

Student & Family Handbook  
2025-26 School Year

# Lowell Elementary School



I work hard.  
I show respect.  
I make good choices.  
I am a Lowell Leopard.

***Our mission at Lowell Elementary School,  
in cooperation with parents and community,  
is to ensure that each student develops skills,  
knowledge and attitudes to achieve high standards  
and become a responsible citizen.***

**Lowell Elementary School**  
**5010 View Drive, Everett, WA 98203**

**Lowell Website:** [www.everettsd.org/lowelles](http://www.everettsd.org/lowelles) Phone: 425-385-5300

**Attendance:** [LOAttendance@everettsd.org](mailto:LOAttendance@everettsd.org) Phone: 425-385-5305

**E-mail** most staff members by: [firstinitiallastname@everettsd.org](mailto:firstname.lastname@everettsd.org)  
Example: Principal Elizabeth Kelley is [ekelley@everettsd.org](mailto:ekelley@everettsd.org)

**Daily Schedule**

Office Hours: 8:00 a.m.-4:00 p.m.

**Morning arrival schedule:**

- **8:10 a.m.:** Breakfast begins in the cafeteria (served until 8:25)
- **8:10-8:30 a.m.:** Student line-up in hallways (sit on the floor)
- **8:30 a.m.:** Teachers pick up classes to begin the school day
- **8:35 a.m.:** Starting at this time, students must enter through the office, and are considered tardy

**Lunch and recess schedule:** Please see our website.

**Afternoon dismissal schedule:**

- **2:50 p.m.:** Regular Monday through Friday dismissal time
- **1:35 p.m.:** Early release Learning Improvement Friday dismissal time
- **12:20 p.m.:** Early release for half-days (conference week, etc.)



Dear Parents/Guardians and Students,

Welcome to Lowell Elementary School. We are glad you're a part of our community! There are many important policies and procedures contained in this handbook. We would be happy to explain in more detail anything you do not understand, or answer any of your questions.

We believe that by working together, we can create the best educational experience possible for each student. At Lowell Elementary, our motto is: *I work hard. I show respect. I make good choices. I am a Lowell Leopard.* Every staff member strives to support all our students' journeys by engaging minds, inspiring dreams, and empowering lives.

We are looking forward to an amazing year together! Whether you are returning or are a new student/family, we welcome you to Lowell Elementary. Thank you in advance for your cooperation in keeping our community a place where all members are respectful, responsible, kind and safe!

Sincerely,

Elizabeth Kelley, principal  
[ekelley@everettsd.org](mailto:ekelley@everettsd.org)

# Table of Contents

Topic	Page Number(s)
Positive Behavior Interventions and Supports (PBIS)	5
School-wide Expectations	6
Discipline Procedures	10
Attendance	11
Arrival at School <ul style="list-style-type: none"> <li>• Walking to/from School</li> <li>• Bus Transportation</li> <li>• Bicycles</li> </ul>	12
During the School Day <ul style="list-style-type: none"> <li>• Animals and Pets at School</li> <li>• Birthdays/Parties/Snacks</li> <li>• Calling Home</li> <li>• Dress Code</li> <li>• Electronic Expectations (Including Cell Phones/Watches) and Internet Safety</li> <li>• Meals</li> <li>• Personal Items at School / Lost and Found</li> <li>• Vandalism</li> </ul>	13
Dismissal From School <ul style="list-style-type: none"> <li>• Students Staying After School</li> <li>• Pick-up Procedures</li> <li>• Bus Transportation Issues</li> </ul>	17
Emergency Information	17
Harassment, Intimidation, and Bullying (HIB)	18
Health Procedures	19
Family Engagement <ul style="list-style-type: none"> <li>• Communication</li> <li>• Volunteers</li> <li>• PTA</li> <li>• Watch D.O.G.S.</li> </ul>	20
Other Information <ul style="list-style-type: none"> <li>• Title I Funding</li> <li>• Public Participation and Access</li> <li>• Nondiscrimination Statement and Contacts</li> </ul>	22

# Positive Behavior Intervention & Supports (PBIS)

PBIS is a proactive approach to school expectations. It empowers all students by creating a positive, consistent, predictable, and safe school. We do this by structuring our environment to support students, intentionally teaching expectations (the Lowell Way -- see next handbook section) and procedures, and providing support programs to help students gain the skills they need to be successful.

