

# ***Staff Handbook***

## **2024-2025**



# **Evergreen**

MIDDLE SCHOOL

**“Home of the Timberwolves”**

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Evergreen's web page: <https://www.everettsd.org/Evergreen>

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425-385-4000  
[www.everettsd.org](http://www.everettsd.org)

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Designated to handle inquiries about nondiscrimination policies are:

- Affirmative Action Officer—Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104
- Title IX Officer—Kevin Allen, [kallen@everettsd.org](mailto:kallen@everettsd.org), 425-385-4000
- 504 Coordinator—Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063

ADA

Coordinator—Kelly Clevenger, [kclevenger@everettsd.org](mailto:kclevenger@everettsd.org) 425-385-5250

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## **CORE VALUES:**

### **EVERETT PUBLIC SCHOOL'S GOAL**

To ensure each student learns to high standards.



### **EVERETT PUBLIC SCHOOL VISION**

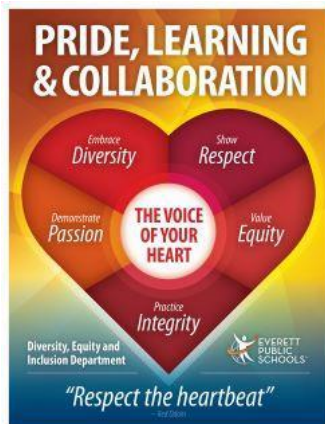
Our students will lead and shape the future. They will be well-rounded, healthy, and flexible thinkers with a global perspective who can access resources and collaborate. They will demonstrate empathy, pride, and advocacy for self, school, and community while respecting the diversity and worth of others. They will acquire the knowledge, attitudes and skills to adapt to the emerging needs of a changing world.

### **EVERETT PUBLIC SCHOOLS MISSION**

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



## **Welcome to Diversity, Equity and Inclusion**



Equity is ensuring that each student and staff member has access to resources in order for staff to support students to reach their dreams and goals and achieve success. Everett Public Schools works to provide equity and access to all students and staff by implementing policies, structures and systems that remove institutional and social barriers.

As part of the district's strategic priorities, the commitment to equity will be guided by Everett Public Schools' Board of Directors, strategic leaders, the Diversity, Equity and Inclusion Council, and other district staff and students. In addition, Everett Public Schools will continue to be culturally responsive by expanding its efforts with strategic partners, community partners, and other resources.

Equity of opportunity is key to the district's mission to inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

### **EVERGREEN MIDDLE SCHOOL MISSION**

Our mission at Evergreen is to provide equitable access to learning, empowerment, and improvement for every child, while instilling a love for learning and preparing students with the skills and knowledge necessary for the future.

## **SCHOOL CALENDARS and SCHEDULES**

## **Insert EEA Work Year Calendar & Student Calendars Here**

**TBD**

**School Event Calendar:** Staff considering scheduling an event which will be a change from the regular school program should discuss the activity with an administrator and receive approval, at which time the event will be added to the official School Events Calendar, which is kept by the office manager in the main office. Staff members are expected to consult the School Events Calendar for possible conflicts when planning events.

Events that will take place outside of the regular school day on the Evergreen Campus require an approved Facilities Use Permit (FUP), which is available from the office manager. A FUP must be submitted in time to effectively notify other organizations which use our campus. Use of the cafeteria during the school day must also be scheduled through the office manager.

Designated Meeting Nights for Everett Middle Schools are the 1st Tuesday, 2<sup>nd</sup> and 4<sup>th</sup> Mondays, 3<sup>rd</sup> Thursday, and 4<sup>th</sup> Wednesday of each month. Meeting on any other night requires approval of our elementary and high schools.

### **Staff Schedule Extensions:**

Several times throughout the school, the principal may extend the workday for **extension activities**.

**Call Backs:** A few times a year staff will be called back to work for schoolwide events.

Staff Meetings: [LINK](#)

**Parent teacher conferences:** Parent Teacher Conferences will be held in October. Students will be released at 11:35 on these days. The following dates apply:

<b>November (TBD)</b>	Conference Preparation Time 12:20-2:30 PM
<b>November (TBD)</b>	Early Release @ 11:35 AM for Conferences
<b>November (TBD)</b>	Parent Teacher Conference #1 (Times TBD)
<b>November (TBD)</b>	Parent Teacher Conference #2 (Times TBD)

**Grading Period:** The academic year at Evergreen Middle School is divided into two semesters. The dates for the end of each semester are **January (TBD) & June (TBD)**. These dates are subject to change barring inclement weather days that need to be made-up.

### **Bell Schedules:**

# Weekly Bell Schedules 2024/25

## Monday - Thursday Bell Schedule 2024/25

7:25am - 2:05pm

<u>Lunch Schedule</u> 6th Grade		<u>Lunch Schedule</u> 7th Grade		<u>Lunch Schedule</u> 8th Grade	
<b>First Bell - 7:25</b>		<b>First Bell - 7:25</b>		<b>First Bell - 7:25</b>	
1st	7:30 am - 8:30 am	1st	7:30 am - 8:30 am	1st	7:30 am - 8:30 am
2nd	8:34 am - 9:29 am	2nd	8:34 am - 9:29 am	2nd	8:34 am - 9:29 am
3rd	9:33 am - 10:28 am	3rd	9:33 am - 10:28 am	3rd	9:33 am - 10:28 am
<b>Lunch</b>	<b>10:33 am - 11:03 am</b>	4th	10:32 am - 11:27 am	4th	10:32 am - 11:27 am
4th	11:08 am - 12:03 pm	<b>Lunch</b>	<b>11:32 am - 12:02 pm</b>	5th	11:31 am - 12:26 pm
5th	12:07 pm - 1:02 pm	5th	12:07 pm - 1:02 pm	<b>Lunch</b>	<b>12:31 pm - 1:01 pm</b>
6th	1:06 pm - 2:05 pm	6th	1:06 pm - 2:05 pm	6th	1:06 pm - 2:05 pm
<b>Buses Depart - 2:12pm</b>					

## Friday LIF/DEN Time Bell Schedule 2024/25

7:25am - 12:55pm

<u>Lunch Schedule</u> 6th Grade		<u>Lunch Schedule</u> 7th Grade		<u>Lunch Schedule</u> 8th Grade	
<b>First Bell - 7:25</b>		<b>First Bell - 7:25</b>		<b>First Bell - 7:25</b>	
1st	7:30 am - 8:09 am	1st	7:30 am - 8:09 am	1st	7:30 am - 8:09 am
DEN Time	8:13 am - 8:43 am	DEN Time	8:13 am - 8:43 am	DEN Time	8:13 am - 8:43 am
2nd	8:43 am - 9:22 am	2nd	8:43 am - 9:22 am	2nd	8:43 am - 9:22 am
3rd	9:26 am - 10:05 am	3rd	9:26 am - 10:05 am	3rd	9:26 am - 10:05 am
<b>Lunch</b>	<b>10:10 am - 10:40 am</b>	4th	10:09 am - 10:48 am	4th	10:09 am - 10:48 am
4th	10:45 am - 11:24 am	<b>Lunch</b>	<b>10:53 am - 11:23 am</b>	5th	10:52 am - 11:31 am
5th	11:28 am - 12:07 pm	5th	11:28 am - 12:07 pm	<b>Lunch</b>	<b>11:36 pm - 12:06 pm</b>
6th	12:11 pm - 12:50 pm	6th	12:11 pm - 12:50 pm	6th	12:11 pm - 12:50 pm
<b>Buses Depart - 12:57pm</b>					

## Early Release (2.5 hr) Schedule 2024-25

Early Release Schedule - Lunch 6th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
2	8:10 am - 8:40 am	30
3	8:45 am - 9:15 am	30
<b>Lunch</b>	<b>9:20 am - 9:50 am</b>	<b>30</b>
4	9:55 am - 10:25 am	30
5	10:30 am - 11:00 am	30
6	11:05 am - 11:35 am	30
Busses Depart	11:42 pm	

Early Release Schedule - Lunch 7th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
2	8:10 am - 8:40 am	30
3	8:45 am - 9:15 am	30
4	9:20 am - 9:50 am	30
<b>Lunch</b>	<b>9:55 am - 10:25 am</b>	<b>30</b>
5	10:30 am - 11:00 am	30
6	11:05 am - 11:35 am	30
Busses Depart	11:42 pm	

Early Release Schedule - Lunch 8th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
2	8:10 am - 8:40 am	30
3	8:45 am - 9:15 am	30
4	9:20 am - 9:50 am	30
5	9:55 am - 10:25 am	30
<b>Lunch</b>	<b>10:30 am - 11:00 am</b>	<b>30</b>
6	11:05 am - 11:35 am	30
Busses Depart	11:42 pm	

1. Every class will be 30 minutes long.
2. Lunch will remain the same (30 min + 5 min before/after = 40 min).
3. We will use this schedule for any 2.5 Hour Early Release, including Conference Week.
4. Conferences will be in the afternoon (12:00-3:00) and evening (4:00-7:15) on Tuesday (TBD), & Wednesday (TBD).

