



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**February 13:** School Board Meeting, 5:00 p.m., Board Room A & B  
**February 13:** Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary  
**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, 4:00 – 6:00 p.m., Port Gardner A  
**March 21:** Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

**March 26:** School Board Meeting, 5:00 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, 5:00 p.m., Board room A & B  
**April 30:** Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary  
**May 14:** School Board Meeting, 5:00 p.m., Board room A & B  
**May 28:** School Board Meeting, 5:00 p.m., Board room A & B  
**June 11:** School Board Meeting, 5:00 p.m., Board room A & B  
**June 21:** Administrators and Supervisors Meeting, 11:00 – 1:00 p.m., Port Gardner A & B,  
**June 25:** School Board Meeting, 5:00 p.m., Board room A & B

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:  
 Title IX/Civil Rights Compliance Officer – Mary O'Brien, [mobrien@everettsd.org](mailto:mobrien@everettsd.org), 425-385-4106  
 504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063  
 ADA Coordinator – Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104  
 Address: PO Box 2098, Everett WA, 98213



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

February 9, 2024

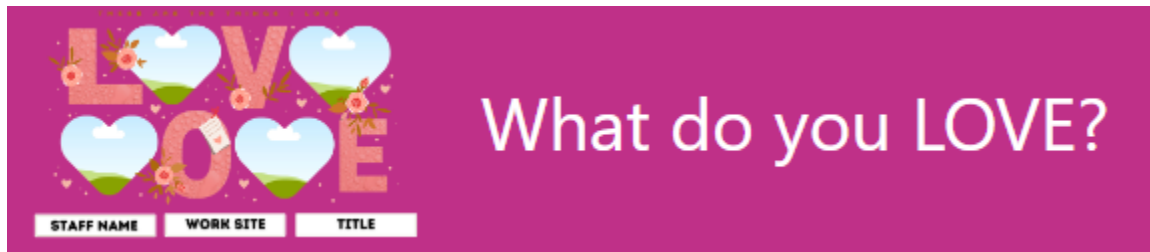
To: Administrators & Supervisors  
From: EPS Smiles Committee  
Regarding: **EPS Smiles – Staff Share Their Love**

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In honor of American Heart Month, we want to know what staff LOVE. Share the link below with staff in your weekly newsletter and encourage staff across your school/department to participate. Using the link, staff complete a form where they upload four favorites. They can be family, friends, pets, work, books, nature, hobbies – whatever they want to share. We will put what we receive in slides and share out through EPS Smiles.

Please share the link to the form with staff so we can highlight staff from every school and department. **#EPSsmiles**

<https://forms.office.com/r/9QVrrBQZFs>



<b>Required Action:</b>
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Share the [link](#) with staff in your weekly newsletter and encourage staff across your school/department to participate. **#EPSsmiles**

**Approved for Distribution:**

  
Chad Golden



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

February 9, 2024

To: Elementary Principals  
From: Anthony Anderson, Director of CTE Health & Fitness, Choice Programs and STEM Partnerships  
Shelly Ellis, Instructional Facilitator of PE, Health & Fitness  
Regarding: **Fifth Grade Human Growth & Dev. Lessons/Sexual Health**

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In 2005, EPS adopted the “*KNOW*” HIV/STD prevention curriculum, which is no longer being supported by OSPI. We currently are in the process of adopting a new curriculum, [\*FLASH\*](#). This change is due also to the new law [RCW 28A.300.475](#) and the Comprehensive Sexual Health Education provided to students by the 2022-23 school year.

The first reading of the FLASH curriculum adoption to the board will be presented at the February 13, 2024, board meeting. After receiving board approval, we will schedule training with fifth grade teachers who will be teaching this curriculum. This curriculum will be covering the following standards of the law:

- HIV/STD prevention
- Human growth and development
- Affirmative consent
- Bystander intervention
- Healthy relationships with friends and family
- How to avoid exploitative relationships.

As well as being consistent with the Health Education K-12 learning standards, all curricula will be age appropriate, accurate in medical and scientific information, and inclusive of all students.

Initial use training will be three hours release time (specific time TBD) with tentative dates of Tuesday, April 16 and Friday, April 19. We will provide ongoing support and professional development for teachers after the initial implementation.

<b>Required Action:</b>
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- Please share with appropriate staff.
- Contact Shelly Ellis [sellis@everettsd.org](mailto:sellis@everettsd.org) x4062 or Anthony Anderson [aanderson2@everettsd.org](mailto:aanderson2@everettsd.org) x4185 with any questions.

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

February 9, 2024

To: Principals, Assistant Principals and Office Managers  
 From: Larry Fleckenstein, Cathy Woods, and Pete Misner  
 Regarding: **School Transfer Closures for the 2024-25 School Year**

Below is the list of schools that are open/closed to school transfer requests for the 2024-25 school year.

