



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

December 12: School Board Meeting, 4:30 p.m., Board room A & B

January 9: School Board Meeting, 4:30 p.m., Board room A & B

January 16: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 18: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

January 23: School Board Meeting, 4:30 p.m., Board room A & B

January 24: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

January 25: E.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A & B

January 25: E.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A & B

February 13: School Board Meeting, 4:30 p.m., Board room A & B

February 13: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region 1: GAR, Region 2: EVG, Region 3: JHS

February 15: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

February 27: School Board Meeting, 4:30 p.m., Board room A & B

March 5: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

March 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

March 7: E.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner A

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.

Designated to handle inquiries about nondiscrimination policies are:
 Title IX/Civil Rights Compliance Officer – Chad Golden, cgolden@everettsd.org, 425-385-4109
 504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063
 ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4109
 Address: PO Box 2098, Everett WA, 98213



Response/Action Required

December 1, 2023

To: All Middle/Elementary Administrators and Office Managers
From: Dave Peters, Director of Student Support Services
Kari Johnson RN, Health Service's Supervisor
Regarding: **2023-24 Hearing Screening Schedule | Updated**

This is a **correction** to the schedule that was communicated in the Nov. 17 Principals Packet.

Prior to your scheduled day, the Audiologist will reach out to your HRA/Office to seek volunteers to support your school's screening. Students will be screened in their classrooms. As a reminder, students in grades K-3, 5 and 7 must be screened per [Policy 3411](#) and [state law](#).

2023-24 Hearing Screening Schedule	
School	Updated Screening Date
Whittier	December 5, 2023
Silver Lake	December 7, 2023
Hawthorne	December 12, 2023
Garfield	January 4, 2024
Penny Creek	January 9, 2024
Jackson	January 11, 2024
Lowell	January 17, 2024
Cedar Wood	January 23, 2024
Madison	January 25, 2023
Forest View	January 30, 2024
Tambark Creek	February 1, 2024
Eisenhower	February 6, 2024
Evergreen	February 8, 2024
Silver Firs	February 22, 2024
Gateway	February 27, 2024
Jefferson	February 29, 2024
Heatherwood	March 5, 2024
North	March 12, 2024

Required Action:

- If there is a conflict with your scheduled day, please reach out to **Eileen Anderson** (eanderson@everettsd.org) to reschedule.
- Include your screening date in your school/community newsletters as appropriate.

Approved for Distribution

Peter Scott



Response/Action Required

December 1, 2023

To: Principals and Assistant Principals Responsible for Attendance
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Regarding: **Winter Break Messaging for Attendance**

With Winter Break quickly approaching, we want to remind families about the importance of regular student attendance. As long as children are healthy, they should be encouraged to attend class when school is in session. Every day of school is an important opportunity for students to recover from the uncertainties of the last few years – to learn, connect to peers and teachers, and benefit from classroom instruction.

Here is a sample communication to send to families the week of December 11: [Winter Break Letter](#).

We want to express our gratitude to everyone who continues to help keep students safe, healthy, connected and learning!

Required Action:

- Share Winter Break Letter with families.
- Please contact Rachel Richter at rrichter@everettsd.org or x4075 with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

December 1, 2023

To: All Principals
 From: Dr. Catherine Matthews, Director of Assessment and Research
 Quiana Hennigan, Student Assessment Coordinator
 Regarding: **Assessment Outlook for December**

Below, please find important assessment dates for December and January, as well as brief updates and reminders.

December		
Elementary	Middle	High
<ul style="list-style-type: none"> • WIDA ACCESS Building Plan due 12/15 • WIDA Alternate ACCESS Building Plan due 12/15 • WA-AIM Building Plan due 12/15 • School Stakeholder Annual Survey (SSAS) Building Plan due 12/15 	<ul style="list-style-type: none"> • WIDA ACCESS Building Plan due 12/15 • WIDA Alternate ACCESS Building Plan due 12/15 • WA-AIM Building Plan due 12/15 • School Stakeholder Annual Survey (SSAS) Building Plan due 12/15 • World Language Assessment window closes 12/15 	<ul style="list-style-type: none"> • PSAT Deadline to adjust invoice 12/8 • WIDA ACCESS Building Plan due 12/15 • WIDA Alternate ACCESS Building Plan due 12/15 • WA-AIM Building Plan due 12/15 • AP and SAT accommodations due 12/15 • School Stakeholder Annual Survey (SSAS) Building Plan due 12/15 • World Language Assessment window closes 12/15 •
Coming in January		
<ul style="list-style-type: none"> • i-Ready Diagnostics and ORF/RAN window opens 1/2 • WIDA ACCESS training 1/19 • WIDA ACCESS window opens 1/29 – 3/22 • Staff SSAS and District Survey window opens 1/16 – 2/16 	<ul style="list-style-type: none"> • Reading and math i-Ready Diagnostic window opens 1/2 • WIDA ACCESS training 1/17* • WIDA ACCESS window opens 1/29 – 3/22 • Staff SSAS and District Survey window opens 1/16 – 2/16 	<ul style="list-style-type: none"> • WIDA ACCESS training 1/18 • WIDA ACCESS window opens 1/29 – 3/22 • Staff SSAS and District Survey window opens 1/16 – 2/16