## 2 Hr Late Start Schedule 2024-25

2 Hr Late Start - Lunch 6th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 10:10 am	40
2	10:15 am - 10:50 am	35
3	10:55 am - 11:30 am	35
Lunch	11:35 am - 12:05 pm	30
4	12:10 pm - 12:45 pm	35
5	12:50 pm - 1:25 pm	35
6	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

2 Hr Late Start - Lunch 7th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 10:10 am	40
2	10:15 am - 10:50 am	35
3	10:55 am - 11:30 am	35
4	11:35 am - 12:10 pm	35
Lunch	12:15 pm - 12:45 pm	30
5	12:50 pm - 1:25 pm	35
6	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

2 Hr Late Start - Lunch 8th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 10:10 am	40
2	10:15 am - 10:50 am	35
3	10:55 am - 11:30 am	35
4	11:35 am - 12:10 pm	35
5	12:15 pm - 12:50 pm	35
Lunch	12:55 pm - 1:25 pm	30
6	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

## LIF/2 Hr Late Start Schedule 2024-2025

Testing Schedule - Lunch 6th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 9:56 am	26
2	10:00 am - 10:25 am	25
3	10:29 am - 10:54 am	25
Lunch	10:58 am - 11:23 am	25
4	11:27 am - 11:52 am	25
5	11:56 am - 12:21 pm	25
6	12:25 pm - 12:50 pm	25
Busses Depart	12:57 pm	

Testing Schedule - Lunch 7th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 9:56 am	26
2	10:00 am - 10:25 am	25
3	10:29 am - 10:54 am	25
4	10:58 am - 11:23 am	25
Lunch	11:27 am - 11:52 am	25
5	11:56 am - 12:21 pm	25
6	12:25 pm - 12:50 pm	25
Busses Depart	12:57 pm	

Testing Schedule - Lunch 8th Grade		
1st Bell	9:25 am	# Minutes
1	9:30 am - 9:56 am	26
2	10:00 am - 10:25 am	25
3	10:29 am - 10:54 am	25
4	10:58 am - 11:23 am	25
5	11:27 am - 11:52 am	25
Lunch	11:56 am - 12:21 pm	25
6	12:25 pm - 12:50 pm	25
Busses Depart	12:57 pm	

## Den Time/No LIF Schedule 2024-25

Den Time/No LIF - Lunch 6th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:25 am	55
Den Time	8:29 am - 8:59 am	30
2	8:59 am - 9:49 am	50
3	9:53 am - 10:43 am	50
Lunch	10:48 am - 11:18 am	30
4	11:23 am - 12:13 pm	50
5	12:18 pm - 1:08 pm	50
6	1:12 pm - 2:05 pm	53
Busses Depart	2:12 pm	

Den Time/No LIF - Lunch 7th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:25 am	55
Den Time	8:29 am - 8:59 am	30
2	8:59 am - 9:49 am	50
3	9:53 am - 10:43 am	50
4	10:48 am - 11:38 am	50
Lunch	11:43 am - 12:13 pm	30
5	12:18 pm - 1:08 pm	50
6	1:12 pm - 2:05 pm	53
Busses Depart	2:12 pm	

Den Time/No LIF - Lunch 8th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:25 am	55
Den Time	8:29 am - 8:59 am	30
2	8:59 am - 9:49 am	50
3	9:53 am - 10:43 am	50
4	10:48 am - 11:38 am	50
5	11:43 am - 12:33 pm	50
Lunch	12:38 pm - 1:08 pm	30
6	1:12 pm - 2:05 pm	53
Busses Depart	2:12 pm	

### PM Assembly Schedule 2024-25

6th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:15	45
2	8:20	9:05	45
3	9:10	9:55	45
Lunch	10:00	10:30	30
4	10:35	11:20	45
5	11:25	12:10	45
6	12:15	1:00	45
Assembly (w/ 6th per. class)	1:00	2:05	65
Expectations			
Slides w/ Teacher	1:00	1:05	5
Travel to Assembly	1:05	1:20	15
Assembly Program	1:20	1:55	35
Return to Classes	1:55	2:05	10

7th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:15	45
2	8:20	9:05	45
3	9:10	9:55	45
4	10:00	10:45	45
Lunch	10:50	11:20	30
5	11:25	12:10	45
6	12:15	1:00	45
Assembly (w/ 6th per. class)	1:00	2:05	65
Expectations			
Slides w/ Teacher	1:00	1:05	5
Travel to Assembly	1:05	1:20	15
Assembly Program	1:20	1:55	35
Return to Classes	1:55	2:05	10

8th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:15	45
2	8:20	9:05	45
3	9:10	9:55	45
4	10:00	10:45	45
5	10:50	11:35	45
Lunch	11:40	12:10	30
6	12:15	1:00	45
Assembly (w/ 6th per. class)	1:00	2:05	65
Expectations			
Slides w/ Teacher	1:00	1:05	5
Travel to Assembly	1:05	1:20	15
Assembly Program	1:20	1:55	35
Return to Classes	1:55	2:05	10

### LIF - PM Assembly Schedule (No Den Time) 2024-25

6th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:05	35
2	8:10	8:45	35
3	8:50	9:25	35
Lunch	9:30	10:00	30
4	10:05	10:35	30
5	10:40	11:10	30
6	11:15	11:45	30
Assembly (w/ 6th per. class)	11:45	12:50	65
Expectations			
Slides w/ Teacher	11:45	11:50	5
Travel to Assembly	11:50	12:05	15
Assembly Program	12:05	12:40	35
Return to Classes	12:40	12:50	10

7th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:05	35
2	8:10	8:45	35
3	8:50	9:25	35
4	9:30	10:00	30
Lunch	10:05	10:35	30
5	10:40	11:10	30
6	11:15	11:45	30
Assembly (w/ 6th per. class)	11:45	12:50	65
Expectations			
Slides w/ Teacher	11:45	11:50	5
Travel to Assembly	11:50	12:05	15
Assembly Program	12:05	12:40	35
Return to Classes	12:40	12:50	10

8th Grade Lunch: PM Assembly Schedule			
Period	Start	End	Minutes
1	7:30	8:05	35
2	8:10	8:45	35
3	8:50	9:25	35
4	9:30	10:00	30
5	10:05	10:35	30
Lunch	10:40	11:10	30
6	11:15	11:45	30
Assembly (w/ 6th per. class)	11:45	12:50	65
Expectations			
Slides w/ Teacher	11:45	11:50	5
Travel to Assembly	11:50	12:05	15
Assembly Program	12:05	12:40	35
Return to Classes	12:40	12:50	10

## Schoolwide Testing Schedule 2024-25

Testing Schedule - Lunch 6th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
Testing w/ 2nd	8:10 am - 10:10 am	120
3	10:15 am - 10:50 am	35
Lunch	10:55 am - 11:25 am	30
4	11:30 am - 12:05 pm	35
5	12:10 pm - 12:45 pm	35
6	12:50 pm - 1:25 pm	35
2nd per Classtime	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

Testing Schedule - Lunch 7th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
Testing w/ 2nd	8:10 am - 10:10 am	120
3	10:15 am - 10:50 am	35
4	10:55 am - 11:30 am	35
Lunch	11:35 am - 12:05 pm	30
5	12:10 pm - 12:45 pm	35
6	12:50 pm - 1:25 pm	35
2nd per Classtime	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

Testing Schedule - Lunch 8th Grade		
1st Bell	7:25 am	# Minutes
1	7:30 am - 8:05 am	35
Testing w/ 2nd	8:10 am - 10:10 am	120
3	10:15 am - 10:50 am	35
4	10:55 am - 11:30 am	35
5	11:35 am - 12:10 pm	35
Lunch	12:15 pm - 12:45 pm	30
6	12:50 pm - 1:25 pm	35
2nd per Classtime	1:30 pm - 2:05 pm	35
Busses Depart	2:12 pm	

1. Every class will be 35 minutes long.
2. Lunch will remain the same (30 min + 5 min before/after = 40 min).
3. Testing will be with 2nd period from 8:10-10:10. 2nd period classtime will be at the end of the day, from 1:30-2:05.
4. During testing, those with no 2nd period students will become hallway monitors, provide breaks to proctors, proctor small groups, etc.