## **Key PBIS Features**

- The Lowell Motto: Our motto is: "I work hard. I show respect. I make good choices. I am a Lowell Leopard." Students are taught what this looks like/sounds like and are encouraged to model this in all areas of the school.
- Motto Tickets: Students are given motto tickets by staff when caught displaying the Lowell Way. Tickets are entered into a weekly drawing for prizes, and the student brings home part of the ticket so you can help them celebrate. Staff are encouraged to maintain a 5:1 ratio of positive reinforcement vs. redirection.
- Motto Monday: Each Monday, we celebrate Motto Monday ticket winners chosen at random from that week's tickets. Wear Lowell attire or our school colors, which are blue and white.
- Legendary Leopards Awards/Assemblies: Each month, we celebrate students with awards that recognize great academic work, being an example of the school motto, and being an example of school district core values. Family members are invited to these assemblies.
- Lowell Expectation Posters: You can see posters throughout our school showing expectations for each different area. Clear, consistent expectations are intentionally taught and reviewed throughout the year.

## **Social Emotional Learning**

Part of PBIS involves equipping students with social emotional skills. We have many proactive ways of teaching emotional regulation and addressing conflict at Lowell. These include, but are not limited to: use of the Second Step social skills curriculums, ; use of the RULER framework for managing emotions; and use of break spaces in each classroom. If you have any questions about social emotional learning, contact your child's teacher or our school counselor.

# School-wide Expectations: The Lowell Way

## Our Philosophy

We, the staff, parents/guardians, and students of Lowell Elementary, place a high value on learning. We believe that in order to be successful, a student must feel safe, both physically and emotionally, and the school climate must be conducive to learning. We strive to support each student's social and academic learning through clear, consistent teaching. We encourage respect for self, as well as others, and care of personal and school property.

## General Expectations For Lowell

1. Work Hard
2. Show Respect
3. Make Good Choices

## **Guidelines for Success:**

### **Lowell Way - Voice Levels**

Level 0 → Silent

Level 1 → Whisper Voice

Level 2 → Small Group Discussion

Level 3 → Presentation Voice

Level 4 → Outside Voice

## Lowell Way - Before School

### WE WORK HARD

- Arrive between 8:10 and 8:30 a.m.
- Leave items in backpack
- Sit in your class line and visit using a voice level 2

### WE SHOW RESPECT

- Say goodbye to family before lining up
- Follow adult directions
- Enter the building using a voice level 1

## WE MAKE GOOD CHOICES

- Keep your hands, feet, and other objects to yourself (KYHFOOTY)

### **Lowell Way - Hallways**

## WE WORK HARD

- Stay in line single file
- Go directly to your destination with a hallway pass

## WE SHOW RESPECT

- Follow adult directions the first time they are given
- Quiet thumbs-up to friends and adults
- Respect hallway displays

## WE MAKE GOOD CHOICES

- Walk on the right side of the hallway facing forward
- Keep your hands, feet, and other objects to yourself (KYHFOOTY)

### **Lowell Way - Lunchroom**

## WE WORK HARD

- Empty tray and put all garbage in the garbage can
- Stack tray on the counter near the kitchen
- Clean your space, leave no trace!

## WE SHOW RESPECT

- Enter quietly and safely, voice level 0-1 in line
- Use voice level 2 while eating
- Follow adult directions
- Use "please" and "thank you"

## WE MAKE GOOD CHOICES

- Move quickly through the lunch line
- Stay seated and raise your hand for help or permission to leave the table
- Eat your own food

## **Lowell Way - Recess**

### **WE WORK HARD**

- Follow adult directions and report unsafe behavior
- Be a problem-solver
- Show kindness and include others

### **WE SHOW RESPECT**

- Be a good sport
- Borrow, respect and return equipment
- Line up at first whistle
- Stand in line face forward, hands to self, using voice level 2

### **WE MAKE GOOD CHOICES**

- Follow equipment and game rules
- Ask for a pass to go in to the building
- Keep your hands, feet, other objects to yourself (KYHFOOTY)
- Use only school-provided equipment — students should not bring personal recess equipment from home

Recess is an important part of the day. Students should come prepared for the day's weather, wearing appropriate shoes. Indoor recess happens only in extreme weather.

