



Mill Creek Elementary

Family Handbook 2025/2026

Mill Creek Elementary

3400 148th Street SE
Mill Creek, WA 98012

Cindy Foster, Principal
Kristin Dickert, Assistant Principal
Becky Hitchcock, Office Manager
Jami Straight, Office Assistant

CONTACT INFORMATION

Office	425.385.6800
24 hr. Attendance Line	MCEAttendance@everettsd.org
Information Line	425.385.6811
Fax Line	426.385.6802
Health room	425.385.6806
Kitchen	425.385.6807
Counselor	425.385.6810

Office Hours

8:00 AM – 4:00 PM

Student Hours

9:10 AM – 3:30 PM

Friday Early Release Hours

9:10 AM – 2:15 PM

Early Dismissal Schedule

9:10 AM – 1:00 PM

Staff List

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Becky Hitchcock, RHitchcock@everettsd.org	Office
Jami Straight, JStraight@everettsd.org	Office
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Julia Johnson, Dist Nurse, JJohnson5@everettsd.org	D 17

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First Grade

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Delia Kelly, DKelly@everettsd.org	A 2
Michone Slater, MSlater@everettsd.org	B 8
Katie Uberti, KUberti@everettsd.org	A 1
Sonja Vaughan, SVaughan@everettsd.org	C 4

Second Grade

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Carol Grosvenor, CGrosvenor@everettsd.org	C 3
Jill Larson, JLarson2@everettsd.org	B 7
Kirsten Henrikson, KHenrikson@everettsd.org	C 1

Third Grade

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Anna Tidwell, ATidwell@everettsd.org	P 2
Kaitlyn Williams, KWilliams@everettsd.org	P 1

Fourth Grade

Chris Beatty, CBeatty@everettsd.org	B 4
Chris Hulteng, CHulteng@everettsd.org	B 1
Sarah Morris, SMorris2@everettsd.org	B 3
Julie Pfohl, JPfohl@everettsd.org	B 2

Fifth Grade

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Michael Johnson, MJohnson4@everettsd.org	P 6
Carol Kummerle, CKummerle@everettsd.org	P 7
Monica Wagenhoffer, MWagenhoffer@everettsd.org	P 8

Highly Capable

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Marisol Mallari (3 rd), MMallari@everettsd.org	C 8
Michelle Murphy, (4 th), MMurphy@everettsd.org	C 7
Emily Brunswick-Nelson, (5 th) EBrunswick-nelson@everettsd.org	C 6

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Specialists

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Joni Hafner (Music), JHafner@everettsd.org E 11
Cristina Ripley (Art), CRipley@everettsd.org B 10
Steve Harvey (STEM), SHarvey@everettsd.org E 10
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Food & Nutrition Staff

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Custodial Staff

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Leia Lumsden, paraeducator, llumsden@everettsd.org
Mayra Seanez Garcia, paraeducator, mseanezgarcia@everettsd.org

Welcome to Mill Creek Elementary!

This Family Handbook is a collection of the most important procedures, routines and expectations we have established over time which are intended to improve your child's and family's experience at school.

Many of the procedures are related to student expectations and some are for family information. Please take time to read this document and discuss items with your child. We will teach and reinforce these procedures throughout the school year.

Thank you for supporting these common procedures and for helping your child understand what is expected at Mill Creek. Having a common understanding of the information shared here helps us all work more effectively together. Thank you, too, for being an involved partner in our shared responsibility to raise happy, healthy, well-educated children.

Sincerely,

Cindy Foster
Principal

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:

Assistant Superintendent Human Resources, Chad Golden, 425-385-4103
Title IX Officer, Shawn Bryant, 425-385-4117
Section 504 Coordinator, Dave Peters, 425-385-4063
Gender-Inclusive School Coordinator, Joi Odom Grant, 425-385-4000
Harassment, Intimidation or Bullying Compliance Officer, Danielle Mundell, 425-685-4260
District Address: 3900 Broadway, Everett, WA 98201

STUDENT SAFETY TIP LINE

Children's safety is everyone's primary responsibility. Please contact the school office to report a safety concern. Everett Public Schools maintains a safeSCHOOLS ALERT line which parents may call if the school office is not available.

Online <http://1350.alert1.us>

Email 1350@alert1.us

Call 855.637.2095

Text 855.637.2095

To report an immediate threat, call 911.

WHAT YOU CAN EXPECT AT MILL CREEK ELEMENTARY SCHOOL

We are glad your child is attending Mill Creek School. It is our goal to provide students with an education which enables them to reach their greatest potential. Because of this, you may have the following expectations of us:

1. Teaching Staff – The teaching staff at Mill Creek Elementary is a skilled group of professional educators committed to assisting each student reach his/her/their greatest potential. Though their styles may differ, they work as a team in providing a variety of learning experiences for students. They emphasize positive motivational techniques, and they are resourceful in their ability to adapt strategies when problems arise. They are also responsive to your questions and concerns about your child. They welcome contact with parents so there can be sharing between home and school.
2. Support Staff – This includes the secretary, custodians, educational assistants, cooks, noon-duty supervisors, nurse and counselor who are all here to help accomplish our goals. They contribute significantly to our overall educational program and help us achieve our goals.
3. Curriculum – The staff is committed to providing a solid foundation of basic skills instruction for each student. We use a District-adopted program of studies and materials. Each student is encouraged to progress at his/her/their own pace in reading and math, and teachers closely observe and record student growth in skills. The growth is periodically reported to parents using parent conferences and progress reports.
4. Materials – Teachers use materials selected through the district's selection process to meet their teaching objectives. These materials include textbooks, library books, video, music, educational games, software, equipment and charts. All students have access to these at school.
5. Special Services – Assistance is provided through the District's Special Services. With the recommendation of the Special Services Team and your permission, your child may be eligible to receive services from the following: nurse, psychologist, speech-language pathologist, specialist for visually impaired, physical therapist, occupational therapist and/or special education teacher.
6. Attitude – We are interested in everyone feeling a part of the "Mill Creek Family." It is our genuine desire to approach things with a positive frame of mind, with a smile and with an effort to do what's best for "our kids."