### TESTING: Dates - TBD

### iReady Diagnostic Schedule - Winter 2024 & Spring 2025

### Spring Testing Schedule 2025 – SBA & WCAS (TBD)

#### Notification of Late Start Schedule:

When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, we highly recommend that you listen to the major area radio and TV stations. Most radio and television stations will announce any school schedule change or cancellation every 15 to 30 minutes. The district communications office also notifies staff via automated text messages and phone calls. Information is also immediately available on the Everett Public Schools' Web site. Evergreen staff have asked that they not be called through the emergency phone tree, unless the late start applies only to Evergreen or other selected schools in the Everett Public Schools. (**SEE EMERGENCY PHONE TREE in SAFETY.**)

#### Radio and TV Stations

KRKO AM 1380	KEZX FM 98.9
KCIS AM 630	KS LY FM 92.5
KWYZ AM 1230	KCMS FM 105.3
KTAC AM 850	KMGI FM 107.7
KIRO AM 710	KPLZ FM 101.5
KIXI AM 880	KMPS FM 94
KING AM 1090	KUBE FM 93
KEZX AM 1150	KPLU FM 83
KOMO AM 1000	KBSG FM 97.3
KMPS AM 1300	KRPM FM 106.1



KVI AM 550

KBSG AM 1210

KJR AM 950

KLSY AM 1540

KBRD FM 104

KOMO - TV 4

KING - TV 5

KIRO - TV 7

Please do not call the radio stations or district administrative offices. Jammed telephone lines only compound emergencies.

**Early Dismissal Procedures for Weather or Other Emergencies**

In the case of an early dismissal from school for weather or other emergencies, staff are required by contract to remain on campus until all students have been safely dismissed.

**2024-2025**

**EVERGREEN MIDDLE SCHOOL**

**7621 Beverly Lane, Everett, WA 98203**

**Phone: 425-385-5700 Fax: 425-385-5702**

Rev. (Date to be determined)

**Sara Idle**

**Work Cell: 425-870-1518 Cell: 503-740-5629**

<b>Monica Haule Cell: 425-359-4341</b>		<b>Medgar Wells Work: 425-370-7879 Cell: 206-465-5488</b>		<b>Jessica Schug Quiroz Cell: 206-683-6252</b>		<b>Nicole Carter Cell: 206-349-0262</b>	
Shannon Andersen 425-722-7982	Kristi Cruz 425-344-2181	Liz Frederickson 425-210-8950	Tammy Klemetsen 425-239-8985	Morgan Navarro 425-287-3135	Ali Rollings 425-330-9747	Jesse Swarthout 425-314-4688	
Sherlunda Anderson-Smith 318-426-4164	Rachel Cundy 360-941-4180		Lana Korchemny 425-791-6545	Kathy Pace 425-218-8803	Bailey Ryan 206-550-3533	Marcia Sytsma 612-978-1367	
Bethany Arneson 425-971-2724	Tana Daniel 253-880-5138	Bettina Gross 480-400-3215	Sarala Kotcharlakota 425-381-9388	Michael Patterson 206-255-5916	Andre Samuels 253-905-4889	Erica Taggart 425-355-3839	
Connie Carsten 425-350-6763	Gabriel Dart 509-279-9436	Joe Gudorf 425-478-0549	June Lieu 425-346-0970	Kathy Pearson 425-418-4241	Norm Schille 425-530-8520	Doug Tuckman 425-765-7128	
Crystal Cameron 425-246-7808	Yvonne Davis 206-460-4249	Janet Guerrero-Delgado 425-426-8851	Loan Le 425-244-4681	Anxhelos Pere 206-436-9487		Alma Vazquez Alcaraz 425-232-3263	
	Amy Duffy 425-971-6383	Hanadi Hilal 425-770-4047			Beth Shipe 425-327-5557	Alysia White 425-239-0477	
Kornelia Cesarz 224-425-8233	Kayley Ferreira 425-315-5997	Brian Holmes 425-290-2821	Danielle Mack 206-900-1438	Christa Phillipson 206-226-5442	Shannon Smith 425-231-5494		
Carolyn Chapel 206-919-9137	Megan Finks 425-971-7753		Melia Maddock 425-248-3977		Susan Smoots 425-876-1403		
Jennifer Cipriano 425-330-7700	Heather Fisk 425-248-8790	Nicole Hoshock 313-550-4355	Chad Marker 206-356-1447	Patty Qualey 425-275-7828	Linda Sorgen 425-350-2364		
Andrea Cobos 425-773-1536	Mark Flanders 909-658-5519	Norma Huesca-Gomez 425-789-8860	Jamie Moore 425-374-9829	Andreina Quezada 509-881-4844			
Charlotte Cochran 425-268-4558	Stacie Flick 513-307-5993	Tori Jones 425-760-5362	Robert Moore 815-278-1476	Sonia Ramirez 956-802-6878	Taysha Springer 360-840-7189		
Mackenzie Coffell 425-923-5622	Mary Forsberg 425-770-0016		Valerie Munns Gathright 206-676-2448	Karla Rios 425-364-8484	Jeff Stack 206-473-2651		
	Selwyn Foster 425-344-9835	Theresa Kemp 425-387-6959	Shawna Murphy 425-330-7855	Aniesse Naffah 206-234-7050	Monica Steiner 206-478-4921		
Cheryl Crosby 425-218-9186	Jessica Fryberger 701-595-6682	Jessica Kennedy 206-890-9488	Jennifer Mutchler 425-306-6968		Danielle Stone 425-444-6101		

**Staff Classroom Assignment**

**TBD**

# **COMMITTEE MEMBERSHIP CHART**

## **Instructional Leadership Team**

Danielle Stone (Math)

Hanadi Hilal (Science)

Aniesse Naffah (*ELA Rep*)

Carolyn Chapel (Math)

Betina Gross (ML)

Jessica Fryberger (ELA)

Tammy Klemetsen (History)

Chad Marker (SPED)

Gabriel Dart (Science)

Beth Shipe (Health)

Nicole Carter (Instructional Coach)

(*ELA Rep*)

Sara Idle (Admin)

## **Equity Group**

Morgan Navarro

Genesis Rue

Norma Huesca-Gomez

Hanadi Hilal

Mark Flanders

Sara Idle

Monica Haule

## **MTSS**

Jeffery Stack

Andreina Quezada

Mary Forsberg

Nicole Hoshock

Susan Smoots

Sara Idle

## **Safety Committee**

Brian Holmes (Custodian)

Robert Moore (CSO)

Shannon Smith (HRA)

Mary Forsberg (Admin Para)

Aaron De Folo (SRO)

Sara Idle (Admin)

Monica Haule (Admin)

Medgar Wells (Admin)

**Disability Committee**  
Liz Frederickson

Kristi Johnson

Douglas Tuckman

Norm Schille

Monica Steiner

Theresa Kemp

Monica Taggart

Jessica Fryberger

**ILT Meetings: Portable 4 (2:15-4:15pm)**

**Dates:** Sept , Oct , Nov , Dec , Jan , Feb , Mar , Apr , May , Jun  
August Retreat (TBD)

**Equity Team Meetings: Portable 4 (2:15-3:15pm)**

**Dates:** Sep , Oct , Nov , Dec , Jan , Feb , Mar , Apr , May , Jun  
Tentative Planning (TBD) & August Retreat (TBD)

**MTSS (Tier 2 & Tier 3) Meetings: Portable 4 (2:10-3:30pm)**

**Dates:** Sept , Oct , Nov , Jan , Feb , Mar , Apr , May , Jun  
(August Retreat TBD)

**PBIS (Tier 1) Meetings: Portable 4 (2:15-3:30)**

**Dates:** Sep , Oct , Nov , Jan , Feb , Mar , Apr  
(August Retreat TBD)

## **ADMINISTRATOR ROLES, RESPONSIBILITIES and EVALUATIONS**

*Roles, responsibilities, and evaluations subject to change.*

<b>Principal Idle</b>		<b>Assistant Principal Wells</b>		<b>Assistant Principal Haule</b>	
English Language Arts Department AVID Department ML Department Counseling Department Instructional Leadership Team MTSS Team PTA Liaison LAP Coordinator School Improvement Plan T-Minus 8 Coordinator ( <i>ELA</i> ) Master Schedule Building and Program Budgets Certificated Staff Assignments Staff and Community Newsletters New Teacher Training 8 <sup>th</sup> Grade Celebration and Transitions Student Discipline Appeals Performance Matters Summer Reading Coordinator Equity Team - Support		Mathematics Department T-Minus 8 Coordinator ( <i>Math</i> ) PE Department Career & Technical Education, Art PBIS Team Athletics Director Assessment and Survey Coordinator 1 to 1 Technology Coordinator School Improvement Plan ( <i>Attendance</i> ) Classified Staff Assignments Student Handbook Staff Handbook Website Updates Facilities and Maintenance Student Discipline (N-Z) Lunch/Recess Schedules Panorama Assessment Fall/Spring Equity Team – Support Student Pledges		Science Department Special Education Department & Transitions Social Studies Department Associated Student Body Director School Safety Coordinator Title 9 Compliance Officer T-Minus 8 Coordinator ( <i>Science</i> ) 6 <sup>th</sup> Grade Transitions Student Discipline (A-M) School Improvement Plan ( <i>Science</i> ) Fall Conference Schedule Field Trip Reviews Emergency Preparation Summer Orientation Para schedule Equity Team - Lead HIB Contact World Language Assessment Family Partnerships	
Dunham	Fryberger	Murphy	Shipe	Bruscas	Marker
Crosby	Qualey	Schille	Kemp	Hilal	.5 RR teacher
Rue	Soros	Stone	Samuels	Ciallella	Kennedy
Cipriano	Swarthout	Chapel	Rollings	Flanders	Cochran
Gross	Tuckman	Frederickson	Foster	Jones	Pearson
Moore	Taylor	Cruz	Taggart	Klemetsen	Anderson-Smith
Naffah	Harrop	Gudorf	Stack	Pere	Mutchler
Navarro	White	Phillipson		Ryan	Steiner



