



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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 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

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

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

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

March 21: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

March 26: School Board Meeting, 4:30 p.m., Board room A & B

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 15, 2023

To: All Principals
From: Dr. Catherine Matthews, Director of Assessment and Research
Quianna Hennegan, Student Assessment Coordinator
Regarding: **Assessment Outlook for January**

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

January		
Elementary	Middle	High
<ul style="list-style-type: none">• i-Ready Diagnostics and ORF/RAN window opens 1/2• SSAS staff/district window opens 1/12• WIDA ACCESS window opens 1/29 – 3/22	<ul style="list-style-type: none">• Reading and math i-Ready Diagnostic window opens 1/2• SSAS staff/district window opens 1/12• WIDA ACCESS window opens 1/29– 3/22	<ul style="list-style-type: none">• SSAS staff/district window opens 1/12• WIDA ACCESS window opens 1/29 – 3/22
Coming in February		
<ul style="list-style-type: none">• Math i-Ready Diagnostic closes 2/9• Reading i-Ready Diagnostic and ORF/RAN window closes 2/16• SSAS staff/district window closes 2/16• SSAS student/family window opens 2/26	<ul style="list-style-type: none">• Reading and Math i-Ready Diagnostic closes 2/9• SSAS staff/district window closes 2/16• SSAS student/family window opens 2/26	<ul style="list-style-type: none">• SSAS staff/district window closes 2/16• SSAS student/family window opens 2/26

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 11:30am
 - **Elementary** WIDA ACCESS training: January 19 at 10:00am
- **WIDA Alternate** student lists are available on [DocuShare](#). Any newly identified alternate testers must be registered via email to [Penny Bravo](#) ASAP.
 - Principals should be prepared to provide the names of WIDA Alternate proctors when we return from break.
 - WIDA Alternate training will take place January 24 or 25 at the CRC, time TBD.
- **WIDA ACCESS accommodations** must be entered into IEP/504 plans by **January 8** to be available to testers prior in time for the testing window. Any changes/additions to WIDA accommodations made *after* January 8 must be sent to your district ML Facilitator and [Quiana Hennigan](#) for manual coding.

Approved for Distribution: _____

Shelley Boten

School Stakeholder Annual Survey

- **Send student participation notification** to families one week in advance of the first scheduled survey date. Sample family communications can be found [here](#).
- **Review student completion weekly** in PanoramaEd once your student survey opens. Our goal for student participation is 90%.
- **Reminder: staff survey now opening January 12**, closes February 16. See Principal Communication [School Stakeholder Annual Survey for Staff Opening Early](#).

i-Ready

- **Winter Break:**
 - Elementary students will be able to access Learning Paths through break.
 - Incomplete diagnostics will be reset when school resumes.
 - The winter diagnostic window opens the day we return from break. Use the resources below to plan and communicate with staff.
- **Winter Diagnostic Window: January 2- February 9** (Early Literacy Assessment Deadline February 16)
 - Schools will need to release the diagnostics when we return from break. Once assigned, the students will see the test unless it is hidden. Instructions:
 - [How to assign diagnostic instructions](#)
 - [How to hide diagnostic teacher instructions](#)
 - As the window progresses, be sure that you are tracking diagnostic completion and addressing rush flags. Instructions:
 - [How to check for rush flags](#)
 - [How to track progress](#)

Brief Notes and Reminders

- **Reminder TIDE rosters** will not be updated until February 12. If your school will be administering Interims before February 12 your TIDE manager may need to update rosters.
- **TIDE Manager** training is available on January 9 at 3:00 pm: [Zoom Link](#) password: TIDE

Required Action:

Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

December 15, 2023

To: High School Principals
From: Anthony Anderson, Director of CTE, Partnerships and Choice Programs
Regarding: **High School Sexual Health Lessons – Second Delivery**

In compliance with [RCW 28A.300.475](#), schools must provide comprehensive sexual health education at least twice in grades 9-12. This means students need the Comprehensive Sexual Health Education (CSHE) unit of instruction in at least two different grades, and there are many possible strategies for providing all required content. The first delivery of this content is in Family Health, which most students take in grade nine. The second delivery of the sex-ed curriculum should be offered during a CCRS/Civics class, or any other area as determined by the building CSHE plan.

To simplify the second delivery of this material, we are providing three lessons covering the required topics of instruction as described in [RCW 28A.300.475](#), with a focus on helping students:

- Understand and respect personal boundaries.
- Develop healthy friendships and dating relationships.
- Gain a deeper understanding of human growth and development.
- Develop skills to support choosing healthy behaviors and reduce health risks, including abstinence and other STD/pregnancy prevention methods.
- How to access valid health care and prevention resources and understanding the influence of family and society on healthy sexual relationships.
- Students must receive age-appropriate instruction on affirmative consent and bystander training.