Thank you for taking the time to read this. If you have questions, you may call us at the school.

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ACCIDENT

If your child is injured at school, he/she/they will be given first aid by the school health assistant or someone who is trained in first aid. The parents will be called immediately if the situation is serious. If parents are not at home, the person listed for emergency will be contacted. IF THERE IS ANY CHANGE OF EMERGENCY INFORMATION DURING THE SCHOOL YEAR, PLEASE INFORM THE SCHOOL OFFICE.

AFTER / BEFORE SCHOOL ACTIVITIES

At various times throughout the school year students are given an opportunity to participate in specially planned before or after-school activities. Participation in these is optional. Parents will be sent a written notice of activities and will need to sign a permission slip as well as provide transportation to school or home for their children.

ARRIVAL AND DISMISSAL

Parents should not drop students off at school until 9:00 a.m. when supervision is available. All students should be at school before 9:10 a.m. when the bell rings.

We recommend students ride their assigned school bus or walk to and from school. If it is not possible for your child to ride the school bus, or if you do not receive bus services, there are two options for dropping off and picking up your child at Mill Creek.

Parent Drop off/Pick Up Lane:

- The only access to the Parent Drop Off/Pick Up Lane drop-off lane will be from the west, by making a right-hand turn into the parking lot from 148th Street S.E. **You may not access the Parent Drop Off/Pick Up Lane by making a left-hand turn.** The left-turn (Westbound) lane from 148th is used for cars that enter the parking lot to park their cars, so access to the Parent Drop Off/Pick Up Lane is not possible.
- Students may exit and enter the cars curbside while in the “Drop-off/Pick-up Zone” only.
- If your child needs assistance getting out of the car in the morning or getting in the car in the afternoon, please utilize the parking lot and escort your child across the crosswalk.
- Drivers may not exit their cars for any reason while in the Parent Drop Off/Pick Up lane.

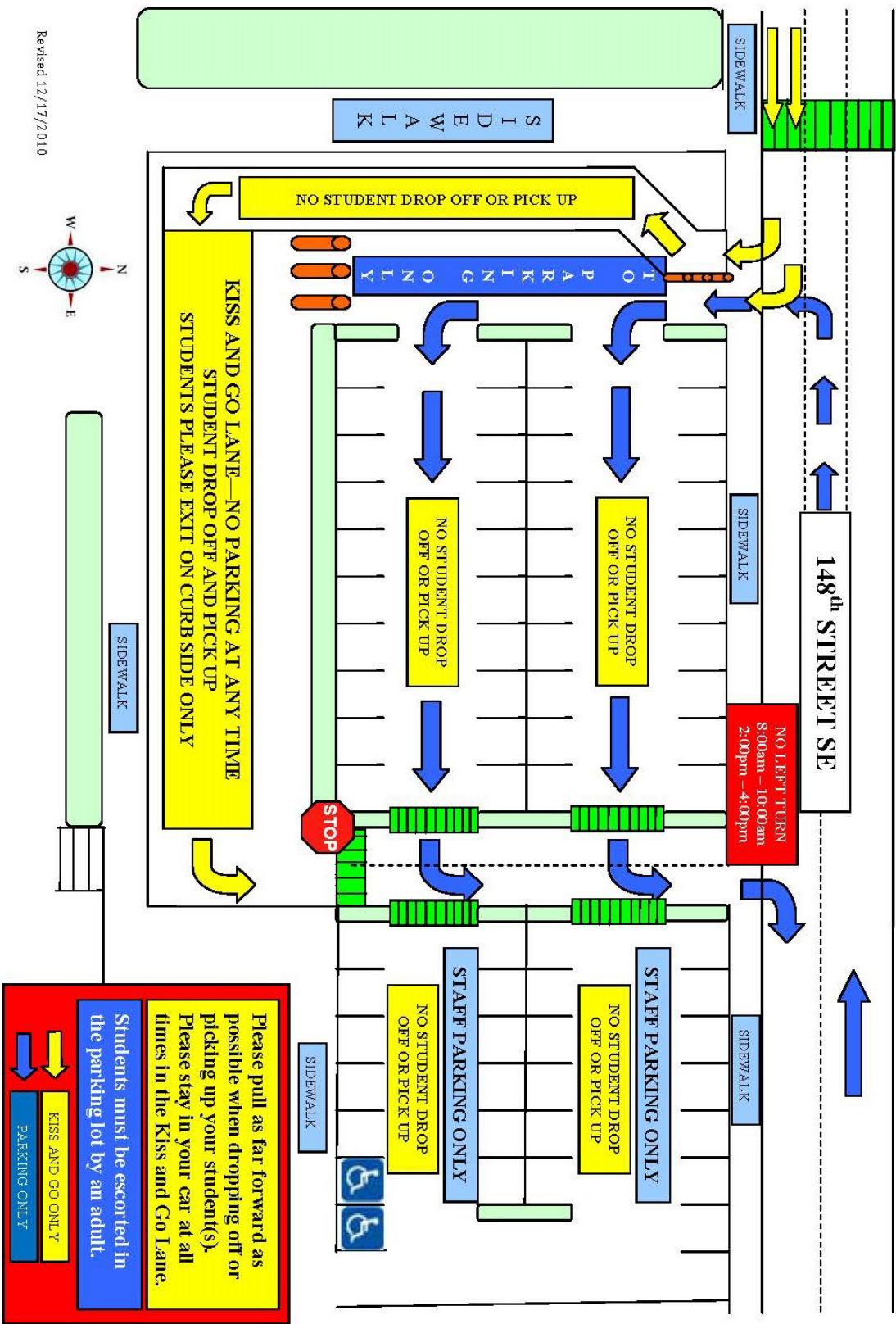
Park and Walk:

- The Parking Lot should be used only by adults that are parking and walking their children across the crosswalk to the school building.
- **Students may not walk through the parking lot unless accompanied by an adult.**
- Parents and students should cross be using the crosswalks only.

When exiting the parking lot there is **no left turn allowed between 8 and 10 a.m. and between 2 and 4 p.m.** This restriction prevents the conflict with the Brighton traffic, crosswalk traffic, and the delay in traffic that results from waiting to make a left turn when traffic is so heavy.

If a student is not picked up, they will be escorted to the office. Parents must then park in the parking lot and report to the office for their child.

MILL CREEK ELEMENTARY PARKING LOT



Revised 12/17/2010

Checking out students before the end of the school day:

If it is necessary for a parent/guardian to pick their child up before the 3:30 p.m. dismissal time, a note is required stating the specific date and time requested. 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. A student leaving early from school will be considered as having a partial absence for that day.

ATTENDANCE

Attendance is a critical component to your child's success at Mill Creek Elementary School. We expect all students to attend every day on time. Please understand that when your child is absent, we cannot duplicate what has been accomplished in the classroom during the school day.

School hours at Mill Creek are 9:15 a.m.-3:30 p.m. The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15, at which time your child should be in his/her/their classroom. If your child is going to be absent from school, send an email to the attendance office at mceattendance@everettsd.org to report the day and reason for his/her/their absence. Student absences must be excused either by written note or email. Once your child returns to school following an absence, he/she/they is expected to participate fully in school activities, including outside recess.

The state of Washington has a Compulsory Attendance Law, Chapter 28A.225RCW which requires parents to have their children, ages 8 through 18 in attendance. The law requires us:

1. to inform you in writing or by telephone whenever a child has one unexcused absence during any month.
2. to schedule a conference with you after two unexcused absences within any month.
3. Take steps to reduce or eliminate the absences.

If an extended absence is being considered, please contact your child's teacher and the office for permission.

Letters informing parents/guardians of excessive absences and/or tardies will be sent home as required by Washington State Law. Students missing four or more hours in a day will be marked as absent for the entire day.

Tardy

Students who arrive after the second morning bell (9:15) will be marked tardy and must come to the school office to receive a tardy slip to enter the classroom. Parents are requested to notify the office in the event their child will be late. Students who are chronically late miss many learning opportunities and disrupt the classroom. Students who arrive within 30 minutes of the start of school will be marked as tardy, arriving after 30 minutes will be marked as a half day absence. The same is true for students leaving early.

BICYCLES AND WALKING

As per Everett Public School Policy, students in 3rd through 5th grades are welcome to ride their bike without parent/adult supervision. Bicycle riders must abide by the following rules: (1) Ride on the right-hand side of the road; (2) Walk the bicycle on school grounds, physically

dismounted from the bike. (3) Park bikes in the bike stand; (4) Secure or lock the bike with a bicycle lock; (5) Students are asked to follow all safety rules while riding to and from school, including wearing a helmet. Your student is also required to complete a Safe Bike Club form and turn it into the school office.

Parents: Please make sure your child has the adequate skill to ride his/her/their bike to school before allowing them to do so.

If your children walk to school, make sure that you familiarize them with the route at the beginning of the school year. It would also be a good idea to walk with them the first few days. If possible, have them walk each day with other children.

Remind them not to talk to a stranger, and of course to never accept a ride from anyone they don't know, even if they are running late. Please report any problems to the school and to the police immediately. Stress to your children the need to stay on the sidewalk/pathway, and to walk directly to school. Teach them traffic safety procedures.

BIRTHDAYS

Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. 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. In order to preserve the instructional integrity of the classroom, celebrations in the classroom will be limited to 10 minutes in length. Treats must be store purchased. Since many students have food allergies, it is suggested you speak with the teacher prior to bringing food into the classroom. Flowers and balloons will not be delivered or brought to the classroom.

BULLYING, HARASSMENT, INTIMIDATION

It is the policy of Mill Creek 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 are prohibited. It shall be a violation of the district's student discipline policy for any student of the district to harass, intimidate, or bully another student through verbal, nonverbal, or physical conduct, as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation, or bullying can take many forms, including but not limited to, slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats, or other written, verbal, and nonverbal, or physical actions.

Any student who believes that he or she 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 Mill Creek staff member for assistance in resolving the matter. 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 reoccurrence. Such disciplinary action will be consistent with District policy and State and Federal law. For more detailed information, please refer to Everett Public School District's policy 3204 P: Prohibition of harassment, intimidation, and bullying.

BUS RIDING

District Bus Rules and Regulations are discussed with all students at the beginning of the school year. These rules are also available in the school office. The following basic rules help ensure safety for all who ride school buses.