	Carter				
EL Para-educator Office Manager Student Support Ad.- Hoshock	Office Assistant (2)- Kuyava, Duffy Student Registrar- Arneson Admin Para-Forsberg	LAP Paras-Jones Campus Security Officer-Moore Supervision Paras – Carsten, Technology Assistant-Sonia Ramirez Health Room Assist. – Shannon Smith			Sp. Ed. Paras -Daniel, Patterson, Preston, Anderson, Cobos, Maddock, Mack, Sorgen,

## STAFF COMMUNICATION

**Pack News:** Staff Communication is important to support all staff members, teachers and students. The administrative team will send out weekly communication on instruction, school procedures, safety, student supports, and upcoming events. It is every staff member's responsibility to read and understand the content of that weekly communication.

Staff communication and conduct should always be conducted in a professional manner. Staff should be knowledgeable of district policies related to professional communication and conduct in the workplace. Please refer to ESD Policies: 5215- Conflict of Interest and Policy 5161- Civility in the Workplace for more detailed information.

### Decision Making Matrix:

Decision Making Levels of Stakeholder Involvement   Decision making Focus Areas 	District State and Federal Legality. District Policy  (things we don't have control).	Input- Administration Level The genuine opportunity to submit information and or to be head by decision makers. The decision makers are responsible for expressing how the input is fed into the rationale for making the decision (Admin Decides)	Influence- ILT The opportunity to be able to affect an outcome or decision in a significant way as to have a visible impact on a process or decision (could be small group focus)	Consensus- Staff Meetings The result of a process in which all parties support the decision even if it is not their first preference, and if full consensus is not reached the parties have agreed upon the minimum level of support in order for the decision to move forward. (whole staff consensus)
Curriculum and Instruction	District Curriculum (springboard, illustrative math, math science, history, etc) TPEP LID-District Directed Common Core Gradebook Format	How grades are reported Progress Reports	Professional Development IR SIP Schedules (alternate, conference, LIF)	Student Parent Conferences Common Assessments (PLCS)
School Culture and Climate	Attendance	Calendar of Events Tardies	Dress Code Promotion Field Day Citizenship, Climate, Kindness Matters	Keeping Traditions Consistent Enforcement of Rules Motto Student Access to building teachers (after school and lunch)
Systems and Operations	Cafeteria Food STotals	Discipline Systems Student Rules Contracts and After School Intervention Times Lockers Maintenance of building Timeline of Lunches Technology Resources Emergency Drills Tardy Systems	SBA Testing Schedule Assembly Schedules Discipline Implementation Technology Procedural Changes(new)	Compost and recycle
Staffing and Budget	Sports Bus School Lunches Admin Hiring Staff Transfers Stipends for Activity Bus	Master Schedule Activity Bus PD Budget Allocation Library Access Support System for New Staff ASB Extracurricular Supplies Pencil, Band Aids Admin, Teacher Para Hiring		
Staff Community		Wellness	Get Togethers	TGIF



## **PROFESSIONAL RESPONSIBILITIES**

### **Workday**

According to state law, district policy, and as stated in the Collective Bargaining Agreement [Section 9.01 A], "The normal working day for full-time employees shall be seven and one-half (7 ½) hours, inclusive of the duty-free lunch period, as assigned by the District.

At Evergreen Middle School, the normal workday for certificated staff is from 7:00 to 2:30 pm, except for those days with modified work schedules or when a workday extension has been scheduled. Staff are expected to make all safe efforts to arrive at work at the usual time in the case of a late start.

### **Absence Reporting**

Report your absences using the Frontline Absence Management System. If you have supervising duties before school or during lunch/ recess, please call the main school phone number to let us know. (425)385-5700. (<https://app.frontlineeducation.com/select/>)

### **Leave without Pay**

Any leave without pay must be pre-approved by the immediate supervisor prior to the leave being taken. A Payroll Absence Verification Form is required for this type of leave to be taken (similar to how bereavement leave works).

### **Long-term Leave or Work Restrictions**

When an employee is on a long-term leave (medical, personal, childcare, etc.) they may not work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district attend LID, in-service, or other professional development days, nor may they work as a substitute in any capacity.

### **Substitute/ Guest Teacher**

Guest Teachers are a critical part of the smooth operation of the education program at Evergreen. Staff are expected to carefully prepare for any absence, whether pre-arranged or sudden. You should speak frequently with your students concerning your expectations for behavior and activity at any time when the class is being taught by a guest teacher.

1. Each teacher will complete a substitute procedure form to be kept in the office. Location of lesson plans, current seating charts, class lists, and other pertinent information should be clearly available.
2. All staff shall maintain up-to-date seating charts for each class and keep them in a place where a guest teacher can locate them easily.
3. Teachers shall make adequate plans to assist guest teachers in conducting learning experiences appropriate to their subject and the instructional goals.
4. Preferred guest teachers can be requested through the district's automated substitute calling program.

Staff with questions about this system should ask for help from main office secretary. Staff are responsible for informing the district of any absence by calling the Automated Sub System or by logging in to the system from the district website. (See Appendix.) Staff must log in or call in to the system personally; the office cannot call a substitute for you.

## **Substitute Shortage**

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists.
2. The school plan shall address when employees released for on-site work or district trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.
3. On any given day, district-directed pullouts shall be limited to fifty (50) employees and school directed pullouts shall be limited to thirty (30) employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.

## **IEP/ 504 Meeting Attendance**

Teachers are required to attend all IEP meetings and 504 meetings for students that are assigned to their classes. This attendance is necessary to provide insight and feedback to the IEP on the student's progress in their general education class, recommendations for accommodations, data on their present level of performance, and participate in making IEP team decisions.

## **No Animals on School Property**

The policy states:

1. **The principal shall approve the instructional purpose for each animal in the school. No animal shall come into schools without the principal's approval.**
2. 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.
3. Animals shall not be allowed to roam freely in the school.
4. Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animal or kept on a leash.
5. Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.
6. Animals shall not be left in schools during holiday periods where practical (fish in tanks are an exception), and teachers are responsible for making arrangements for their care.
7. Dogs and cats brought to school must have a health certificate signed by a licensed veterinarian.

## **Service Animals**

Everett Public Schools acknowledge its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" as required by federal law and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school activities.

A "service animal" means an animal that is trained for the purposes of assisting or accommodating a disabled person's sensory, mental, or physical disability.

The parent/guardian of a student who believes the student requires the support of a service animal at school, or an employee who requires a service animal at school, must submit a written request to the building principal. The building principal, in conjunction with the designated regional executive director and Section 504 coordinator or director of special services, as appropriate, will determine whether or not to permit the service animal in school.

Service Animals in training are permitted access to public areas of Everett Public Schools such as the gymnasium during a sporting event where any member of the public is permitted to attend. With permission of the superintendent or designee, service animals in training are permitted to private areas of the school, where the general public is not permitted, such as classrooms while school is in session. Training of service animals is permitted by approval of the superintendent or designee.

**Mandatory Reporters of Child Abuse or Neglect:** All school personnel are mandatory reporters of suspected child abuse or neglect. If you suspect that a student has been abused or neglected, you must report that to Child Protective Services. Please speak with a school administrator to ensure proper procedures are followed when reporting. Use this phone number to report abuse or neglect of a child in our region: 866-829-2153.

## **STUDENT ACTIVITIES**

ASB is a student-based organization designed to encourage student leadership, support student programs, and activities. The ASB has two teacher advisors and supervised by an assistant principal.

