunches please contact the EPS Food and Nutrition Department at 425-385-4380.

Parents and guardians are welcome and invited to eat with their children. If you are planning to purchase food from the school cafeteria please call the main office or send a note with your child at the beginning of the day. Please sign in at the school office before entering the cafeteria.



CELL PHONES

Student cell phones are to be turned off any time a student is on campus or on a school bus. Students must keep cell phones in a backpack and it should not be taken out while at school. Use of a cell phone or texting during school hours will result in the phone being confiscated. A parent will be required to pick it up from the office. If a parent has a message to send to a child during the day, it should go through the main office.

COMPUTER USE

Students In Everett Public Schools use computers to support learning in many ways. They are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by teachers. Any intentional misuse of Internet access by students will result in disciplinary action and may lead to the loss of Internet privileges.

DELAYED START OF SCHOOL OR EARLY CLOSURE

Occasionally weather or other emergency conditions may require school delays or closures. Most area TV and radio stations announce school cancellations, delays, or emergency early dismissal. An alert is also sent through ParentSquare which will send an email/text/phone call. **No announcement means normal operations.** Announcements are for one day only. As much as possible, the District aims to notify the media of changes before 5:30 a.m.

Each family should have a plan of action in case the start of school is delayed or students are dismissed earlier than expected. Families should address these questions:

- With whom will your child stay in the morning if the start of school is delayed and you can not remain at home?
- Who will pick up your child from school if buses are not available due to an emergency or if school is dismissed early?

DISCIPLINE POLICY

The Everett Public Schools' Student Responsibilities and Rights Policies are sent home the first week of school. Expectations for student behavior in the classroom, lunchroom, and elsewhere on the campus will be taught and reinforced.

Failure to comply with behavior expectations may result in disciplinary actions, in accordance with the District progressive discipline policy. Consequences may range from a Problem Solver think sheet to parent contact to an office referral to short or long term suspension.

Toy guns, weapons, or any object that could reasonably be considered a weapon are not permitted on any school property and will result in disciplinary action (state law).

The staff at Woodside encourages and supports appropriate behaviors as well as the concept that we are all working as a team. Students learn about expected behaviors through our Second Step SEL program and our PBIS expectations, which are taught, reinforced, and modeled through classroom instruction, assemblies, and special programs.

We use this language to describe expectation all around the building:

Woodside Guidelines to SOAR

Stay safe

Own your actions

Always a leader

Respect yourself and others



Flip to the next page to see some examples of how S.O.A.R. is taught for several areas around the building.

Woodside Guidelines to SOAR

Stay safe
Own your actions
Always a leader
Respect yourself and others

					
S Stay Safe (Be Safe)	<ul style="list-style-type: none"> Follow rules and directions Keep hands and feet to yourself 	<ul style="list-style-type: none"> Use materials the right way Hands, feet, voice, and objects to self Ask for permission to leave 	<ul style="list-style-type: none"> Walk at all times on the right side Eyes and shoulders face forward Keep hands, feet and objects to self 	<ul style="list-style-type: none"> Walk Carry tray with two hands Wait your turn Sit appropriately at the table Report spills promptly Raise your hand to ask for help 	<ul style="list-style-type: none"> Use equipment properly Stay in view of adults Hands and feet to yourself
O Own Your Actions (Be Responsible)	<ul style="list-style-type: none"> Be prepared Tell the truth 	<ul style="list-style-type: none"> Be ready to learn Honor other students learning time Complete quality work Share your ideas 	<ul style="list-style-type: none"> Level 0 voices Keep hallway clean 	<ul style="list-style-type: none"> Clean up the floor and table before leaving Eat your own food Memorize your student number 	<ul style="list-style-type: none"> Ask adults for permission (nurse, bathroom, etc.) Line up quickly Put away equipment
A Always a Leader (Be a Leader)	<ul style="list-style-type: none"> You are a role model - Show the right way. Solve problems 	<ul style="list-style-type: none"> Participate actively Be a problem solver Respect differences 	<ul style="list-style-type: none"> Walk quickly and quietly Smile and wave at people you know 	<ul style="list-style-type: none"> Offer to help others Eat healthy choices and try new foods Use food and silverware appropriately 	<ul style="list-style-type: none"> Be safe Report bullying Include everyone in activities
R Respect yourself and others (Be Respectful)	<ul style="list-style-type: none"> Show kindness Take care of the community 	<ul style="list-style-type: none"> Treat others the way you wish to be treated Respect classmates' space and property 	<ul style="list-style-type: none"> Hold door open for people behind you Appreciate student artwork without touching or disturbing 	<ul style="list-style-type: none"> Voice Level 1 Use good manners Have kind conversations 	<ul style="list-style-type: none"> Share equipment Take turns Wait calmly in line for teacher