*Evergreen Middle School train 1/18 with High School

Approved for Distribution: _____

Shelley Boten

WIDA:

- WIDA ACCESS training invitations have been sent to relevant staff.
 - **Middle School** WIDA ACCESS training: January 17 at 12:15pm
 - **High School & Evergreen** WIDA ACCESS training: January 18 at 11:30 am
 - **Elementary** WIDA ACCESS training: January 19 at 10:00 am
 - **WIDA Alternate training:** January 24 or 25 at the CRC, time TBD
- **WIDA Alternate** student registration was due to [Penny Bravo](#) in November. Any newly identified alternate testers must be registered via email to [Penny Bravo](#) ASAP.
- **WIDA ACCESS** accommodations must be coded by January 8 to be available to testers prior to the testing window.

i-Ready:

- The i-Ready window will open on January 2, the day we return from break. Elementary Students will be able to access Learning Paths through break. Incomplete diagnostics will be reset when school resumes.
- Principals or a designee will need to release the diagnostics when we return from break. Once assigned, the students will see the test unless it is hidden. Instructions on these items below:
 - [How to assign a diagnostic instructions](#)
 - [How to hide a diagnostic teacher instructions](#)
- As the window progresses, be sure that you are tracking diagnostic completion and addressing rush flags. Instructions below:
 - [How to check for rush flags](#)
 - [How to track progress](#)

Brief Notes and Reminders:

- **TIDE Manager** training is available on the following dates:
 - 3:00 pm; November 28: [Zoom](#) password: TIDE
 - 3:00 pm; December 6: [Zoom](#) password: TIDE
 - 3:00 pm; January 9: [Zoom](#) password: TIDE
- The **SSAS window** for the staff survey has been moved up to January 16 – February 16. The student and family surveys will be available February 26 – March 29
- **Winter Assessment Administrator Training** information was emailed to all principals and assistant principals on Monday, November 27. This training should support you as you complete your **Building Plans, due December 15**. Contact [Quiana Hennigan](#) with questions or attend an office hour:
 - 10:00 -11:00 am; Tuesday, December 5: [Zoom](#); password: WIDA
 - 3:00 – 4:00 pm; Thursday, December 14: [Zoom](#); password: WIDA
- High School **SAT and Advanced Placement Exam accommodations** are due to [Lindsey de Carteret](#) by December 15. Contact [Quiana Hennigan](#) or [Lindsey de Carteret](#) with questions.

Required Action:

Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Optional

December 1, 2023

To: Principals, Assistant Principals and Staff Responsible for Attendance
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Regarding: **WA Assessment of the Risks & Needs of Students Training**

Would you like to learn more about the Washington Assessment of the Risks and Needs of Students (WARNS)? We have experts from Washington State University who will be hosting an upcoming Zoom session for Attendance Intervention Teams to successfully implement the WARNS at their school.

The WARNS represents a strategy to quickly gather information about a student to develop a successful truancy intervention plan by pairing the WARNS survey with a conversation with the student. The administration of the WARNS survey provides two artifacts to support conversations with students: 1) a report of the student's levels of risks/needs across important domains, and 2) vignettes that illustrate the WARNS domains in everyday life.

We recommend the WARNS be offered at the monthly 3+ unexcused absences BECCA conference. Upon completion of the WARNS survey, it is recommended that school counselors review results and, when necessary, meet with students to provide resources and targeted interventions.

Save the Date

Friday, January 19, 2024, at 9:30-10:30am

<https://wsu.zoom.us/j/97889639584?pwd=VlBtcXVoSEo3cTJ1eEpNRGhnZmRsQTog>

Meeting ID: 978 8963 9584

Passcode: 234493

Who should attend the training?

- Secondary Principals or Assistant Principals responsible for attendance
- Secondary School Counselors

The goal of this training is to help school staff develop effective strategies for utilizing the WARNS. Topics will include:

- Reviewing results
- Using vignettes with students
- Possible interventions

For more information or to receive a calendar invite, please contact Rachel Richter at rrichter@everettsd.org, x4075.



December 1, 2023

To: Administrators & Supervisors
From: Dr. Chad Golden, Executive Director of Human Resources
Regarding: **Inclement Weather**

The following information is provided as a reminder on policies and procedures in the likelihood of inclement weather.

Summarized below are the leave options for each employee group. Remember to electronically record your absence when you are unable to report to work due to inclement weather.

Administrators – Certificated and Classified

In the case of inclement weather or school closure, EASA members are expected to report to their work sites. If unable to get to your work site, contact your supervisor and report emergency leave per Board Policy #5320.2 or with the approval of their supervisor, EASA members may work remotely in place of reporting emergency leave. This time will be logged and submitted to your supervisor for their records.