<b>Club</b>	<b>Advisor</b>	<b>Meeting times</b>
Associated Student Body	Hoshock/Stone	Mondays 2:15-3:10
Rainbow Unity	TBD	TBD
Technology Student Association	Fryberger	Tuesdays 2:15-3:10 until spring break (later we will add Thursday meetings)
Chess	Schille	Mondays 2:15-3:10
Lego Club	TBD	Tuesdays 2:15-3:10
Art Club	Stone	Tuesdays 2:15-3:10
Yearbook	Taggart	Mondays 2:15-3:10
Drama	Hilal	Tuesdays/Thursdays 2:15-3:10
<b>Affinity Groups</b>		
Latinx Club	Navarro	Mondays 2:15-3:10
Asian-American/Pacific Islander	TBD	Monthly-Wednesdays 2:15-3:10
Black Student Union	Gross	Monthly Tues Sept-Dec 2:15-3:10 Monthly Mon Jan-June 2:15-2:10
Native American	TBD	TBD

## **Contest**

ESD Policy states: "Student participation in contests, advertising, promotions, and surveys sponsored by any non-school organization must be entirely voluntary. All such activities involving students must have prior approval." [2322]

## **Performances**

ESD Policy states: "Permission and approval to perform as a representative of the school or District shall be contingent upon the determination that such participation is in the best interest of the student, the school, and the District. The activity, program, performance, or contest under consideration shall have educational value consistent with the goals and objectives of the District." [2325]

**Parties:** Celebrations, parties and other disruptions to the regular school routine are to be kept to a minimum and must be shown to contribute substantially to the educational program at Evergreen. Discuss with the administration any plans for parties during academic learning time. Be especially cautious when planning any activity which includes refreshments or in which food items are brought from home as part of a classroom presentation or project. Since improperly prepared or handled food can be the source of foodborne illness, it is wise to use caution when planning these events.

Safe food handling practices are important for any occasion or age group. The Snohomish Health District offers the following guidelines when planning these events:

- Limit the types of food you allow. Cakes, breads, cookies, and other non-potentially hazardous baked goods are preferred. Food prepared from a commercial source is more desirable than food made in the home or classroom.
- Because of the difficulty of providing adequate refrigeration, do not allow any foods containing custard or cream fillings. Commercial fruit pies are fine, but do not allow pumpkin or other custard pies made with eggs. Meat dishes, meat filled pies, and potato or macaroni salads should be prohibited.
- Do not allow any home canned products.
- Use only cookie dough which has been made with pasteurized eggs. Always keep cookie dough refrigerated.
- Fresh fruit can be served if it is cut just before the time it is to be served. All cut melons are considered potentially hazardous and must be kept refrigerated.
- Never serve non-pasteurized juice of any kind, especially apple juice or cider. Commercially canned or bottled, pasteurized juice is preferable to drink mixed at home.
- Food served to children should be served with tongs, spatulas, or other utensils. Disposable utensils and cups are preferable. Try to minimize the handling of all paper cups and utensils.

If you have any questions concerning these guidelines, you can call the Snohomish Health District at 425-339-5250.

**Student Athletics:** The athletics program is directed by an assistant principal and operated jointly between the Associated Student Body and the Everett Public Schools Athletics program. Students are expected to adhere to a code of conduct and maintain passing grades. Grade checks are completed regularly, and students with one F can continue to participate on a team during a probationary period. The student will then be suspended if they continue to have an F at the next grade check. Students with two or more Fs at the time of a grade check will be automatically suspended from sport. The suspension will be lifted once the student can demonstrate their grades have been raised to passing. If you have concerns about a student participating, please direct that question to Medgar Wells.

**Assemblies:** Attendance at all school assemblies for both students and teachers is required. Teachers should sit with their classes during assemblies and should actively monitor their students' behavior and attentiveness. Teachers should review the assembly expectations prior to each assembly. Teachers without students should be alert to supervise where needed.

Assembly Procedure:

**First Wave:**

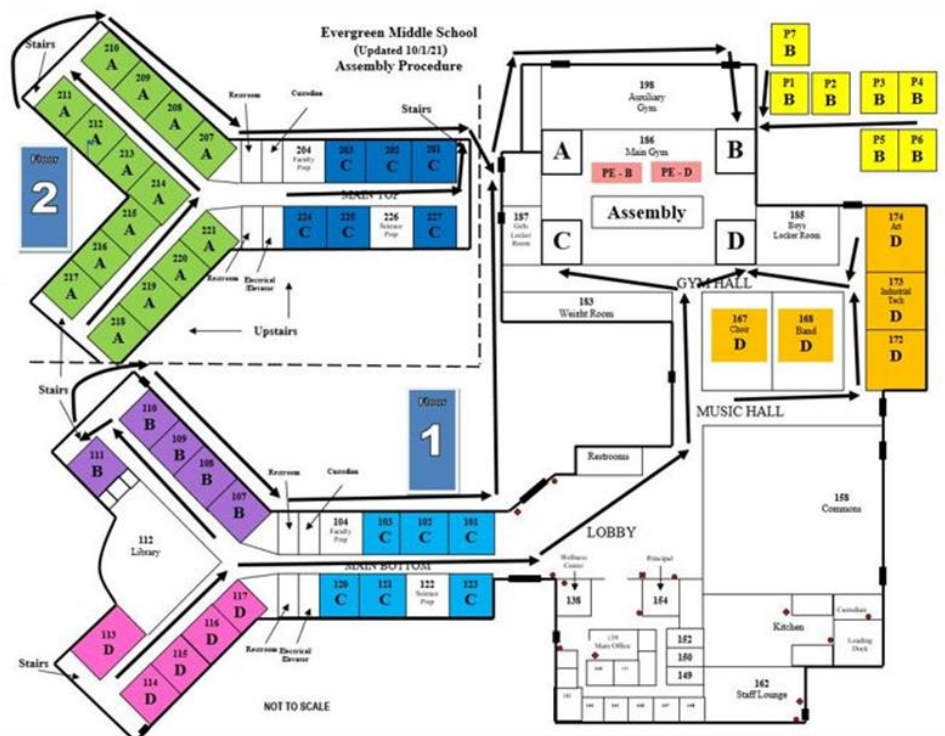
- PE Stays in Gym (4)
- Entrance B-Portables (7)
- Entrance D: 167, 168, 172, 173, 174(5)

**Second Wave:**

- Entrance C: 101,102,103,120,121,123(6)
- Entrance B: 107,108,109,110,111(5)
- Entrance D: 114, 115, 116,117 (4)
- Entrance A: 215, 216, 217, 218, 219, 220, 221 (7)

**Third Wave:**

- Entrance A: 207, 208, 209, 210, 211, 212, 213, 214 (8)
- Entrance C: 201, 202, 203, 224,225,227(6)



## **STUDENT SUPERVISION & SCHOOL SECURITY**

**Student Supervision:** Teachers and staff members are responsible for supervising students under their care or assigned to their classroom at all times. If a student needs to leave your immediate supervision, they must have a pass to travel through common areas of the school during non-passing times. Students should always have a hallway pass, no exceptions.

Hallway passes are color code as follows:

- Unified Arts & PE = Yellow
- Downstairs Hallway = Green
- Upstairs Hallway = Grey
- Office/Counselors = White
- Passes from Admin = Red

Students must remain in class during the first, and last, **ten minutes** of class after which time they can be given a hall pass. No more than two students are allowed out the classroom at the same time.

**Passing Time:** During passing time, teachers should be at their door greeting students and encouraging other students in the hallways to be on time for class.

**Student Behavior:** Teachers and staff members have a responsibility to positively respond to both positive and negative student behavior. Please refer to the Evergreen Middle School Positive Behavior Intervention Systems Handbook.

**Visitors:** We welcome and encourage visitors to our school, but we also establish and enforce procedures to ensure student safety. ESD Policy 4314 states: "The board welcomes and encourages visits to schools by parents, other adult residents of the community, and other educators. Visitors must notify the school principal or designee before visiting any area of the school. Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit furthers the educational program of the district. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action." Student visitors are not allowed to visit the campus.

**Volunteers:** The following policies govern the use of volunteers: ESD Policy 5430: "The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens; hence, use of volunteers in the district is encouraged, subject to suitable regulations and safeguards." ESD Policy 5430P: "A volunteer works under the direction and supervision of a district staff member. Volunteers are required to complete a disclosure statement (5430P, page 3) as part of the volunteer screening process." Please notify front desk receptionist, the volunteer coordinator, if you have a volunteer or wish to have one. All volunteers must check in with the main office to pick up their dated identification badges.