- The driver is in charge and the students must follow the rules established by the driver.
- If a student is a bus rider, he/she/they is to ride the bus to which he/she/they has been assigned each and every school day to and from school. **Any student riding a different bus home or getting off at a different bus stop must have a signed note describing the change, given to his/her/their teacher. Then the student will receive a bus pass from the school office.** A continuing bus pass may be issued for such activities as Scouts, dance lessons, etc.
- Students who ride buses should not arrive at the bus stop more than 10 minutes prior to the bus pick-up time.
- Expectations for loading, riding and unloading the bus have been outlined by our district's Transportation Department and are shared here in this **Behavior Matrix** for all families to be aware of and share with their children.
- While waiting for the bus or walking home after getting off the bus, children are expected to follow Mill Creek's behavior expectations.
- Consequences for inappropriate behavior may include a referral to the office, reteaching opportunities or suspension from bus privileges.
- ***If a student is a regular bus rider, a note must be sent to school if a student is going to be picked up or walk home rather than ride his/her/their bus.*** A child without a note will be put on his/her/their regular bus.
- Kindergarten students will not be allowed to get off the bus without an adult to meet them.
- If a parent needs to pick up a child at school who normally rides the bus, the parent must first come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that the child needs to come to the office to be picked up. Students are released from the office only. Parents should not go to the bus area – supervisors are not authorized 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 and Tell, are to be kept in containers and out of sight. All food must remain in a closed backpack or lunch box and is not to be eaten while riding the bus.

CHANGES IN TRANSPORTATION

When a student (at parent request) is to go home with another student or any other place that is out of their ordinary routine at dismissal, he/she/they must have a note from the parent brought to the office in the morning. **Phone calls from parents must be received by 2:30 pm. to assure ample time to get the message to your child.** Teachers are directed to send students home via the usual transportation if there is no note from the parent. One note at the

beginning of the year will suffice for bus riders who remain at school or go elsewhere on a scheduled basis such as Scouts, Camp Fire, etc. An individual note should be sent for one-time activities. Arrangements for after school play dates must be made prior to the school day. Students will not be allowed to use the school phones to arrange play dates. Children are not permitted to leave the school grounds for any reason unless given special permission by an administrator or designee.

CAFETERIA FOOD

MEAL PRICES	Breakfast Price	Lunch Price
Elementary Student	\$1.90	\$3.65
Reduced Price	Free	free
Adult	\$2.65	\$4.90

Meals can be paid online at [My School Bucks](#). For more information on this program go to the Food & Nutrition page on the district website [EPS Food & Nutrition](#). You may also send in cash, or a check made out to Everett Public Schools. Our lunch system is computerized, and student will enter their student number in the computer as they go through the line. If you DO NOT want your child to use the account to purchase snacks, cookies or ice cream please notify the cafeteria.

Parents whose family income falls within specified guidelines set by the U.S. Department of Agriculture should apply for free or reduced price meals for their students. Applications for free/reduced meals can be found on the district website [Free/Reduced Meal Application](#)

CELL PHONES, SMART PHONES & OTHER PERSONAL ELECTRONIC DEVICES (PEDs)

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences. Elementary students who choose to bring cell phones, smart phones and other Personal Electronic Devices (PEDs) to school may only use them before or after the school day. During the school day, all cell phones, smart phones and other PEDs must be powered off and stored (e.g., in the student's backpack, locker, other district provided storage). For more information about PED use at school, please refer to [Policy 3246](#) and [Procedure 3246P](#).

The bus ride to and from school is considered part of the school day. Phones and/or PEDs must remain in student backpacks while on the bus.

Repeated improper use of a cell phone and/or PED, including taking pictures, will result in it being confiscated, and a parent will be required to pick it up from the office. Consequences for improper use of a cell phone and/or a PED are progressive, as follows:

- 1st offense: warning and direction to store device properly away
- 2nd offense: teacher holds device until the end of the school day
- 3rd offense: device is stored in office until a parent/guardian can pick it up

COMPUTER USE

Students in Everett Public Schools use technology to support learning in many ways. They can access the Internet for instructional purposes only. Student Internet use is planned and 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 AND EARLY CLOSURES

Occasionally weather and other emergency conditions may require school delays or closures. Most area TV and radio stations announce school cancellations, delays of starting time or emergency early dismissal. **No announcement means normal operations.** Announcements are for one day only. Do not call the school, the District or TV/radio stations about school closures. Check the media, including the district web site: www.everettsd.org. The district will notify the media of changes before 5:30 a.m. Information is also placed on the district information line: 425-385-4636.

Each family must have a plan of action in case students are dismissed before parents are home. Families should address these questions:

- What is the best route to and from home if your child cannot be dropped off at the normal bus stop?
- Where should your child go if he/she/they needs help?
- Who will care for your child until you arrive?
- Is there someone your child could call to calm fears?

DISCIPLINE POLICY and STUDENT BEHAVIOR SUPPORTS

The Everett Public Schools' Student Responsibilities and Rights Policy booklet is available to read online on our district website here: <https://www.everettsd.org/domain/1493>

Mill Creek Elementary, like all Everett Public Schools, participates in an important initiative called Positive Behavior Interventions and Supports (PBIS). PBIS is a systems approach to creating a safe and productive school culture and learning environment so that all teachers can teach and all students can learn. A key strategy of the PBIS approach is prevention. The goal of PBIS is to reduce problem behavior as a barrier to student achievement by creating a safe, welcoming, familiar, consistent and predictable school culture that sets every student up for success.