## **Lowell Way - Bathrooms**

### **WE WORK HARD**

- Go, flush, wash, leave
- Use 2 squirts of soap and 2 towels
- Turn off water
- Return to class as soon as you're done

### **WE SHOW RESPECT**

- Use voice level 1
- Put trash in the trash can
- Keep the area clean and dry

### **WE MAKE GOOD CHOICES**

- Respect others' privacy
- Report problems to an adult



- Use the closest bathroom
- Use the classroom checkout procedures

### **Lowell Way – Bus Riders**

#### WE WORK HARD

- Sit back to back and seat to seat
- Walk on sidewalk

#### WE SHOW RESPECT

- Use voice level 2
- Say “thank you” to the bus driver when exiting the bus
- Use school appropriate language.

#### WE MAKE GOOD CHOICES

- Listen to adults and follow directions
- Put cell phones away
- Keep your hands, feet, and other objects to yourself (KYHFOOTY)

### **Lowell Way – Car Pick Up Lane**

#### WE WORK HARD

- Watch for your car
- Keep belongings in backpack

#### WE SHOW RESPECT

- Use voice level 2
- Listen to adult directions
- Back(pack) is against the wall

#### WE MAKE GOOD CHOICES

- Keep your hands, feet, and other objects to yourself (KYHFOOTY)
- Stand still on sidewalk in same spot
- Walk to car when it's your turn
- Cross driveway with adult

# Discipline Procedures

Discipline is about teaching and reinforcing desired behaviors that support high levels of learning and appropriate social interactions. Our goal is always to educate, not punish. All school staff will help teach children behaviors that promote safety, courtesy, and respect for others. We encourage students to choose to act responsibly, and we will reinforce positive behaviors. Part of this teaching process is helping students understand the impact of their behaviors and giving them the opportunity to repair any harm done to their relationships. If a student does not act responsibly, disciplinary action will be taken. Action will be appropriate to the severity of the offense.

Consequences applied will be progressively more severe if the student does not change the behavior, or for more serious offenses. The following is our progressive approach when responding to behavioral challenges:

- The adult discusses the behavior with the student and helps the student identify appropriate behavior. Behavior may be corrected by having the student repeat the action in an appropriate manner. A consequence may be applied, such as a short time out or loss of privilege.
- For repeated or more serious problems, the adult will talk with the student about our previous attempts to correct the behavior or about the serious nature of the offense. Parents/guardians will be contacted so they can follow up at home. School staff may work together with you and your student to come up with a proactive, preventative behavioral support plan that will be implemented to improve the behavior.
- For continuing problems, for exceptional misconduct, or for illegal or dangerous activities, a behavior plan may be completed. Consequences may include restriction of activities, in-school suspension, out-of-school suspension, or expulsion. Exceptional misconduct includes but is not limited to: possession of alcohol or illegal substances, possessions of weapons, and assault. We follow district policy around any discipline that excludes students from the learning environment.

# Attendance

Research shows that regular school attendance by students is important to student learning and achievement. When students are absent, they miss critical, personalized instruction that cannot be duplicated. Therefore, regular attendance is necessary if students are to benefit fully from learning experiences provided at Lowell Elementary.

## **Attendance Procedures and Accountability**

The following attendance policies are in accordance with Everett Public Schools' policy and Washington state law:

- Every absence must be excused in writing via e-mail to [LOEAttendance@everettsd.org](mailto:LOEAttendance@everettsd.org), via a written note, via a phone call, or in person within 30 calendar days of the absence.
- An absence without parent contact is considered unexcused.
- After three, five, and seven unexcused absences within a month, a truancy letter will be sent home. A meeting will be required to discuss interventions, and complete/follow up on an attendance agreement.
- After ten unexcused absences, a truancy petition may be filed with the court.
- If excused absences or tardies become excessive, a conference will be required to plan for reduced absences or tardies. Further absences or tardies may be considered unexcused barring a doctor's note.