<b>Open</b> to transfers for 2024-25		<b>Closed</b> to transfers for 2024-25	
<b>Elementary Schools</b> Garfield* Hawthorne* Jackson* Madison* Monroe* Silver Firs*	<b>Middle Schools</b> Evergreen North  <b>High Schools</b> Cascade Everett	<b>Elementary Schools</b> Cedar Wood Emerson Forest View Jefferson Lowell Mill Creek Penny Creek Silver Lake Tambark Creek View Ridge Whittier Woodside  <b>K-5</b> Dual Language program** Lighthouse Cooperative program**	<b>Middle Schools</b> Eisenhower Gateway Heatherwood  <b>High Schools</b> HM Jackson Sequoia**  <b>K-12</b> Port Gardner Parent Partnership**


\*Limited grade levels

\*\*Sequoia High School, the Lighthouse Cooperative program, the Port Gardner Parent Partnership, and the Dual Language program are designated as open to all students residing in the district without regard to the students' geographic attendance area who meet the school or program requirements. If admitted, a transfer is not required for students residing in the district. Schools or programs of choice are closed to nonresident students living outside of Everett Public Schools.

### Required Action

Schools listed as closed to transfers should no longer approve transfer requests received for the 2024-25 school year.

Approved for Distribution:

  
Cathy Woods

  
Pete Misner

  
Larry Fleckenstein





February 9, 2024

To: School Administrators  
From: Peter Scott, Deputy Superintendent  
Christopher Ferreira, Safety & Security Coordinator  
Regarding: **FBI Warning on Cyber-Kidnapping Incidents**

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The Federal Bureau of Investigation (FBI) recently released a bulletin warning of an increase in so-called “cyber-kidnapping” cases. *These are not actual kidnapping cases* but rather a scam to extort money from victims. The caller claims to have kidnapped a loved one and says they will hurt them if a ransom is not paid. They then demand payment through the purchase of gift cards or a wire transfer.

The FBI believes most of these calls originate in Mexico and typically target those whose first language is not English. The calls are usually from another area code and are not from the “victim’s” phone. The callers go to great lengths to keep you on the phone so that you cannot call your loved one and/or law enforcement.

We are notifying you of this scam because parents in Puget Sound districts have reported being victimized. We wanted you to be aware of what “cyber-kidnapping” is, how to identify it, and how to help others through it if necessary.

The following is guidance for those who find themselves in this situation:

- Stay calm
- Ask to speak to the “victim” directly
- Have a family safe word that is not easily discovered
- Ask the caller to answer questions only the “victim” would know
- Use alternative methods to contact the “victim”
- Report the incident to law enforcement

For additional information, please click on the following [link](#).

Thank you for your attention.

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

**Peter Scott**



February 9, 2024

To: All Building Administrators  
From: Dave Peters, Director of Student Support Services  
Michele Waddel, Director of Instructional Technology & Learning Services  
Regarding: **Pre-Registration Resources & Update**

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**This year**

All 5-11 grade students will be pre-registering for their classes for the upcoming 2024-25 school year using the Home Access Center (HAC).

**Background**

- **8<sup>th</sup> Grade** | Since Spring 2021, 8<sup>th</sup> grade students have used Naviance as the platform for pre-registering for their high school classes.
- **5<sup>th</sup> Grade** | Prior to last year, a variety of custom-made Google or Microsoft forms were used to pre-register students for their 6<sup>th</sup> grade courses. For the first time last year, 5<sup>th</sup> grade students pre-registered for middle school courses based on a six-period day using the Home Access Center (HAC) platform.
- **All other secondary grade levels** | Home Access Center (HAC) has been the pre-registration platform for grades 6-7 and 9-11 for many years.

**Rationale to use the HAC platform for all secondary course pre-registration**

- **8<sup>th</sup> Grade** | Although Naviance has served as a helpful purpose over the past several years in the high school transition meetings, the recent platform makeover will require an overhaul of our current training videos and resources. Additionally, because EPS will be transitioning to a new Student Information System (SIS) over the coming year, there are other practical benefits to simplifying to a single platform this year.
- **5<sup>th</sup> Grade** | Custom-made forms (Google or Microsoft) can be simple to use, but they create some logistical challenges for communication and support – particularly when considering the management of different forms among feeder schools for variations in course offerings. Also, the resulting data must be manually entered into eSchools at a later date once pre-registration is complete. In contrast, HAC is supported by our LITS team and includes real-time course updates if/as needed.

**Next steps**

Home Access Center (HAC) has been used by students and families for many years in EPS. However, our elementary staff used it for the first-time last year, and for a majority of our 5<sup>th</sup> grade families, this will be their first time using this tool. In an upcoming Communications to Principals packet memo, resources will be made available including links to HAC how-to videos and PowerPoints as well as optional Zoom sessions for staff interested in additional training.

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

**Peter Scott**