Prof Tech

On snow or school closure days, full-year professional-technical staff are expected to report to their work sites. If unable to report to work, contact your supervisor and report emergency leave per Board Policy #5320.2. Professional-technical staff with work calendars of less than 260 days whose work site is closed, will have a calendar adjustment.

With approval from their supervisor, professional-technical staff members may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor for their records.

Everett Association of Paraeducators and Paraeducator/Specialists

In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees may use compensatory time in accordance with normal district policies and procedures.

Everett Association of Educational Office Personnel (Office Professionals)

260-Day Employees:

In the event school(s) are closed or have a late start time due to weather conditions, employees with an **annual assignment of 260 days** will be expected to arrive at a worksite as close to the regular workday start time as is safe. Such employees may use vacation days, personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours

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Chad Golden

because of inclement weather. If the CRC is closed, twelve-month employees may additionally use emergency leave under Section 6.3(D). Employees may use compensatory time in accordance with normal district policies and procedures.

If unable to report to work, contact your supervisor and report leave. With supervisor approval, two hundred sixty (260) day employees may, on worksite closure days, work remotely in place of reporting leave. The time worked remotely will be logged and submitted to the supervisor and Human Resources for their records.

Fewer than 260 Day Employees:

In the event school(s) are closed due to inclement weather, employees assigned **fewer than 260 days** shall not report to school/worksites and shall make-up the day later in the school year. In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school/worksites as close to the regular workday start time as is safe. Such employees may use personal leave or leave without pay if they do not report to work or work less than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

Everett Education Association (Teachers, Counselors, OT/PT, etc.)

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must use emergency leave or leave without pay. Absences must be taken in half-day or full-day increments.

Additionally, in the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. Employees will not need to use Emergency Leave unless they arrive after the start of the student day.

In the event school(s) have an early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on site until the supervisory and safety concerns of students have been met. In such situations, there will be no reduction of the employee's pay or deduction of leave benefits.

Everett Licensed Nurses' Association (RNs & LPNs)

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must report the absence as personal leave, leave without pay, or discuss how to make up the missing time with the nurse supervisor.

Emergency leave may only be used to address weather conditions when students are not present. In the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. In the event school(s) have any early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on-site until the supervisory and safety concerns of students have been met.

Service Employees International Union

Employees who are assigned to work **fewer than 260 days** will not report to school and will make-up the day later in the school year.

Employees who work a full year (**260 days**) who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement

weather. Employees also may use compensatory time in accordance with normal district policies and procedures.

Custodians: Because of the importance of having a custodian onsite during inclement weather, it is expected that custodians will make every attempt to report to work as close to the regular workday start time as is safe. If a custodian is unable to report, they will use one of the above options as appropriate.

Food and Nutrition: In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

Technicians: Technicians assigned to work **fewer than 260 days** may work or exchange the day for another non-workday in their calendar.

Full year (260 day) technicians who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days, personal leave or leave without pay. Employees may also use compensatory time in accordance with normal district policies and procedures.

Pacific Northwest Regional Council of Carpenters

Employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

Teamsters

In the event school(s) are closed due to inclement weather, employees will not report to school, and will make-up the day later in the school year.

Unrepresented Employees

Employees assigned to work fewer than 260 days who do not report to work or work fewer than their scheduled hours because of inclement weather will report the absence as leave without pay.

Full year (260 day) employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay. Employees also may use compensatory time in accordance with normal district policies and procedures.

Should you have any questions, please contact your HR Partner – schools, [Mary O'Brien](#); departments, [Mandy Shinn](#).



Information Only

December 1, 2023

To: Administrators
From: Dani Mundell, Director of Athletics & Activities
Regarding: **Winter Athletic Schedules**

Fall athletics have begun. [ArbiterLive](#) is your best resource for the most up-to-date game schedules as weather can sometimes impact our contests.

[Click here](#) to view our entire districts' Varsity home contests. This list is updated weekly if contests get rescheduled.

Reminder that your staff badge admits you to all home contests for free.

Questions? Contact your building Athletic Department or the Department of Athletics 425-385-4260.

Approved for Distribution _____

Peter Scott



Information Only

December 1, 2023

To: Elementary Principals
From: Dani Mundell, Director of Athletics & Activities
Regarding: **Elementary Basketball Program Opportunity**

Jackson Junior, Sophia Giordano, in pursuit of her girl scout gold award, created the “Take-Your-Shot” basketball program to provide a fun free program for elementary aged students. The program has 10 sessions (for a 5-week long program) of specific drills, instructions, and videos that can walk anyone through starting a basketball program at their elementary school.

Here is a link to the website <https://sites.google.com/view/takeyourshotbasketballguide/home> where you will find resources such as an application, several flyers, a website banner, certificates and email templates to make the program incredibly easy to replicate. Sophia partnered with Jefferson elementary to pilot her program this fall and wanted to share the resources with our Elementary administrators if students are interested in having a program like this at your site.

Approved for Distribution _____

Peter Scott