## **Absences, Tardies, and Early Dismissals**

To take full advantage of the academic day we are providing for your child, we respectfully request that you schedule appointments during early release days, before and after school, and during vacations to the best of your ability. If you know your child will be absent in advance, please let us know by calling the office and/or e-mailing [LOEAttendance@everettsd.org](mailto:LOEAttendance@everettsd.org). If your child is going to be late, call and let the office staff know. A student is considered tardy if they arrive after 8:35 a.m. If a child is later than 9:05, it counts as a half-day absence. Students who are late must check in at the office, and will be directed to class.

If your child needs an early dismissal, please send a note stating the time and reason, and then check in at the office for sign-out and pick-up. Or, you may call our office before 2:30 (1:15 on Fridays). Classes are packing up and transitioning to dismissal areas between 2:40 and 2:50 p.m. (1:25 and 1:35 p.m. on Fridays), so we cannot guarantee that messages will get through during that time period. Your child will be called to meet you in the office after you have signed them out. Students will not be released to any person other than a parent or guardian unless authorized by the parent or guardian. School

personnel may check for ID for verification or call if there are any questions or concerns. An early dismissal of less than 30 minutes counts as a tardy; if over 30 minutes, it counts as a half-day absence. In addition, once students have arrived on school grounds, they are not to leave without permission, and without being signed out through the office.

### **Extended Vacations**

Families are asked to plan vacations during the multiple scheduled breaks available in our school calendar. There may be extenuating circumstances that require students to be absent for multiple days. In order to excuse a planned absence, prior approval is required by completing the Request for Excused Absence Form available in the office.

## **Arrival at School**

Students may not arrive on school grounds before 8:10 a.m. unless they are attending a supervised activity. If students are on school grounds before the school day begins without family supervision, parents will be notified and asked to pick up their student(s). To ensure the safety of all students, we expect all students to proceed to breakfast or to line up outside their classrooms immediately after arriving on campus.

For parents/guardians dropping students off in the morning in cars, View Drive at the south end of the building is designated as the drop-off or "Kiss-and-Go" lane. If you are using this lane, you must remain in your car. If you do need to get out of your car for any reason (including helping your child leave the car, or with a car seat) you must park in a parking lot. This helps us keep the line moving, and provides safe passage from the car to the sidewalk. Your child also needs to exit your vehicle on the curb side, not the street side, for safety.

### **Walking to/from School**

We ask that you discuss the safest route and personal safety responsibilities with your student. We hope you will review these rules at home and discuss the importance of safety with your child(ren).

1. Students who walk to or from school should walk with a friend or family member.
2. If approached by a stranger, students should run home, to the nearest friend's house, to school, or to the nearest public service area to ask for help.
3. If a stranger touches or attempts to grab a student, the student should scream.
4. Students need to tell parents/guardians or school staff if someone pursues or attempts to lure them.

Talk to your children about the route they should take and whom they should walk with, and consider how busy the main arterial roads can be. Please help enforce crossing

streets only at crosswalks. We always keep a close watch on our students and know you do the same. Thank you for your continued support in keeping all students safe.

### **Bus Transportation**

School buses are operated for students living in certain parts of our attendance area. We expect appropriate and safe behavior on the bus, as detailed in the expectations section above. Riding the bus to and from school is a privilege. Misbehavior may result in the loss of this privilege. If your child normally rides the bus but is going to be picked up from school instead, send a note to the office before or on that date stating the change in your child's regular routine. If you are requesting your child ride a bus they do not normally ride, you must send a note or e-mail the office so that a pass may be issued.

### **Bicycles and Other Wheeled Devices**

Students in Grades 3-5 are allowed to ride bicycles with parent/guardian permission, and with the requirement that students wear a helmet and have a working lock. Please note that skateboards, rollerblades, and scooters are not allowed before, during, or after school. Families can access bicycle permission slips from the office, and return completed forms to be kept on file in the office. Lowell reserves the right to deny a student the privilege of riding their bicycle to school if they violate the rules of safe riding.