Key components of PBIS:

- There are common school-wide behavior expectations for every campus setting.
- Direct teaching of expected behaviors occurs initially and throughout the year.
- Routines and language regarding expected school behaviors are consistent throughout the school.
- Students who successfully meet behavior expectations receive frequent, specific acknowledgment and recognition.
- Students who do not successfully meet behavior expectations are presented with reteaching opportunities to learn and do better, instead of punishment.

We show 'Cougar Pride.' Our school-wide behavior expectations are defined by Cougar Pride. Students are asked to 'show Cougar Pride' by meeting 4 simple expectations: Be Safe, Be Responsible, Be Respectful and Be Kind. Across every

setting of our campus, these expectations are clearly defined and visibly displayed. At the beginning of every school year, all students are taught our expected school-wide behaviors. Reteaching happens periodically for all students and for individuals as needed. Students meeting our Cougar Pride expectations may receive a Cougar Pride card from any teacher or staff member and then be eligible for additional classroom and schoolwide recognition. Classes of students meeting Cougar Pride expectations may receive a Golden Ticket. Your child may tell you about special recognitions earned for meeting Cougar Pride expectations. Students respond very positively to our school-wide expectations and systems for acknowledgement! Staff love to acknowledge students for successfully 'showing Cougar Pride.'

As part of PBIS, we also have a clearly defined process for responding to problem behavior. No matter what the behavior in question is, our goal is to respond to each student and incident with the level of support necessary for their *behavioral, social and emotional* success in the same way we work to provide each student with the level of support necessary for their *academic* success. As needed, we contact parents to inform and work together. At the conclusion of every problem behavior incident, it is important that all affected persons are given the opportunity to have productive closure through steps designed to repair harm, restore trust and reconnect completely back into the school community.

DISMISSAL

School ends at 3:30 PM Monday- Thursday and 2:15 PM on Fridays. Students are expected to go directly home from school when classes are dismissed. They are to walk as they leave the buildings and are to remain on the sidewalk areas. Students going to a friend's house after school should make arrangements with their parents before going to a friend's house. A clear understanding should exist between parents, school and child when a change in a regular pattern of dismissal is to occur. If a regular non-bus riding student wished to ride a school bus, a note must be sent to school and cleared through the school office. Often busses are loaded to capacity so it may be impossible to accommodate extra riders.

DRESS AND APPEARANCE

Mill Creek Elementary follows School Board Policy & Procedure 3224, 3224P regarding student dress, that states:

3224 - STUDENTS

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board.

Students' choices in matters of dress should be made in consultation with their parents/guardians.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. a health or safety hazard shall be presented by the student's dress or appearance;
- B. damage to school property shall result from the student's dress; or
- C. a material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug, alcohol or tobacco-related messages, or gang-related apparel. The superintendent shall establish procedures providing guidance to students, parents and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and subject to discipline if the corrections are not undertaken.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion are not subject to this policy.

Cross references:	Board Policy 2340	Religious-Related Activities and Practices
	Board Policy 3220	Freedom of Expression
	Procedure 3224P	Student Dress
Legal references:	RCW 28A.320.140	Schools with special standards—Dress codes
	Chapter 148-120 WAC	Student Conduct Code
	Chapter 28A.600 RCW	Students
	Chapter 392-400 WAC	Student Discipline

3224P - STUDENTS Policy

Student Dress

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang or identifiable hate group membership or affiliation by written communication, marks, drawing, tattoos, painting, design, and/or emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any student discipline may be taken.

School authorities may communicate to students and parents the apparel, identifying symbols and/or behavior that are associated with identifiable hate groups and/or gangs that may become a hazard to a student's safety or the safety of others.

Cross reference:

[Board Policy 3224](#)

Student Dress

ELECTRONIC DEVICES

Everett Public Schools cannot be responsible for personal property that is lost, stolen or damaged at, or in transit to or from school. Therefore, students should refrain from bringing non-educational items to school without the express permission of parents and/or school staff. Specific information about cell phones and other personal electronic devices on campus is listed under **CELL PHONES**.

EMERGENCIES

Mill Creek has Emergency Procedures prepared for earthquake, fire, shelter-in-place and lockdown or lockout situations. Whole school practices are regularly scheduled.

Depending on the type of disaster event, our school may evacuate students to a safe location outside the school buildings or may impose a lockdown where children 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 exists for your child to be released from our care to you or your designee. To assure this goes smoothly:

- Update all emergency phone numbers with the school office. This includes home phone, cell phones, parent work numbers, email addresses, daycare, and emergency contacts. Be sure that all your emergency contacts are aware of their responsibility to your child.
- Listen to the radio/TV for school information. Please do not call the school, as phone lines may be jammed and staff are managing children.
- If bus service is not available in an emergency situation, we will keep children at school until parents or the child's designated emergency contacts arrive.

In the event of a true emergency, please be patient. Our first priority will be to ensure student safety. Office personnel will be busy helping students, directing emergency crews, etc., and may not be able to answer your calls promptly. If you choose to pick up your child, you must first come to the office to sign-out the student. Our staff is trained to deal with emergencies and will not release any child until an authorized person arrives. It is important for parents/guardians to review, with their children, procedures to use if any emergency occurs on their way to and from school, or if an adult is not at home when they arrive home from school.

FAMILY EMERGENCY PLAN

Each family must 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 cannot remain at home?
- Who will pick up your child from school if buses are not available due to an emergency and/or if school is dismissed early?

- If children are held at school due to an emergency, who might we have your child contact to calm his/her/their fears?