**Disruption of School Operations:** Notify an administrator immediately if you note a disruption to the school program. ESD Policy states, "If any person is under the influence of drugs or alcohol or is disrupting any school program, activity, or meeting or threatens to do so or is committing, threatening to commit or inciting another to imminently commit any act which would disrupt or interfere with or



obstruct any lawful task, function, process or procedure of any student, official staff member, or guest of the school district, the superintendent or **staff member in charge shall direct the person to leave immediately and/or shall call for the assistance of a law enforcement officer.**" [4314]

*The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:*

- All visitors are required to check into the office upon entering a school building
- Staff members are responsible to monitor the halls and playgrounds
- A visitor's badge with the current date should be worn conspicuously
- Written guidelines pertaining to the rights of non-custodial parents should be readily accessible to district staff when a non-custodial parent requests to meet with the teacher of his/her child, visit with his/her child, or remove his/her child from the premises.
- If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member may exercise the right to order the visitor off of school premises. If the visitor fails to comply, the staff member should contact the school office, which may, in turn, report the disturbance to a law enforcement officer.

**Sonitrol Security System:** Our school is protected by the Sonitrol Security Company. This company has installed sensors in all outside doors as well as sensitive microphones throughout the building, and actively monitors our campus whenever it is unattended. Entering a building without first turning off the Sonitrol system will cause police to respond. When you enter through a designated entry / exit door, the keypad will "beep" to remind you to turn the system off.

1. Open the Sonitrol Box.
2. Push the far-right arrow.
3. Enter your access code.
4. Press enter (#).
5. The WAIT light will illuminate briefly, then go off.
6. The OFF light will illuminate. This means the system is off and you are cleared to enter.
7. Sign in to indicate that you are in the building.

When you exit through a designated entry / exit door, check to see if anyone else is in the building by looking at the sign in/out sheet. Before you begin to arm the alarm, check to be sure the OFF, SYSTEM READY and AC POWER lights are illuminated. Do not prop open any doors—this will keep the system from approving your request.

1. Open the Sonitrol Box
2. Enter your access code.
3. Press AUTO ON
4. Press ENTER (#)
5. The WAIT light will illuminate briefly, then go off
6. The ON light will illuminate. This means the system is now on. The pad will begin to "beep" slowly.
7. **Identification Badge and Keys:** If you do not have a badge to get into the building, please see the Office Manager and a badge will be issued to you with the approval of an administrator. Please follow these guidelines for school keys carefully:
  1. Always keep your building keys with you. Keys are never to be given to students.
  2. Sign a record for each key issued to you.
  3. In the event of a lost key, the principal should be notified immediately. The principal is responsible for notifying the maintenance department immediately upon the report of a lost key.

4. Do not duplicate keys. This is a serious violation of district procedures.
5. Return all keys when you no longer have assigned school responsibilities for the areas of the campus for which you were issued keys.
6. Staff may request to retain their keys during the summer break but must verify the numbers of their keys with the Office Manager annually.

**Smoking On Campus:** ESD Policy 5140 states: "Tobacco use is prohibited inside all district facilities, on all district property and in all district vehicles."

**Personal Belongings:** Each of us likes to personalize our work environment to make it comfortable and welcoming for students, parents and staff. When at all possible, the classroom or offices in schools should reflect student learning and work, balancing the creation of an attractive environment with student needs for a neat and orderly classroom that is not overly distracting or stimulating.

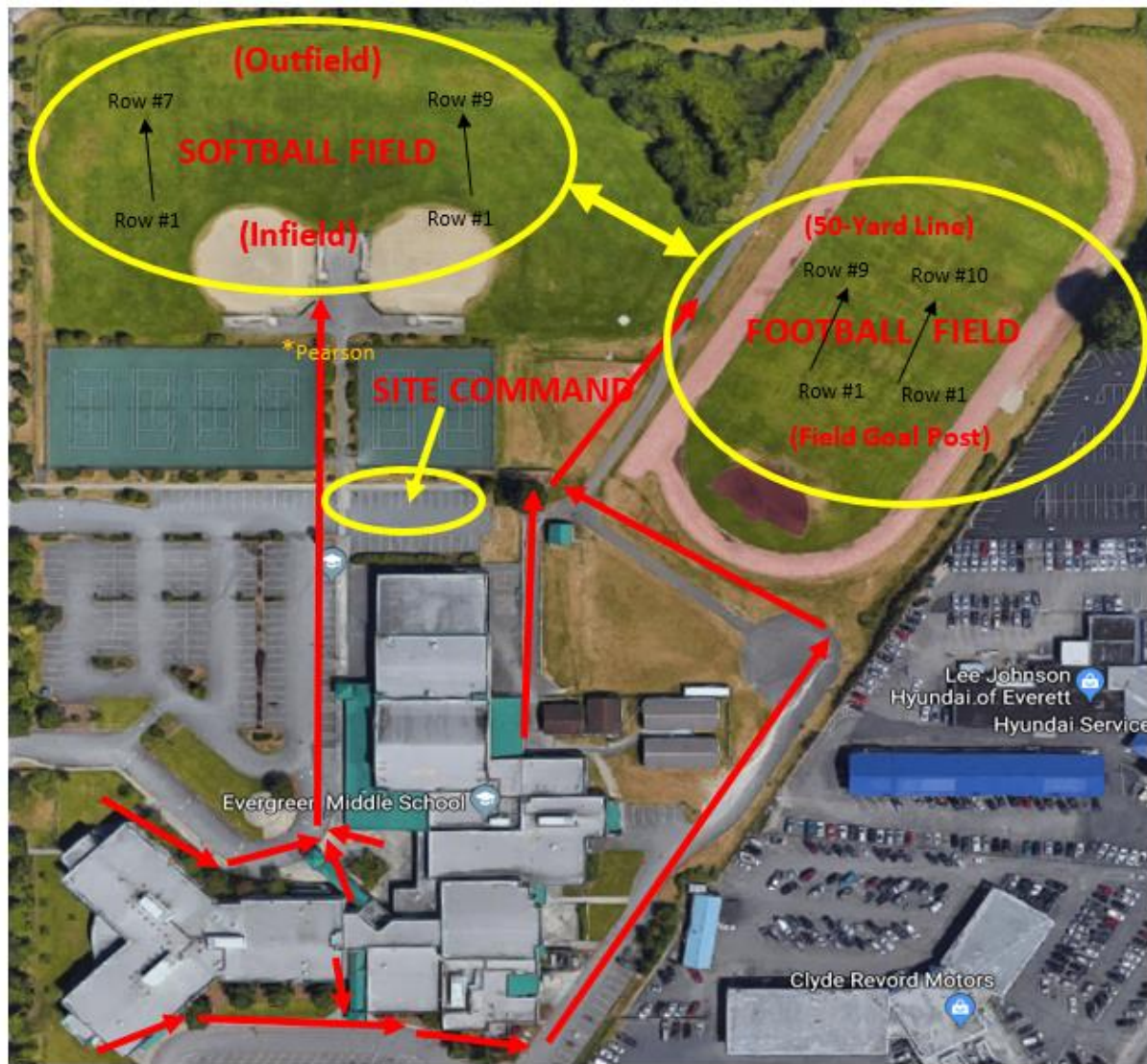
In creating this environment, care should be exercised as to the decorations, equipment and furniture that are brought, taking into account the ages of your students, health and safety factors. The district provides staff with appropriate equipment such as desks, chairs, file cabinets, therefore, it should not be necessary for staff to bring in their own items.

For energy conservation purposes, the district prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and offices except in locations which are approved by the work site administrator, e.g., staff rooms. If a staff member plans to bring a couch or large chair to school, he/she must see an administrator to complete a form before the furniture can be brought to school. A limited number of personal items which are in good taste, such as knickknacks, family photos, and small electronics such as a small radio are acceptable. There are limitations on the district's responsibility for the care and security of personal items you choose to bring to school or your work site.