Bicycle riders should:

- Wear weather-appropriate clothing.
- Wear a helmet and bright clothing.
- Make sure the straps of your book bag, loose clothing or anything else is not going to catch on the wheels and cause you to lose control.
- Walk your bike when crossing streets and on school property.
- Store and lock your bike in designated areas.
- Every effort will be made to prevent theft and damage to bicycles. The school does not assume personal responsibility for bicycles, accessories, or other personal property brought to school.

## **During the School Day**

### **Animals/Pets at School**

In accordance with Everett Public Schools Board Policy 3418P, animals (including pets) are not allowed on school property regardless of the temperament of the animal unless the principal has pre-approved their presence as being relevant to objectives of the instructional program.

In order to ensure our schools are safe and comfortable for everyone, the district has developed the following requirements regarding dogs:

- Dogs are not allowed in the school, on school grounds, or in the classroom unless they are serving as a bona-fide service dog to a staff member, parent, child or visitor.
- Dogs are not allowed on district property between 7:00 a.m. and 5:00 p.m. Monday through Friday, or during evening school/PTA events. At other times, dogs must be leashed, and their waste removed.
- Dogs are never allowed on district athletic fields, whether grass or synthetic.

### **Birthdays/Parties/Snacks**

Party invitations may not be distributed at school unless there is an invitation for every student in the classroom. For safety and health reasons, birthday food/treats must be store-bought, and healthy items are preferred. Please avoid bringing treats with peanuts or peanut butter due to allergies. Please check with your child's teacher about individual classroom birthday and celebration policies.

Healthy snacks that meet the district nutrition guidelines may be donated to the classroom and school.

### **Calling Home**

If students have a legitimate reason to call home, they will be allowed to do so from the office or the classroom with teacher permission. Students are not to call home during the day to change "going home" plans. Children often want to go home with friends and try to arrange it during the school day, which can lead to confusion and students being unaccounted for -- which is scary for the adults! Students need to go home the regular way and make arrangements once they get home. For the safety of your child(ren) we ask that all communication be made via the school office or classroom phones, and not your child's cell phone or smart watch.

### **Dress Code**

Everett Public School District Policy 3224 states that student dress must not present health or safety hazards or disrupt the school environment. Students may not wear items with obscene, sexual, drug, alcohol or tobacco-related, or gang-related messages. If a student's dress or grooming is objectionable under these provisions, the principal will request that the student make corrections. If the student refuses, the principal will notify the parent to request changes.

Please keep in mind that students are active in PE and recess on a daily basis. Students should dress appropriately for being outside in whatever the weather. Open-backed

shoes or flip-flops are not a safe option. Shoes with wheels are not allowed at school. Wearing shorts or tights underneath skirts/dresses is also advised for playing on school equipment and being able to fully participate in PE.

Though hats, hoods, and other head coverings are allowed, staff may request that students wear them in such a way that allows the student's eyes to be seen.

Due to allergies, wearing perfume or cologne is discouraged.

Please mark all items with your child's first name and last initial or name, including lunch boxes, backpacks, and clothing such as jackets that may be removed at school.

### **Electronic Expectations (Including Cell Phones/Watches) and Internet Safety**

CD players, iPods, iPads, electronic games, radios, beepers, cameras, mp3 players, and other electronic devices should be left at home. Lowell cannot be held responsible for any electronic devices students choose to bring to school.

Many students have cell phones or other electronic devices such as smartwatches that can serve as a safety resource. Cell phones may be brought to school only if they are turned off and left in your student's backpack/locker. If cell phones are removed from student backpacks during the day, the phone will be confiscated. The student can then pick up the cell phone in the office at the end of the day. Repeated violations will require that an adult pick up the phone from the office. The same goes for smartwatches and similar devices if they become a disruption to the learning environment. The school district is not responsible for damaged, lost, or stolen cell phones, or other electronic devices such as smartwatches. We request that students not take photos or video of other students on school grounds, on the bus, at bus stops, or at school-sponsored events.

Students are subject to the district "student technology use agreement" in the Everett Public Schools Student Rights & Responsibilities Handbook. While classroom teachers and school librarians instruct students on appropriate electronic network and internet conduct, we respectfully ask that you continue these conversations at home.