DRESS CODE

(Everett Public Schools policy 3224)

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. **Hats, bandannas, hoods, etc., are not to be worn inside school buildings.** Exceptions: before and after school, during recess, medical reasons, "bad haircut," or on designated school spirit days. 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:

- Attire that shows undergarments; inadequately covers chest, midriff, buttocks, or thighs; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
- 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.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policy 3200.

EMERGENCY PROCEDURES

Staff and students at Woodside practice emergency drills throughout the school year so they are prepared in case of an actual emergency. These drills include: earthquake, fire, lockdown, and lock out.

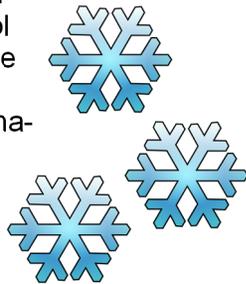
EMERGENCY RELEASE PROCEDURES

Depending on the type of event, our school may evacuate the students to a safe location outside the school buildings or may impose a lock-down or lock-out where children will remain in the building throughout the duration of the emergency. Whether our students have been evacuated from the building or remain inside the school, a process will be in place in order for your child to be released from our care to you or your designee. The most important piece is ensuring the school or district is able to reach you.

1. Ensure all phone numbers provided to the school are up to date. This includes home phone, parent work numbers, daycare, and emergency contacts. Please be sure that all your emergency contacts are aware of their responsibility to your child.
2. Listen to the radio/TV for school information. Please do not call the school, as phone lines may become jammed.

EMERGENCY EARLY DISMISSAL

Conditions may develop during the school day, which require an early dismissal. Early dismissals will be broadcast on the same radio stations as delays and closures. We will notify parents via ParentSquare. If school is dismissed early, authorized persons (identified on the school emergency form) may pick up students. School staff will remain at school until all students have left. Please remember that under many emergency conditions, telephone service may be unavailable for outgoing or incoming calls.



FIELD TRIPS

Before a child may leave for a field trip, parents are required to complete their child's permission form.

Teachers often seek parent volunteers to chaperone on field trips and a complete volunteer application needs to be approved prior to the trip. Volunteer forms can take two weeks to process. Overnight trips require a second, higher level of volunteer application. **Volunteer Application form:** <https://www.everettsd.org/domain/1452>

FINES

Students and guardians are responsible for lost textbooks and fines. Fines can be paid through the main office.

FOOD (snacks, birthday treats, etc.)

Everett Public School's focus is on providing nutritious food for students through their meal programs. In keeping with this goal, we request that you consider sending healthy food options with your child and if sharing food with the entire class during celebrations. This includes midday snacks (if part of the classroom day), birthday goodies, and classroom celebratory items. Per district policy, **all food shared with other students must be store bought.** Since many students have food allergies, speak with the teacher prior to bringing food into the classroom.

FRAGRANCES

If a student chooses to wear fragrances to school, it should be worn in moderation so as not to distract, disrupt, or offend others. Additionally, some members of the school community have health conditions that are negatively affected by fragrances worn by others. In those circumstances, students will be asked to refrain from wearing fragrances.