\*Pearson

## **EVACUATION RALLY MAP (sy2024-2025)**





#### **SITE COMMAND**

**SITE COMMANDER:** Principal-Idle (*Backups: Assistant Principal-Haule/Wells, or Office Manager-Walker*)

**SITE Recorder:** Attendance Secretary-Duffy

**Medical Support:** Coffell (School Nurse) or Smith (HRA)

**First Responder Liaison:** Assistant Principal-Haule/Wells (*Backup: Campus Security-Moore or Custodian-Holmes*)

**Liaison Support:** Office Assistant- Kuyava

\*Additional Support – SRO – Bell

#### **Softball Field Support Team**

**Teacher Liaison:** Librarian – White & (see 1<sup>st</sup> per prep list)

**Attendance Check:** Registrar – Arneson

**Student Support:** Counselor 1 – Rue

**Student Support:** Counselor 2 – Dunham

#### **Football Field Support Team**

**Teacher Liaison:** See 1<sup>st</sup> per prep list

**Attendance Check:** Admin Support Para - Forsberg

**Student Support:** Counselor 1 – Crosby

**Student Support:** Student Advocate - Hoshock

#### **Academic/Restrooms Upstairs SWEEP**

1. Assistant Principal - Haule
2. Assistant Principal - Wells

#### **Academic/Bathrooms Downstairs SWEEP**

1. Office Manager - Walker (6<sup>th</sup> Hallway & Left side)
2. Instructional Coach – Carter (6<sup>th</sup> Hallway & Right side)

#### **UA Hallway/ Portable SWEEP**

1. CSO - Moore
2. Student Advocate - Hoshock

**ONCE SAFELY ON FIELDS, STUDENTS REPORT TO 1<sup>st</sup> PERIOD TEACHER**

**TEACHER PROCEDURES**

- 1.) Evacuate Building to designated SITE (Softball or Football).
- 2.) Once at site, release students to find their 1<sup>st</sup> period teacher.
- 3.) Establish a line of your 1<sup>st</sup> Period Students.
- 4.) **Hold up your color card to show class status:**

**Green Card** - All students accounted

**Yellow Card** - Missing student

**Red Card** - Medical needed

<b>SOFTBALL FIELD</b> <i>Outfield (Furthest away from school building)</i>		<b>FOOTBALL FIELD</b> <i>50-yard line (Furthest away from school building)</i>	
<i>Row #/Teacher</i>	<i>Row #/Teacher</i>	<i>Row #/Teacher</i>	<i>Row #/Teacher</i>
7. Ferreira - 211	9. Fryberger - 210	9. Rollings - PE	10. Naffah - 221
6. Ryan - 212	8. Navarro - 209	8. Foster - PE	9. Murphy - 219
5. Cochran – 213	7. Gross - 208	7. Samuels - PE	8. Frederickson - 216
4. Taylor - 117	6. Cruz - 215	6. Pere - PE	7. Schille - 218
3. Moore - 108	5. Kennedy - 203	5. Phillipson – 167	6. Marker - 217
2. Swarthout - 107	4. Bruscas - 202	4. Taggart - 172	5. Chapel - 120
1. *Mutchler – 111	3. Jones - 201	3. Harrop - 174	4. Stone - 103
*Pearson (Tennis Courts)	2. Hilal - 225	2. Tuckman – P3	3. Ciallella – 121
*Daniel (Along the fence near the car dealership)	1. TBD - 227	1. Anderson-Smith – 114	2. Qualey - 220
			1. Flanders - 123
<i>Infield (Closest to the school building)</i>		<i>Field Goal Post (Closest to the school building)</i>	

**Re-entry:** Please re-enter the building using the same door you used to exit. (Wells will unlock the recess door for upstairs/6<sup>th</sup> grade hall classes.)

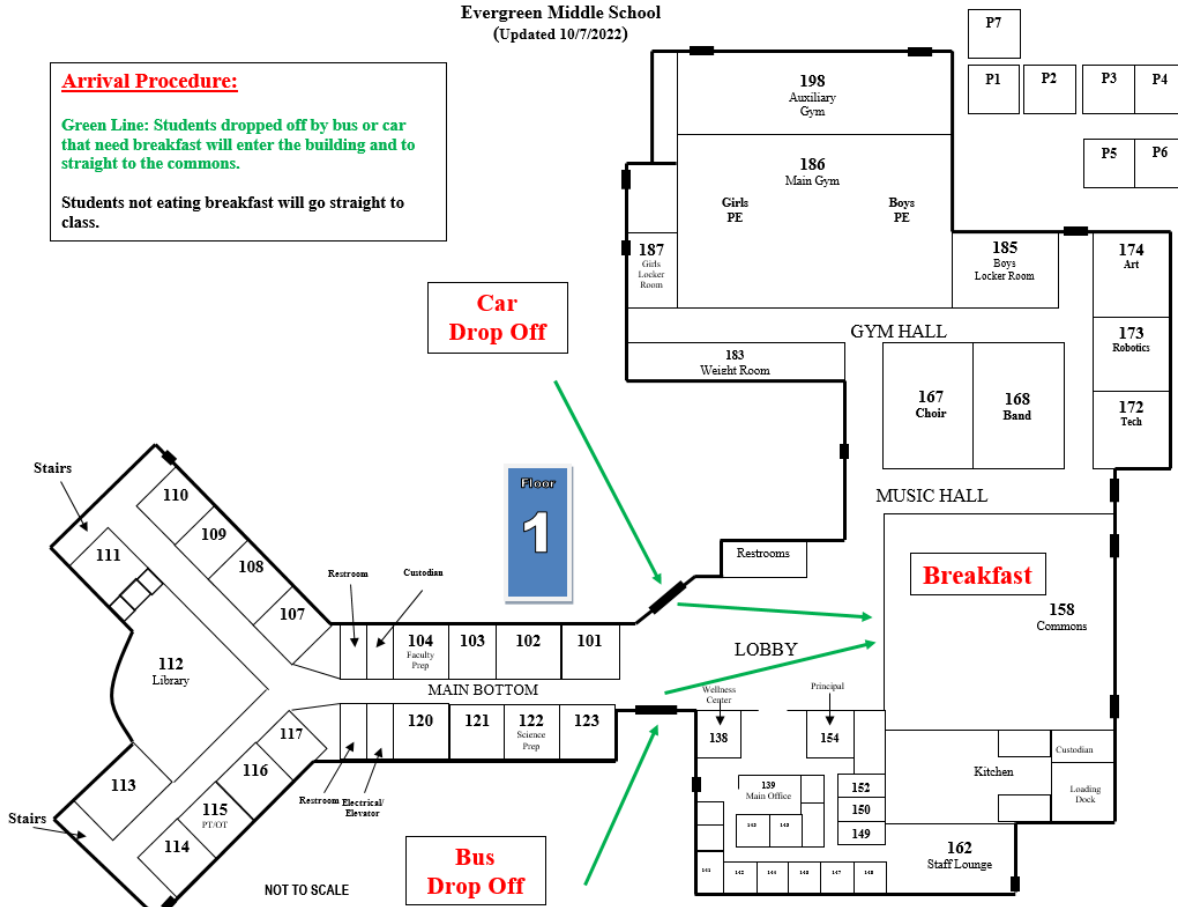
**Special Considerations:**

- Teachers with an asterisk (\*) by their name have students with special needs and may need additional support during an evacuation.
- **Teachers with 1<sup>st</sup> period PREP** will be teacher liaisons/student support – please report to assigned field to help:
  - **Softball Field:** Cipriano, Shipe, Steiner, White (If event happens after 3<sup>rd</sup> period - Steiner: report to Taylor's spot)
  - **Football Field:** Kemp, Klemetsen, Gudorf, Stack
  - Role - support students with finding their 1<sup>st</sup> period teacher, support teachers and students as needed.

- Part Time Teachers – report to your room share teacher’s location:
  - **Cesarz:** assist Phillipson with supervision (Football field)
  - **Santos:** assist Schille with supervision (Football field)

## Arrival Procedures

Evergreen Middle School  
(Updated 10/7/2022)



**Breakfast Supervision:** At breakfast there will be at least two breakfast supervisors to supervise students in the cafeteria. An administrator will be present as much as possible, however they may have other commitments that arise during that time.

**Lunch Supervision:** To ensure the safety of all students while providing time for nourishment and social activity. Teachers must be aware of the lunch/recess supervision plan, lunch time pass system, and hold students and ourselves accountable to the system.

**Classroom Lunch Passes and Supervision:** Students can be written a pass by a teacher or staff member to provide students with:

- Academic support
- Extra time on assignments or assessments
- Connect with small groups of students or with teachers
- Restorative conversations
- Study sessions for major assessments
- Time to go over missing assignments for students who have been absent

To ensure that lunch passes are used consistently throughout Evergreen, we need to make sure that all staff are on the same page regarding how and when passes are used. The following are our ideas of how lunch passes will be used.

1. *Teachers are responsible for students they give passes:* Teachers may only write passes for students who wish to visit THAT teacher; one teacher may not write passes to visit another

teacher, the library, or the office for lunch time. If students wish to visit another location, they must acquire a pass from that teacher.

2. *Passes must be filled out correctly and in pen:* All three lines must be filled out in pen by the teacher, and passes must be signed.
3. *Only one student name per pass.* This really helps our lunchroom paras and will be enforced in the cafeteria.
4. *Students must sign out with the Attendance Secretary before going to their lunch location,* so we can find students in an emergency or for early release to parents.
5. *If students are coming to you for lunch, they need to stay with you for the full lunch and recess period.* Students will not go out to recess if they have a lunch pass; they will be able to go get their lunches first and will spend the full 30 minutes wherever their pass says they will be.
6. *If students are in your room, they must be supervised.*
7. *Walk your students down to the cafeteria for lunch or out to recess.*

**Recess Supervision:** At recess there will be at least two recess supervisors to supervise students on the basketball court and East Tennis Courts. The west tennis courts will be shut down and the parking lot between the two locations. An administrator will be present as much as possible, however they may have other commitments that arise during that time.