The Health and Fitness department will provide any professional learning and instructional resources needed for the instructors selected on your campus to deliver the content.

Required Action:

Please review the building CSHE plan your school created and email [Shelly Ellis](#) with the names of the instructors who are in need of additional training.

Approved for Distribution:

Shelley Boten



Response/Action Required

December 15, 2023

To: Elementary School Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Anne Fox, P-5 Instructional Facilitators
Greta Fleckenstein, P-5 Instructional Facilitators
Regarding: **K-2 Winter Testing Window ORF RAN Testing Support**

In preparation for the K-2 Winter RAN/ORF testing window (Jan. 2 - Feb. 16), facilitators are offering a drop-in support session for K-2 teachers needing an overview or refresher of the assessments. Bring your questions and join us.

P-5 Facilitators will be available on Zoom

- **January 2, 2024**
- **3:30 – 4:30 pm**
- <https://everettsd.zoom.us/j/9062408947?omn=91977638395>
- Meeting ID: 906 240 8947
- Passcode: writing

Guidance and materials can be found on the ELA Canvas page under *Assessments* for each grade level.

Required Action:

- Please share this information with K-2 teachers and coaches. Zoom meeting information and grade specific resource links have also been sent directly to K-2 teachers.
- If you have questions about upcoming assessments, contact Anne Fox afox@everettsd.org Ext. 4022 or Greta Fleckenstein gfleckenstein@everettsd.org Ext. 4025

Approved for Distribution:

Shelley Boten



Response/Action Required

December 15, 2023

To: All Elementary Principals
From: Anthony Anderson, Director of CTE, Partnerships and Choice Programs
Regarding: **All District Fifth Grade Track & Field Meet**

On June 6, 2024, the Health and Fitness department will host a Fifth-grade track meet to allow students to compete in different track and field events and develop connections with students within the district from other elementary schools. Each school will be provided transportation to and from Everett Memorial Stadium and hosted by the PE teacher from your building. Substitute costs will be paid by the district Health & Fitness budget. Schools will work with Shama Desarda, Administrative Assistant, on entering subs into Frontline. Additional sub coverage information will be provided at the January planning meeting. Each student will participate in three events (50m, 100m, and field event). We will have district employees and high school students supervising the meet. Each student should bring a sack lunch provided by the school or home. Students will be picked up from buildings between 9:45 - 10:15 am and return to your building between 2:00 - 2:30pm on June 6, 2024.

The following schools have already committed to participating in our 1st annual Fifth-grade track meet:

Port Gardner (6)	Jackson (30)	Hawthorne (30)
Madison (30)	Silver Lake (30)	View Ridge (30)
Mill Creek (60)	Penny Creek (60)	Forest View (60)


Participant numbers will be dependent on the overall size of schools (larger schools, more participants). A planning meeting was held with PE teachers earlier to collect their input and it was suggested that building leaders work with their PE teachers to determine the student selection protocol. Suggested selection criteria may be (but not limited to): Interest, citizenship, growth in PE, effort, and /or ability to work with others.

We are asking building leaders to **hold June 6, 2024**, as we continue to work on the details and logistics of this event. Our next planning meeting will be January 4, 2024, and further details will be shared after this session.

Required Action:

- We are asking building leaders to **hold June 6, 2024**, as we continue to work on the details and logistics of this event.
- If you have questions or suggestions, please email [Anthony Anderson](#) or call at ext. 4185.

Approved for Distribution: _____


Shelley Boten



Response/Action Required

December 15, 2023

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Diversity, Equity, and Inclusion Department Mid-Winter Newsletter**

“We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.” EPS Core Value

Please see the attached, [Actualizing Equitable Outcomes Newsletter – Mid-Winter 2023](#).

In this edition, you will find Mid-Winter National Celebrations and Multi-Faith Observances celebrated in the months of January and February. As well as relevant belonging and inclusion resources. Also, find out about various upcoming events and professional development opportunities and how we can “spotlight” you and your staff!

Quote of the Month

“Racism separates, but it never liberates. Hatred generates fear, and fear once given a foothold binds, consumes, and imprisons. Nothing is gained from prejudice. No one benefits from racism.”

– Thurgood Marshall, Civil Rights Lawyer and Former Supreme Court

Contact Joi Odom Grant with questions and /or thoughts at x4137 or jgrant@everettsd.org

Require Action:

Please post this newsletter on your Diversity, Equity, and Inclusion bulletin board and share with your building staff or department staff.

Approved for Distribution

Peter Scott