HOMEWORK

Teachers will communicate homework routines during the first weeks of school and expectations may vary by grade level. Guardians are encouraged to check backpacks (and planners where applicable) 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. Often these learning experiences can best be maximized when parents and students work together. If homework becomes a family battle, please reach out to the teacher immediately for suggestions, modifications, etc.

ILLNESS

When a student becomes ill at school, Woodside's nurse, health room assistant, and/or office staff will follow these procedures:

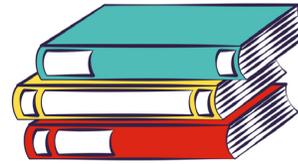
- The student reports his/her symptoms and his/her temperature is taken. At that time, a decision is made whether or not the child should go home. Often a short rest in the nurse's room is all that is needed.
- However, if a child vomits or has a temperature 100° or above, a parent/guardian will be notified by phone and the student will be sent home.
- The parent/guardian or emergency contact person must come to the school and pick up the sick student. **Sick children will not be sent back to class or home on the bus.** In the event of a serious or life-threatening illness, 911 will be called.

We love having your child here, but please do not send an ill child to school. Children are welcome back at Woodside when they are able to take part in the full-school program, including recess. Supervision of students is not available in classrooms or the office during recess.

A list of the minimum immunization requirements is available in the office. Exemptions are available for medical, personal, or religious reasons. However, if an outbreak of a disease, for which the student is exempted, occurs, the student will be excluded from school for the duration of the outbreak.

LIBRARY

Our library serves as the hub of our school. Each week classes rotate through the library for lessons and time to browse the extensive book collection. Kids may check out books to read at home or at school. You can browse the library catalog to discuss book options with your child by going to <https://www.everettsd.org/domain/1904> and clicking on Destiny Library Catalog.



LOCKERS AND DESKS

Lockers, desks, and storage areas are the property of the District. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.

Students are to be assigned lockers by their classroom teacher. Each teacher will establish a procedure for students to access their lockers in a quiet and safe manner.

LOST AND FOUND

A Lost and Found box and clothes rack is located in the cafeteria. Please check the Lost and Found area if your child is missing his/her coat, sweatshirt, or lunchbox. Unclaimed items will be donated to a charitable organization during Winter Break and at the end of the school year.

MEDICAL & DENTAL COVERAGE FOR FAMILIES

Families may be eligible for medical insurance through DSHS (a free insurance plan) or Apple Health for Kids (monthly premiums ranging from \$0-\$30 per child).

In addition, we have a dentist who will come on site 1-2 times a year for preventive care and cleanings. Check for news and sign-ups in the monthly family newsletters. For more information on these programs or other supports that may be needed, please reach out to our counselor, Stacy Story at 425-385-7810.



MEDICATION

If a student must receive medication during school hours, the medication to be given at school must have a written order signed by both a Licensed Health Care Provider and a parent/guardian. The medication must be in the original, properly labeled container, this includes any over-the-counter medication. Contact the health room assistant at (425)385-7806 for forms and additional information.

NATURAL LEADERS

Natural Leaders are multi-cultural parents and family members that serve as a bridge between families, community, and school. It is aimed at families who speak a second language at home, and is designed to bring them together in a structured way to help support their child in school, and to make stronger connections amongst families and our school. It is a program that is led by parents in coordination with our staff. The group is designed to create inclusiveness, allow space for finding information and resources, provide a safe space for issues support, and to allow voices to be heard. To join or for more information, contact Ashley Weiner at aweiner@everettsd.org



PARENT TEACHER ASSOCIATION (PTA)

We invite all parents to join Woodside PTA! PTA provides connections, resources, a voice, and an opportunity to deeply know what is happening in your school. The PTA sponsors student programs, Teacher Grants, field trips, Family Fun Night, Book Fair, the Art Docent Program, and much more. Joining the PTA does not obligate you to volunteer at school or attend PTA meeting. <https://www.woodsidepta.com/>

There is also a district-wide Special Education PTSA! This group plans events and is a support for our families with students with special needs. You can sign up or read more at <https://everettptsacouncil.org/esd-special-ed-ptsa/> OR via their Facebook page.

