



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**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

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

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

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 Title IX/Civil Rights Compliance Officer – Chad Golden, [cgolden@everettsd.org](mailto:cgolden@everettsd.org), 425-385-4109  
 504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063  
 ADA Coordinator – Chad Golden, [cgolden@everettsd.org](mailto:cgolden@everettsd.org), 425-385-4109  
 Address: PO Box 2098, Everett WA, 98213



## Response/Action Required

January 12, 2024

To: All Principals  
From: Dr. Shelley Boten, Chief Academic Officer  
Kay Fantin, Director of Everett Public Schools Foundation  
Regarding: **Everett Public Schools Foundation – 30<sup>th</sup> Annual Benefit Event**

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We are so excited to announce the Everett Public Schools Foundation's Annual Benefit Event is coming to you soon! The Everett Public Schools Foundation (EPSF) is excited for our 30<sup>th</sup> Annual Benefit Event – A Movie Premiere “Sammy”, a Rudy inspired story! This year, our event will have **two** showings of our movie premiere. Our “Main Event” will be **Thursday evening, March 14**; we would love for you and your team to attend this evening event with your staff! We know how important it is for you to be on site with your students, and we hold this evening event so that we don't pull your staff out of the building.

Our second showing is a matinee on March 22. This showing is designed specifically for our business community partners, and parents/guardians that are not able to attend the evening event. The links to register for both showings are provided below.

**We need your help to make this a HUGE success and reach our goal of \$100,000 and 500 people in attendance!**

**Register TODAY!**

**[Opening Night Movie Premiere](#)**

**March 14, 2024, at the Everett Civic Auditorium  
Doors will open at 6:30 pm. Movie will start at 7:00 pm**

**[Matinee Showing](#)**

**March 22 at the EPS Community Resource Center  
Doors will open at 9:30 am. Movie will start at 10:00 am**

- 1. Invite your school communities!** We are counting on all principals to have at least 10 guests in attendance. Invite your staff, volunteers, PTA, families, and community members!
- 2. PRIZE- Staff Lunch!** For each elementary, middle, and high school with the most staff in attendance, they will get a staff lunch provided by the Everett Education Association.
- 3. Register your Guests!** You can now reserve a seat for your guests. (Up to 10 people at a time) Please include their name and email so that they will get an email confirmation and select yourself as their Team Captain. If guests register themselves, be sure to tell them to select you as their Team Captain. *(I will have the ability to track who has registered as your guest if needed!)*

**Approved for Distribution:**

**Shelley Boten**

4. **Check In table:** Once registered, each guest will get an email confirmation with a ticket. Guests should check in at the reception table when they arrive.
5. **Email Invitation!** The Foundation will send you an email invitation for you to send out to your guests. It will have a scripted message that you can edit to your liking. Look for this email the week of January 8.
6. **What to wear:** We encourage you to wear your favorite team “Swag” to show off your team spirit.

We look forward to seeing you at our Movie Premiere- “Sammy” a Rudy inspired story! If you have any questions about this event, or how to register please email [Kirsten Hansen](#) or call 425-385-4695.

#### **Required Action:**

- Please tailor the scripted message to your school community and include it in your communications.
- If you have classrooms who have received classroom grants in the past years, please share those projects so families know how the Foundation helps their students.
- Please invite your staff to register as your guests for the opening night, and any business or community partners for either the opening night or the matinee.



## ***Response/Action Required***

January 12, 2024

To: Principals  
From: Brian Beckley, Chief Information Officer  
Regarding: **Withdrawing Students After 20 Days of Nonattendance**

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As a district practice, students must be withdrawn from your school after being absent for 20 consecutive days, regardless of whether the absences are excused, unexcused, or a mixture of both. There may be some situations where you know the student will be out of the country with their family or on medical leave where you anticipate the student returning to school. However, if the student is absent for 20 days in a row, they must be withdrawn. When the student returns to school, please take steps to reenroll them.

The Learning Management Services (LMS) team have some best practices schools can follow to mitigate the impact for situations where scheduled absences trigger the withdraw.

<b>Required Action:</b>
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Share this information with your office staff and encourage them to contact LMS if they need support.

**Approved for Distribution:**

  
**Brian Beckley**



## ***Response/Action Required***

January 12, 2024

To: Elementary Principals and Office Staff  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Anne Fox, P-5 Instructional Facilitator  
Regarding: **Storage for Additional Curriculum Materials**

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We appreciate all the work school teams did to pack and transfer ELA and IM curriculum materials to various sites to support shifts in classroom numbers at the beginning of the school year.

Some schools still have additional curriculum materials that we were not able to place. We are asking that the buildings store these materials for the remainder of the school year in a safe space. Currently, the Bus Barn is overloaded with elementary curriculum due to materials that were used for EVA during the pandemic and now need to be stored.

As space becomes available or needs arise, the P-5 team will reach out to move curricular resources from the schools before sending Math and ELA kits from the Bus Barn.