Make sure your child knows:

- NEVER post or share your location online
- Meeting new "friends" online has its dangers
- Login details/passwords, home address, phone numbers, birthdate, and personal info that could be used to gain access to important things should never be shared.
- There is a real person behind every video, post, etc. BE KIND to one another.

If you visit or volunteer, please help reinforce the importance of a distraction-free learning environment by refraining from using your cell phone in the building, hallways, foyers, and

playground during school hours. Please remember to turn your ringer off. We also request that you not take photos or videos that include children other than your own.

### **Meals**

Breakfast and lunch are served daily, and are free to all students. Students may also bring lunch from home. Please make sure lunch boxes, water bottles, etc., and labeled with student first and last names. Information about menus and pricing is available at <https://www.everettsd.org/Page/4830>.

### **Personal Items at School / Lost and Found**

Toys, electronics, trading cards, etc., should not be brought to school. Students should not bring any item to school that could be used as a weapon, even if you consider it a toy (for example, squirt guns, pocket knives, slingshots, etc.). We do not allow any play weapons or pretend fighting on campus so that children can feel safe in our learning environment. Personal items will be taken from the student and held in the office until a parent picks them up. The school is not responsible for lost or damaged items, including cell phones and smartwatches.

Students should not bring personal recess equipment to school. Only school-provided equipment is allowed during recess to ensure safety, fairness, and consistency for all students.

Please mark all items with your child's first name and last initial or name. The school does not assume responsibility for money or other valuables brought to school. Articles of clothing and other items found on school grounds are brought to the lost and found located inside of the cafeteria. Smaller personal items are kept in the office. Unclaimed clothing items are sent to charity three times a year, after a week of attempts to have students claim their items.

### **Vandalism**

Everett Public Schools puts a great deal of resources into the maintenance of the school property. However, it is the responsibility of all persons using school facilities to see that misuse does not occur. Students and/or parents may be responsible for the cost of replacing school materials that are lost or damaged due to negligence by the student. This includes items such as books, musical instruments, calculators, computers, library materials and any vandalism of school property or facilities (i.e. graffiti in the bathroom, etc).

## **Dismissal from School**



## **Students Staying After School**

Students are expected to go straight home or to pre-arranged child care after school, unless they are involved in supervised after-school activities. Students are expected to meet all school expectations when they are on the school campus, and should be picked up promptly at dismissal or from any after-school activities or clubs. Students are not allowed to wait for their sibling/friend in the after-school activity that their sibling/friend is enrolled in. If this happens, parents will be notified and asked to pick up the student. The school grounds are not supervised after school hours. Please inform the office immediately if you have an urgent situation that prevents you from picking up your child on time.

## **Pick-up Procedures**

For parents/guardians picking up students in cars, View Drive at the south end of the building is designated as the pick-up lane. If you are using this lane, you must remain in your car. If you do need to get out of your car for any reason (including helping your child enter the car/with a car seat) you must park in a parking lot. This helps us keep the line moving, and provides safe passage from the car to the sidewalk. Your child also needs to enter your vehicle on the curb side, not the street side, for safety.

Parents who are meeting their children on foot should go to the grass area inside the fence near the south set of portables. For safety reasons, we will not send your child across the bus entry to the parking lot to meet you.

There is no parking or waiting along the west side of View Drive at any time.

## **Bus Transportation Issues**

If your child does not arrive home by bus as expected:

- Call the Lowell office at 425-385-5300.
- If the office staff is not available, you may call the district transportation office at 425-385-4144 for support.
- Please leave your phone line clear.

# **Emergency Information**

## **Weather & School Closures or Late Starts**

In the event of an emergency condition such as snow, earthquake, power failure, etc., resulting in a change in school schedule, you should receive an automated phone call from Everett Public Schools. Local media should also have information. The most common

changes are snow-related. Schools would either be closed for the day, or on a two-hour late start. This means school would start at 10:30 a.m. This would not impact dismissal time. Often, bus routes are impacted, and our transportation department sends out information on your child's modified route.