PARENT TEACHER CONFERENCES

Woodside's parent teacher conferences are scheduled twice a year, Fall and early Spring. Students will be released from school early during conference weeks and the Friday prior. Check newsletters for the sign-up links several weeks prior to the early dismissals. Conferences provide an important opportunity for parents and teachers to discuss the child's needs and progress.

PARTIES IN THE CLASSROOM

Classroom celebrations are intended to be brief, to be tied to our district learning standards, and to be considerate of the needs and values of Woodside families. Treats must be store purchased. Since many students have food allergies, parents should speak with the teacher prior to bringing food into the classroom.

PARTY INVITATIONS

In consideration of the feelings of children not receiving invitations, we request that no invitations be handed out at school unless each child in the classroom is receiving one.

PETS

Please keep pets off Woodside's playground and school campus. If an animal or pet is on our campus, every effort will be made to contact the owner before calling animal services. 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. The principal shall decide if there is an approved instructional purpose for the animal's presence. Prior to introducing any animals into the classroom, teachers shall ascertain that: students and school personnel are not allergic to the animal, the animals will present no physical danger to students, and students will be instructed in the proper care and handling of the animals. If a pet is brought onto school property, pursuant to Washington State law (RCW 16.08.040), the owner of any animal that bites a

PETS (continued)

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 the animal or the owner's knowledge of such viciousness. The owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the pet, physically or emotionally.

Dogs and other animals are also not allowed on campus during evening or PTA events.

PHYSICAL EDUCATION

Physical Education is a part of the basic education curriculum required for each child. Your child's teacher will notify you of scheduled PE days. Since our gym floor is hardwood, students must wear lace-up or Velcro (not slip-on) sport shoes with non-marking soles on their PE days. Clothing should allow for a wide range of motion and strenuous physical activity.



REPORT CARDS

Report cards are issued in February and June. Please see the insert that will come with each report card for a description of each level of performance. At any time, please reach out to your child's teacher if you have questions about their progress.

SAFETY PATROL

Responsible 5th grade students are selected to help your child cross safely at designated crossings. The crossings are inspected from time to time by local law enforcement personnel and our student patrols are supervised by an adult. All students and adults are expected to use the appropriate crosswalks and to follow the directions of the safety patrols.



SCHOOL SCHEDULE

Daily Schedule

8:05 Breakfast
8:30 First Bell
8:35 Tardy Bell
2:50 Dismissal

Early Dismissal Schedule

8:05 Breakfast
8:30 First Bell
8:35 Tardy Bell
12:15 Dismissal

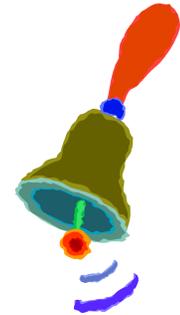
- Breakfast & lunch are served on Early Dismissal days.
- In the event of a late start day buses will also run late and there will be no breakfast served.
- On late start days, school will end at the regular time.

SCHOOL ACTIVITIES (Before/After School)

At various times throughout the school year, students may have an opportunity to participate in planned activities before or after school. Participation is optional. Parents will be sent a written notice of activities. If parents want their student to participate, they must sign a permission slip and provide or arrange transportation to school or home for their student.

SPECIAL EDUCATION SERVICES

Qualifying students will be provided special education services. Access to these services is through a formal referral and evaluation assessment process. Once an evaluation team determines that a student has a disability that has an adverse educational impact and that the student requires specially designed instruction, an Individualized Education Program (IEP) is developed to meet the needs of the student. If you suspect your child may need services, you can ask our school psychologist, Kat Deboodt, to have your child evaluated for special education. A referral for an evaluation must be in writing. School district staff may make a referral for an evaluation as well, in which case teachers and/or other staff would reach out early and often in the process.