FIELD TRIPS

Field trips may be taken as a part of our educational program. Parents are required to complete their child's permission form and have an up-to-date emergency card on file before students are allowed to participate in the field trip. Teachers often seek parent volunteers to chaperone on field trips. **In order for parents to be considered as field trip chaperones, they need to have a completed volunteer form on the EPS school district website.** Don't wait until your child's field trip is announced to complete your volunteer online form. Volunteer forms take **two to three weeks** to be processed at the district office. We encourage every parent to complete a volunteer form early in the school year. **Siblings are not allowed on field trips.**

FINES

Students and their parents/guardians are responsible for lost textbooks and fines.

FOOD (snacks from home, birthday treats, etc.)

Everett Public Schools' 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 when sharing food with the entire class during celebrations. This includes midday snacks (if part of the classroom routine), birthday goodies, and holiday treats. **All food shared with other students must be store bought.**

FRAGRANCES

Fragrances must be worn in moderation so as not to distract, disrupt or offend others.

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 to school. Parents are asked to comply as well.

HALLWAY AND WALKWAY PROCEDURE

The hallways and walkways will be a safe and quiet environment where people interact with courtesy and respect. Teachers will teach proper hallway procedures and escort their classes throughout the school day. Students will move safely in the hallways and walkways by walking on the right-hand side.

Students needing to enter the school building prior to the bell must have a pass from their teacher.

HEALTH AND SAFETY

Accidents

If an accident occurs, a child should report the incident to the duty supervisor immediately. If a child is injured at school, a staff member competent in first aid will give the student emergency first aid treatment. Parents (or their emergency contact) will be notified immediately. 9-1-1 will be contacted should the emergency be life threatening.

Communicable Diseases

If your child has been diagnosed with a communicable disease, please notify the health room at 425-385-6806. The student will need a doctor's written permission to return to class.

Illness

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

The student reports his/her/their symptoms and his/her/their 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's temperature is 100 or above, the student will need to be sent home. If it is determined that the student needs to go home, parents/guardians will be notified by phone. 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, 9-1-1 will be called.

Please do not send an ill child to school. Children are welcome back at Mill Creek when they are able to take part in the full-school program, including recess. Supervision of students is not available in classrooms during recess.

Immunization

A list of the minimum requirements is available in the school office. These immunizations must be recorded on a Washington State form showing the month and year of each dose and signed by a parent/guardian. Exemptions are available for medical, personal or religious reasons. If an outbreak of a vaccine-preventable disease, for which the student is exempted, should occur, the student will be excluded from school for the duration of the outbreak.

Medication at School

State Law requires a doctor's signed authorization to dispense medication at school. Medication must be in its original container and properly labeled by the licensed prescriber. Over the counter medications such as Tylenol, eye drops, antacids, cough drops, cough and cold medications, etc. are subject to the same regulations. Students are not allowed to carry medications on their person; parents are required to bring medications to the health room. Parents are allowed to come to the school office to dispense medication if they so choose.

Screenings

Everett Public Schools provides vision and hearing screenings during the school year. For more information, please contact the Health Room Assistant at 425-385-6806 this number is different than the one listed for the health room in an above section.

HIGHLY CAPABLE PROGRAM

In accordance with the philosophy of the Everett Public schools to develop the special abilities of each student, an instructional program for high achieving students that have been identified from testing and meet the criteria, is offered. This program is offered for grades second through fifth at Mill Creek, Cedar Wood, Tambark Creek, Forest View, Penny Creek and View Ridge Elementary Schools.

Students may be referred for the Highly Capable Program by either parents or teachers. Eligibility is determined by assessment data and observation of the student. If you have questions about the program, please ask your child's teacher.

The framework for the program encompasses, but is not limited to the following:

- a. Expansion of academic attainment and intellectual skills
- b. Stimulation of intellectual curiosity, independence and responsibility
- c. Development of a positive attitude toward self and others
- d. Development of originality and creativity

HOMEWORK POLICY

Parents can assist students with their homework by providing a specific place for them to work. It should be comfortable, well-lit, and free of distractions such as the television, electronic games, and stereo. A regular time set aside for completing assignments, reading, or writing will go a long way to help establish good study habits.

Homework might include:

- Reading each evening. Students should read or be read to for at least 20 minutes each day. Reading will increase your child's success in life.
- Practicing Math Facts (addition, subtraction, multiplication, division) for approximately 10 to 15 minutes. Encourage them to problem solve with you.
- Finishing any work not completed in class or other assigned work.

Parents are encouraged to check their child's backpack for notes from the teacher regarding incomplete assignments, make-up work, or special projects which may require additional time at home. Many teachers require a parent's signature on a nightly or weekly homework sheet or planner. Assignments are expected to be turned in on time.

INSURANCE

The Everett School District provides each family with information on low-cost student insurance. Contact the office staff for additional information.

LATE START

See Student Hours for regular, early dismissal and 75-minute release start and end times. Students entering the building before school must have a pass from their teacher.

In the event the school day is delayed by an hour or two (due to inclement weather), buses will also run late, delayed by the same number of minutes as the school start.

School will end at the regular time on late start days.

LIBRARY

Our library is the hub of our school. Each week classes rotate through the library for lessons and students are provided time to browse the extensive book collection for check out.

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. Lockers are assigned by classroom teachers. Each teacher will establish a procedure for student to access their lockers in a quiet and safe manner. Combination locks or padlocks are not allowed on school lockers.