**Lunchroom Supervision:** In the lunchroom there will be at least two cafeteria supervisors to supervise students in the lunchroom. The students will be responsible for cleaning after themselves. An administrator will be present as much as possible, however they may have other commitments that arise during that time.

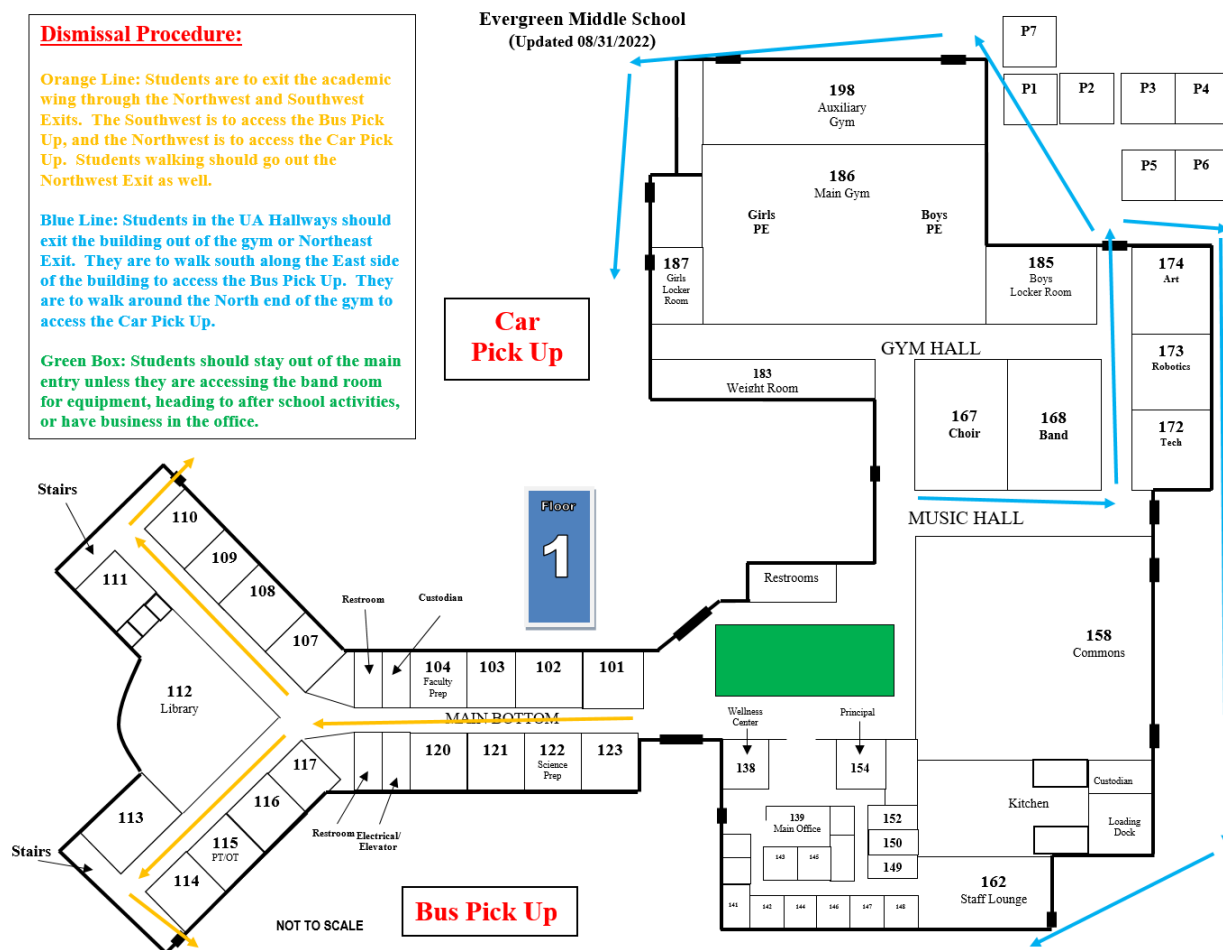
**Lunch Library Supervision:** Students can choose to go to the library during their recess time. The library will be supervised by the librarian and the librarian assistant. Students need to get a pass from the library before their lunch period begins. Only students with designated library passes will be allowed to leave the cafeteria. Students with first recess should report to the library first and be escorted by a library supervisor during the transition.

- White pass is 6th grade
- Red is 7th grade
- Blue is 8th grade

## Dismissal Procedures

**Orange Line:** Students are to exit the academic wing through the Northwest and Southwest Exits. The Southwest is to access the Bus Pick Up, and the Northwest is to access the Car Pick Up. Students walking should go out the Northwest Exit as well.

**Green Box: Students should stay out of the main entry unless they are accessing the band room for equipment, heading to after school activities, or have business in the office.**



**Duty to Report Abuse:** RCW 28A.400 now requires both certificated **AND** classified employees who have knowledge or reasonable cause to believe a student is a victim of physical abuse or sexual misconduct by another school employee to report the abuse or misconduct or shall cause a report to be made to the school administrator. The administrator is then required to report the abuse to the proper law enforcement agency in accordance with the mandatory reporting requirements if the administrator has reasonable cause to believe the abuse or misconduct occurred. Now, school districts must, at the first opportunity, but in all cases within 48 hours of receiving a report of sexual misconduct by a school employee, notify the parents of a student alleged to be the victim, target, or recipient of the misconduct.

It should be noted that this does not change the previous requirement of school professionals to report to the proper law enforcement agency or the Department of Social and Health Services (CPS) if the professional has reasonable cause to believe that a child has suffered abuse or neglect.

**Sexual Harassment:** Staff members are expected to act promptly to correct problems related to student-to-student sexual harassment without adversely impacting the victim. Staff should report the incident(s) to the counselor(s) and the administrator(s) promptly. See ESD Policy 3205 in the Student Handbook. Issues of sexual harassment or discrimination involving adults must be reported



immediately to an administrator. The following suggestions are provided as a way of assuring that staff never are accused of any form of sexual harassment:

### **Touching Students**

- Safe touch areas include shoulders, upper back, head, arms and hand, but you should be careful NEVER to touch a student when disciplining him or her. This could be interpreted by others as hitting, pushing, or grabbing, even when the touch is done lightly.
- Touch all students in the same manner.
- Do not engage in lingering touches, massaging, or any other touch that may be perceived as sexual in nature.

### **Verbal Communications**

- Be sure to talk to all students in the same manner.
- Avoid comments that might be interpreted by others as being sexist or sexual in nature.

### **Written Communication:**

- When you write notes or letters to students, write with the idea that whatever you say should be able to also be read by the student's parents and your administrator.
- If you correspond with students in their homes, write short notes on a postcard rather than writing a letter in a sealed envelope.
- Do not engage in any extended email correspondence with a student without the student's parent's consent.

**Evergreen Title 9 Compliance Officer:** If you need to report an incident of discrimination or harassment, please contact Assistant Principal Monica Haule (425) 385-5791 or [mhaule@everettsd.org](mailto:mhaule@everettsd.org)

**Crossing Guards:** Crossing guards will be available 30 minutes before the start of school and for 30 minutes after the end of the school day on Beverley and 79<sup>th</sup> Street.

**Parking Lot Supervision:** Staff members will be asked to supervise the parking lots 15 minutes before and 15 minutes after school to ensure the safe drop off and pick up of students by district transportation and parents.

Click below to access Everett Public Schools Policies & Procedures for 2024-25.

[District Policies & Procedures](#)

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

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

### **What is HIB?**

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

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

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

### **How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

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

### **What happens after I make a report about HIB?**

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

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

### **What is the investigation process?**

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

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

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

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

#### **For the student designated as the "targeted student" in a complaint:**

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

#### **For the student designated as the "aggressor" in a complaint:**

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

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

### **Our School Stands Against Discrimination**

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



### **What is discriminatory harassment?**

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

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

### **What is sexual harassment?**

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

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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

Click the link to review the district's Sex Discrimination and Sex-Based Harassment of Students Prohibited [Policy 3205](#) and [Procedure 3205P.1](#).

### **What should my school do about discriminatory and sexual harassment?**

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

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

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

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

Civil Rights/ Title IX Coordinator: Chad Golden, Assistant Superintendent Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, [DPeters@everettsd.org](mailto:DPeters@everettsd.org), PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure [Procedure 3205P.1](#).

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

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

### **Who else can help with HIB or Discrimination Concerns?**

#### **Office of Superintendent of Public Instruction (OSPI)**

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

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

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

#### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [OCR@ed.gov](mailto:OCR@ed.gov)
- Phone: 800-421-3481

### **Our Schools are Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.