### **Emergency Procedures**

Lowell Staff and Students practice emergency drills throughout the school year so they are prepared in case of an actual emergency. By state law, all schools are required to have drills monthly, including fire, earthquake, lockdown, and shelter-in-place drills. It is important for parents/guardians to review with their children procedures to use if any emergency occurs on their way to or from school or if an adult is not at home when they arrive.

## **Harassment, Intimidation, and Bullying (HIB)**

It is the policy of Lowell 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 through electronic, written, verbal, nonverbal, or physical conduct while in or on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property are prohibited.

According to Board policy, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.35.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms any person or damages the person's property; or
- Has the effect of substantially interfering with a person's ability to participate in the educational process of the district; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.
- "Other distinguishing characteristics" may include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status and weight.
- "Intentional" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying can take many forms, including but not limited to, slurs, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks,

gestures, hazing, physical attacks, threats or other written, oral, or physical acts or electronically transmitted messages or images. Any student who believes that s/he has been subjected to harassment, intimidation, or bullying in the educational environment, is encouraged to bring his or her complaint to the immediate attention of a Lowell Elementary staff member for assistance in resolving the matter.

In addition, there are [Incident Report Forms](#) located in the office if the individual would prefer this method of reporting. Students and parents/guardians who wish to report an incident of harassment, intimidation or bullying can contact Principal Elizabeth Kelley at [ekelley@everettsd.org](mailto:ekelley@everettsd.org) or Assistant Principal Victoria Dowdy at [vdowdy@everettsd.org](mailto:vdowdy@everettsd.org). All reports will be promptly and thoroughly investigated. Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. Staff members and school administrators will use both informal remedies and disciplinary actions as appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its recurrence. Such disciplinary action will be consistent with district policy.

## **Health Procedures**

The health and safety of everyone at Lowell Elementary is important; therefore, we conscientiously implement the following policies:

### **Medication**

Please be aware that there are strict policies and procedures that regulate student use of medications at school. Medication is given at school only when absolutely necessary. If a student must receive medication during school hours, the medication must have a written order signed by a licensed health care provider and have a parent/guardian signature. The medication must be in the original, properly labeled container. This includes any over-the-counter medication.

Medications should be brought to the health room by an adult. Please do not send your student to school with medication, as this presents a health hazard to all students. This includes any over-the-counter medication including, but not limited to: Ibuprofen, Tylenol, cough syrup, cough drops, allergy medication, and herbal supplements. These are all considered medications, and students should not be in possession of these during school hours. Contact our health room assistant at 425-385-5306 for forms and additional information.

### **Immunization**

State law (RCW 28A.31.118) states that the attendance of every child is conditional upon the presentation on the child's first day of attendance either (1) full immunization, (2) the initiation and compliance with the schedule if immunization as required by law OR (3) a certificate of exemption. Students may not attend without this documentation.

### **Injury/Accidents at School**

When a student is seriously injured at school, health room personnel immediately contact parents/guardians. If parents/guardians cannot be reached, emergency contacts will be contacted. If no one is available, Lowell staff will use our best judgment about what to do in the best interest of the child, including contacting 911 if needed. Parent assistance in providing updated and complete information for parents/guardians and emergency contacts is critical in case of an emergency.

### **Illness**

When a child becomes ill at school, Lowell's nurse, health room assistant, and office staff will follow these procedures:

- The child reports symptoms and their temperature is taken.
- A decision is made whether or not the child should go home. If a child's temperature is 100 or above or they are vomiting, they will be sent home, and the parent/guardian will be notified by phone and expected to pick their student up within a reasonable amount of time.
- We will also send students home in accordance with current COVID-19 exclusion protocols.

Sick children will not be sent back to class or sent home on the bus. In the event of a serious or life-threatening illness, 911 will be called.

If your child is sick (fever or vomiting), please do not send them to school. Children are welcome back at Lowell when they are able to take part in the full school program, including recess. Supervision of students is not available in classrooms or in the office during recess, so if your child is not well enough to be at recess, they are not well enough to come to school.

## **Family Engagement**

Our Lowell community values family engagement. Your participation in, and support of, your child's education will have a positive impact on their achievement and behavior. You are the expert on your child, and together we can help provide the support needed for their success. Our goal is to engage all families so they are seen, heard, and included in our school community. Please call or drop in at any time to share your thoughts about

our school. It's always great to hear about what we are doing well, but we also would like to hear your questions and concerns. We are in this together, and value your input.