LOST AND FOUND

Articles of clothing or other items found on the school grounds are taken to our Lost and Found located in the cafeteria foyer. Smaller items are often brought to the office. Typically, a school collects numerous lost and found items. Please try to mark clothing and encourage your children to check the Lost and Found if they lose something. At the end of every semester, unclaimed items will be taken to charity. **Please label all coats, backpacks, lunchboxes, bike helmets, etc. with a permanent marker.**

LUNCH and BREAKFAST

Lunch and breakfast are served at school each day. Students can select the main entrée, or la carte entrée such as yogurt or sandwich for lunch, or cereal, yogurt and fruit for breakfast. Milk or juice is included in each option. All food must be consumed in the cafeteria and is not allowed on the playground or in the classroom. Students will be given approximately 20 minutes to eat lunch.

Several students have food allergies. A special table is designated for those with peanut or tree nut allergies. Because of the concern for allergies, food should not be shared with anyone during lunch.

For additional information, please see Cafeteria early in this handbook.

MEDICAL COVERAGE AND HELP FOR FAMILIES

In Washington State there are two medical programs available to children. Families may be eligible for Medicaid (a free insurance plan) or the Children's Health Insurance Plan (a low-cost state insurance plan). Coverage for eligible children includes immunizations, doctor and dental visits, hospital care, glasses, prescriptions, etc. More detailed information is sent home with each child at the beginning of the school year and can also be requested from the Health Room or main office.

MISSED CLASSROOM WORK

Students who were absent will be given a reasonable amount of time to complete missing assignments. Homework for an ill child can be requested by contacting the office prior to noon. Homework will be ready for parent pick-up in the office after the school day. For reasons other than illness, it may not be possible to provide the materials for missed class work.

MISSION STATEMENT

Inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

PARENT INVOLVEMENT

Make a commitment to listen to your child talk about his/her/their schoolwork and to give your child some time each day when he/she/they has your undivided attention.

Contact your child's teacher by message or phone call if you have any concern regarding his/her/their assignments.

Encourage your child to be responsible about asking questions about the assignment before leaving school.

Provide a special place, proper supplies, and a regular planned time when your child can study without distractions or television, telephone, or other siblings.

Provide your child the opportunity to go to the library and other resource areas in your community.

Be sure to frequently check with your child on the progress of completion of long-term assignments.

Help your child develop a system so that homework will not be left at home. Your child should take the responsibility of remembering his/her/their homework.

Participate with your child in the enrichment activities that are related to school projects.

PARENT TEACHER ASSOCIATION (PTA)

Mill Creek Elementary Parent Teacher Association encourages you to join and participate in its many activities. A membership drive will be held in the fall and membership information is available in the school office throughout the year.

PARENT TEACHER CONFERENCES

Mill Creek Elementary School's parent teacher conferences are scheduled twice a year in November and March. You will receive an invitation to meet with your child's teacher. This is an important way in which parents and teachers can get to know each other and to work toward the child's success. Conferences provide parents and teachers an opportunity to discuss the child's special needs and interpret his/her/their progress.

PARTY GUIDELINES AND INVITATIONS

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 all Mill Creek Families. Treats must be store purchased. Since many students have food allergies, it is suggested you speak with the teacher prior to bringing food into the classroom. No private party invitations will be handed out at school unless each child in the classroom is receiving one.

PERSONAL INFORMATION

It is imperative that you keep us informed of any changes in your telephone number, residence or workplace. In the event of an emergency, student illness, or teacher concern, we need to be able to reach you. Please remember to verify your emergency contact numbers as well.

PETS

Please keep pets off Mill Creek's playground and school campus. This includes bringing pets on a leash when dropping off or picking up students. At Mill Creek, we have students who are allergic and/or afraid of animals. We also discourage any mess a pet may make. Pets are not allowed at school, even for "show and tell", unless they are a service animal. If an animal or pet is on our campus, every effort will be made to contact the owner. If we can not identify the owner, the pet will be impounded.

District Policy 3418P states:

- The principal shall approve the instructional purpose for each animal in the school. No animal shall come into schools without the principal's approval.

- 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.
- Animals shall not be allowed to roam freely.
- Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animal or kept on a leash.
- Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.
- Animals shall not be left in schools during holiday periods where practical (fish in tanks are an exception). Teachers are responsible for making arrangements for their care.
- Animals brought to school must have a current (within 30 days) health certificate signed by a licensed veterinarian.

REPORT CARDS

Report cards are issued in February and June.

PHYSICAL EDUCATION

Physical Education is a part of the basic education curriculum required and provided 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. (A special pair may be kept in your child's locker at school.) Clothing should allow for a wide range of motion and strenuous physical activity.

SAFETY PATROL

Responsible students are selected and trained to help our children cross safely at designated crossings. The crossings are inspected from time to time by local law enforcement personnel. All students are expected to use the designated crosswalks and to follow the directions of the safety patrols. Student patrols are supervised by a Mill Creek Elementary staff member.

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 they want their student to participate, parents must sign a permission slip and provide or arrange transportation to school or home for their student.

SCHOOL SUPPLIES

Specific grade-level supply lists are available from the school office and on the Mill Creek website. Please label your child's personal supplies.

SCOOTERS, SKATEBOARDS AND ROLLER BLADES/SHOES

Scooters, skateboards, roller blades or roller shoes will not be allowed at school during school hours. They present issues of safety, storage, and a distraction to the learning environment.

SPECIAL EDUCATION SERVICES

Students may be provided special education services in the areas of reading, social/behavioral, written language, and math. Speech & language and occupational/physical

therapy services are also available for students with specific needs. Students are assessed for qualification in these programs by the District Special Services Department. Contact your child's teacher with any concerns and to discuss a possible referral.