### **Required Action:**

- Please share this information with instructional coaches and teachers who have additional materials in their classrooms
- If you have questions, contact Anne Fox [afox@everettsd.org](mailto:afox@everettsd.org) Ext. 4022 or Amritha Imandi [aimandi@everettsd.org](mailto:aimandi@everettsd.org) Ext. 4224

**Approved for Distribution:**

**Shelley Boten**



## ***Response/Action Optional***

January 12, 2024

To: Principals and Assistant Principals  
From: Mimi Brown, Director of Professional Learning  
Regarding: **Panorama Student Success Platform Training Interest**

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### **PANORAMA STUDENT SUCCESS PLATFORM:**

We've had some requests to offer a training around the Panorama Student Success Platform which supports your MTSS efforts by tracking students' academic, behavior, and SEL data for each student so you can streamline interventions. There is a 3 minute video on their website to give you a flavor of the platform and help inform your decision to try it out:

<https://www.panoramaed.com/products/student-success>

If you are interested, please let us know here: <https://forms.office.com/r/WqKA8WjugA>

Approved for Distribution \_\_\_\_\_

**Peter Scott**



## ***Response/Action Optional***

January 12, 2023

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

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**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 in order 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.

### **Upcoming WARNS Training**

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

<https://wsu.zoom.us/j/97889639584?pwd=VlBtcXVoSEo3cTJ1eEpNRGhnZmRsQT09>

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 [richter@everettsd.org](mailto:richter@everettsd.org), x4075.

**Approved for Distribution:**

**Shelley Boten**



January 12, 2024

To: All Principals & Assistant Principals  
From: Dave Peters, Director of Student Support Services  
Kari Johnson, Health Services Supervisor  
Regarding: **COVID Guidance Reminders**

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As we navigate through the current respiratory illness season within our schools, it is crucial to reinforce our understanding of the protocols associated with COVID-related cases. This communication provides access to essential resources, including links to the latest COVID guidance, along with instructions on locating this information on our district website.

**Summary of General COVID Guidance:**

- All staff or students who has tested positive for COVID, exhibits new symptoms consistent with COVID, or has been exposed to a known case, must adhere to the COVID [decision trees](#) outlined by the Department of Health (DOH).
- Additionally, prompt reporting of positive COVID cases by staff to their supervisors is mandatory. Staff members may return upon completion of the required isolation period, following DOH decision tree guidance.

**Other Key Points:**

- Schools are obligated to monitor and report outbreaks to the local health jurisdiction. Outbreaks are defined by the DOH as either 5 cases within a specified core group or multiple cases comprising 20% of students or staff within a specified core group. Building administrators should promptly connect with their building RN if this threshold is reached.
- At-home COVID tests and masks can be ordered from the Maintenance Department through a provided [form](#). It is recommended that each workplace site designates a specific space for storing these supplies, with an assigned staff member responsible for tracking and ordering.

**EPS Website Links for Additional Information:**

- For students and families: Navigate to PROGRAMS → HEALTH SERVICES → [Is My Child Too Sick to Go to School?](#)
- For staff guidance: Visit STAFF → QUICK LINKS → [COVID 2023-24](#).

**Additional Detailed Key Resources**

- (DOH) [Guidance to Prevent and Respond to COVID-19 in K-12 Schools and Child Care](#)
- (DOH) [Isolation, Testing and Masking Calculator](#)
- (L&I) [Basic COVID-19 Requirements for All Workplaces](#)

Approved for Distribution

**Peter Scott**



January 12, 2024

To: All Elementary Principals and Assistant Principals  
From: Dave Peters, Director of Student Support Services  
Kari Johnson, Health Services Supervisor  
Regarding: **Opioid Overdose Reversal Medication in Elementary School**

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[Policy 3425-Opioid Related Overdose Reversal](#) has enabled our school district to successfully acquire and maintain opioid overdose reversal medication in each of our secondary schools. We are pleased to announce that we have secured doses of this potentially life-saving medication for every elementary school as well. Each elementary school is now equipped with this medication, stored in their health rooms alongside other emergency medications in a designated red bag labeled as the **Opioid Overdose Naloxone Kit**.

At the start of the 2024-25 school year, the elementary school safety administrators will be tasked with identifying additional staff members annually to undergo training as a Designated Trained Responder (DTR). DTR's must be personnel anticipated to be present in the building daily during school hours.

Currently in the elementary schools, licensed school nurses are the only building staff trained to administer school-owned opioid overdose medication. If you wish to identify a DTR in your building this school year, please contact Health Services Supervisor, [Kari Johnson RN](#). She will assist in assigning the online training and providing support and reinforcement of the training by your licensed school nurse to the identified DTR.

Furthermore, any building administrators seeking training on the management and delivery of this medication before the next school year are encouraged to connect with their respective licensed school nurse.

Documents to support this program:

- [Emergency Response Plan Checklist for Naloxone](#)
- [Naloxone Administration Flow Chart](#)
- [Naloxone Administration Record](#)
- [Naloxone Nasal Spray Skills Checklist for DTR](#)

Approved for Distribution

**Peter Scott**