## **Communication**

We believe families and teachers are partners in a child's education. The following methods give our parents updated information about classroom activities, curriculum and special events:

- Lowell website: <https://www.everettsd.org/lowelles>
- Our school newsletter, Lowell Leopard News, sent monthly by e-mail
- Classroom newsletters
- Reader board on 52nd Street
- E-mails, calls, and texts via our mass communication system, ParentSquare
- Facebook and Instagram
- Gradebook: <https://www.everettsd.org/Page/26204>
- Two progress reports, sent home in February and June
- Family/teacher conferences held in the fall and spring

Please be sure that we have your current contact information, including phone number and e-mail, to ensure access to these resources.

## **Visitors & Volunteers**

Parents/guardians of Lowell students and community members are welcome and encouraged to visit and/or to volunteer at our school. To become a volunteer, it is a district requirement to complete a Volunteer Application form online at <https://www.everettsd.org/domain/1452>. If you need assistance or use of a computer, please ask at the office. This application is good for two years. For security reasons, we do require that all volunteers and visitors sign in at the office when they arrive and wear a sticker for identification. Please sign out when you leave the school. Younger siblings or children you may be caring for are not allowed to join you if volunteering. They may join for lunch, but not for recess.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively.

- No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students.
- Volunteers are encouraged to ask for directions, clarification and assistance from staff.
- Volunteers should wait until class time is over to discuss concerns about their child/program.
- Volunteers should not discuss other student issues regarding behavior or academics in or outside of school

- Volunteers should be good role models, and promote a safe and strong learning environment.

### **Parent Teacher Association (PTA)**

The Lowell PTA provides a way to be engaged with your child's learning and be involved with the school. The PTA organizes volunteers to support a variety of school programs, activities, and special events. Many parents/guardians volunteer their time on committees through the PTA. For more information, visit their website at <https://www.everettsd.org/domain/1452> or their Facebook Page at <https://www.facebook.com/lowelleverettpta/>.

### **Watch D.O.G.S.**

Our Watch D.O.G.S. program has expand to include anyone who wants to be part of the program rather than only dads or other father figures. As with all volunteers at Lowell, WATCH D.O.G.S. must be approved district volunteers. Once applicants have been approved, interested WATCH D.O.G.S. contact family support specialist Erin Thomsen at [ethomsen@everettsd.org](mailto:ethomsen@everettsd.org). A typical Watch D.O.G.S. schedule will include:

1. Assist with supervision at drop/off, pick-up, bus areas, and hallways
2. Start and end the day in your own child's/children's classrooms
3. Have lunch and recess with your child/children
4. Assist in other classrooms with teachers who request a WATCH D.O.G.S. volunteer
5. Join students during lunch and/or recess, providing a warm, inviting adult presence

## **Other Information**

### **Title I Funding**

Lowell Elementary participates in the Title I Program. Title I, Part A is part of the Every Student Succeeds Act. Its goal is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards. As a Title I school, we qualify for federal grant money which we use for additional staffing, parent involvement, staff development, and extended school day opportunities to help us meet that goal. More information is sent home each September. You have the right to request regular information or meetings about Title I at Lowell. Please contact the principal if you would like more information.

### **Public Participation and Access**

The district makes policies and procedures and any required evaluations, plans, and reports relating to Part B Special Education Program available to the public upon request

through the district's special education office and/or the superintendent's office. If interested, please contact the Executive Director of Special Services at 425-385-5250.

**Nondiscrimination Statement and Contacts**

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 Boys 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 & ADA Coordinator:**

Chad Golden, PO Box 2098, Everett WA 98213, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org)

**Section 504 Coordinator:**

Dave Peters, PO Box 2098, Everett WA 98213, 425-385-4063, [dpeters@everettsd.org](mailto:dpeters@everettsd.org)

*Thank you for taking the time to read this document. Please keep the link handy for reference. We are looking forward to working and learning with you this year!*

**Go Lowell Leopards!**