STUDENT APPOINTMENTS

We discourage student appointments, during the school day, because we believe that each school experience is valuable to a child, however, we do recognize the need for doctor and dental appointments and that sometimes emergencies come up. Because we are concerned about the safety of our students, please come to the office and sign your child out of school. All students leaving during the school day must be picked up in the office, not the classroom or cafeteria. Once you have signed your child out, the secretary will call for the student to meet you in the office or give you a pass to pick up your child on the playground if it is during recess time.

STUDENT SAFETY TIP LINE

Children's safety is everyone's primary responsibility. Please contact the school office to report a safety concern. Everett Public Schools maintains a SAFE SCHOOLS ALERT line which parents may call if the school office is not available.

Online <http://1350.alert1.us>

Email 1350@alert1.us

Call 855.637.2095

Text 855.637.2095

To report an immediate threat, call 911.

STUDENT SUPPORT SERVICES

Mill Creek's Multi Tiered System of Supports Team (MTSS) meets regularly to discuss students who have been identified by their parents or teachers as experiencing difficulty with learning. The team will invite parents to participate or inform them when specific goals or changes in routine are recommended for a student. Parents with concerns are encouraged to speak directly with the teacher who may recommend a team meeting.

This team is responsible for recommending students to the Evaluation Team for special education consideration. Parents are required to be notified and invited to participate in all Evaluation Team meetings.

TELEPHONE/MESSAGES

Phone calls into the classroom disrupt student learning, so teachers may not answer the phone during instruction. When calling with a message for your child, please limit calls to emergencies only and call the school office by 2:30 p.m. in order to assure their delivery before the end of the school day. If there is a change to your child's schedule, please talk to them **before** they are sent to school. Students without a written note will follow their regular dismissal routine. Delivery of forgotten items (lunches, books, etc.) should be brought directly to the school office. They will be delivered to your child at an appropriate time. Students needing to contact their parents/guardians during the school day will receive permission, from a staff member, to use the student emergency phone in the office.

TOYS

Students are to bring appropriate “learning tools” to school and leave all personal play items at home (toys, sports equipment, trading cards, stuffed animals, etc.). When prearranged and for learning purposes, students are welcome to bring items from home. Items for a class project or sharing will remain in a backpack or closed bag until the appropriate time for use. Toys and/or personal play items inappropriately brought to school may be taken away by any staff member and held until the end of the day, end of the year, or until a parent comes to school to retrieve the item. **Cell phones and other PEDs are to be turned off and stored away any time a student is on campus or school bus.** Students must keep cell phones and/or PEDs in a backpack and in the locker and should not be taken out while at school. Improper use of a cell phone and/or PED may result in it being confiscated, and a parent will be required to pick it up from the office.

VIEWING RECORDS

Many records and documents in the school district are available to the public. Parents and other citizens have the right to ask the school district to view or have copies made of records defined as "public" under state and federal laws including their own student's records and public records about discipline of school employees. Everett Public Schools' public records requests are handled by the District's Communications Office. Records can be requested by writing that office at 4730 Colby Avenue, Everett, WA 98203, or by sending an e-mail to PublicRecords@everettsd.org

VISITORS

Mill Creek parents/guardians are more than welcome to visit their child's classroom. All Visitors & Volunteers must complete a volunteer application, available through the Everett Public Schools website. Visitors must also contact the teacher/administrator at least one day or more in advance of your visit to confirm the day and schedule a time. When you arrive at school on the day of your visit, please sign in at the office and obtain a visitor's badge before going to your child's classroom. If you are stopping by school to drop something off, we ask that you leave it in the office unless the teacher is expecting you. We want to honor instructional time with as few interruptions as possible.

To assure safety and maintain the best environment for learning, only parents with students enrolled in Mill Creek will be allowed to visit classrooms unless arrangements have been made with the principal. Siblings or young children are discouraged from visiting while class is in session. School-aged friends and/or relatives are not allowed to attend school with Mill Creek students. They are welcome to come for lunch. Please notify the cafeteria if additional school lunches will be purchased.

VOLUNTEERS

Volunteers are important partners at Mill Creek Elementary School! We have a continuing need for volunteers in classrooms and around school. **In order to volunteer for any student-related activity, please complete a current Everett Public Schools' volunteer application.** Forms can be completed and submitted online, through the Everett Public Schools website. Volunteer forms take up to three weeks to be processed at the district office. We encourage every parent to complete a volunteer form early in the school year. Approval is valid for two years. Volunteers must sign in at the school office when they arrive and will be given a

volunteer badge to wear. If you are interested in volunteering in a classroom or on a field trip, please let your child's teacher know.

VOTER REGISTRATION

The only requirement to vote in Washington State is that registration is completed at least 30 days prior to an election. It is possible to register to vote immediately upon moving into the state. You may register to vote online at the following website;

<http://www.sos.wa.gov/elections/myvote/olvr.html> .

WITHDRAWAL OF STUDENTS

Parents who are withdrawing their children from Mill Creek Elementary should let the school office know in advance. You will be asked to sign a withdrawal form, and it is also suggested that you request a copy of your child's immunization status record from Mill Creek's health room assistant prior to withdrawal. This will assist you when enrolling your child at his/her/their new school.

If your questions have not been addressed in this document, please let us know so it can be included. Email Rhitchcock@everettsd.org

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

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

What is HIB?

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

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!) You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

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

What happens after I make a report about HIB?

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

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

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five (5) school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two (2) school days. This response should include:

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

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

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

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

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

What is sexual harassment?

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or

pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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

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

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

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

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, CGolden@everettsd.org, 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: 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 (1) year of the conduct or incident.

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to a hearing officer designated by the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sexual Harassment [Procedure 3205P](#).

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- 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.