SCHOOL SUPPLIES

Specific grade-level supply lists are available from the school office and on the school's website. Please label your child's personal supplies and replenish as needed during the school year. Classroom supplies are often combined in a community supply. If you have questions about this, please contact your child's teacher.

We want every student to feel the joy of having school supplies. For the past 15 years, Everett Public Schools Foundation has filled and delivered backpacks with essential school items to support students around Everett. Please reach out to the main office or to our school counselor if you need support.

TARDINESS

Students are expected to attend class each day, on time. School begins at 8:30 and students are expected to be ready to engage in the learning process at 8:35 a.m. Students who arrive late must report to the school office with a guardian or a written note from home. A late arrival will be recorded on the student report card as "Tardy" or "Part Day Absence". Please review the Attendance section of this handbook and District Policy 3122 on attendance for more information.

TELEPHONE USE, SMART WATCHES, & MESSAGES

All messages and notes must come to the school office by 2:00 p.m. in order to assure its delivery before the end of the school day. Student use of telephones is for emergencies **only**.

All messages and notes must come to the school office by 2:00 p.m. in order to assure its delivery before the end of the school day. Student use of telephones is for emergencies **only**.

As much as possible, If there is a change to your child's schedule, please talk to him/her before they are sent to school. Students without communication from a guardian to the school, will follow their regular dismissal routine.

TELEPHONE USE... (Continued)

Delivery of forgotten items (lunches, books, etc.) should be brought directly to the school office. Items will be delivered to your child at an appropriate time.

Cell phones are to be turned off during the school day and on school buses. Cell phones must be stored in the student's backpack and should not be taken out while at school.



Smart watches and other "wearable technology" items are heavily discouraged due to the potential for loss and distraction. If any teacher deems such items too distracting for students, they will not be allowed at school. 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.

TOYS

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. Expensive or irreplaceable items should remain at home or brought to school by an adult who will take charge of the item during sharing time. The school can not be responsible for lost items.

Toy guns, weapons, or any object that could reasonably be considered a weapon are not permitted on any school property and will result in disciplinary action (state law).

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

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.

VISITORS

Woodside parents/guardians are welcome to visit their child's classroom or to eat lunch with their student. Please contact the teacher (classroom) or office (lunch) at least one day in advance of the visit to confirm the day and schedule a time. When arriving at school on the day of the visit, please sign in at the office and obtain a visitor's nametag *before* going to the classroom or cafeteria. To assure safety and maintain the best environment for learning, children must be enrolled at Woodside in order to attend class or be in the cafeteria during a lunch.

VOLUNTEERS

Volunteers are important partners at Woodside Elementary School and we greatly appreciate you! **In order to volunteer for any student-related activity, please complete an Everett Public Schools volunteer application.** Volunteer forms take up to two weeks to be processed, so we encourage every parent to complete a volunteer form early in the school year. **Volunteer Application form:** <https://www.everettsd.org/domain/1452>

Volunteers must sign in at the school office when they arrive. To volunteer in a classroom, please reach out to the teacher.

Thank you for taking the time to read this. If you have questions you may call us at the school (425) 385-7800.

Watch for our monthly newsletter: The Toucan Flyer

The Woodside School Song

Woodside School is very cool to me.
All the teachers are so nice as you can see.
They're so helpful and kind,
And they help fill my mind.
Woodside School is the only place for me.

We're learning new things each day,
So we'll be ready for the future,
And we'll make the world a better place to be.
And we'll all work together,
Try our best to obey the rules.
And Woodside will sing its songs in harmony.
WOODSIDE!



School Mascot—The Toucan

School Colors—Green and Yellow