



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**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 13:** 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 16, 2024

To: All school Administration & Office Staff  
From: Brian Beckley, Chief Information Officer  
Ken Toyn, Director of Information Network Services  
Regarding: **February 20 - eSchoolPlus maintenance scheduled**

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A reminder that eSchoolPlus will be down for maintenance from 7:00am to 9:00am on February 20 (non-student day).

This means that eSchoolPlus/TAC/HAC/Cognos will not be available during this timeframe.

All other systems will be accessible including Special Programs, Gradebook, Insight, Performance Matters, and Enrollment.

<b>Required Action:</b>
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Please plan accordingly and share information with all potentially impacted staff.

**Approved for Distribution:**

  
**Brian Beckley**



## Response/Action Required

February 16, 2024

To: All Building Administrators  
From: Kelley Clevenger, Executive Director, Special Services  
Regarding: **Isolation and Restraint Reporting Process**

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Below are the key reporting guidelines regarding Isolation and Restraint Information.

1. The **principal or principal's designee** must make a reasonable effort to **verbally inform the student's parent/guardian within twenty-four (24) hours of the incident and send written notification as soon as practical but postmarked no later than five (5) business days after the restraint or isolation occurred.** If the school or district customarily provides the parent/guardian with school-related information in a language other than English, the written report must be provided to the parent/guardian in that language.
2. Each school shall develop a process of entering all information for each incident into eSchools. We must report each incident to the state and our data pulls from eSchools. If it is not entered into eSchools, the state will have the incorrect number of incidents for Everett School District.

<b>Required Action:</b>
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If you have not already appointed a staff member at your school with the task of entering Isolation and Restraint in eSchools, please do so. Your Special Services Director will follow up on who will be entering the information. Some possible staff members that can enter the reports would be the office manager, admin para, or school administrators.

[Policy for Restraint & Isolation](#)

[Procedure for Restraint & Isolation](#)

***Especially important to review are the definitions of restraint and isolation found in this procedure:***

**Isolation:** Restricting a student alone within a room or any other form of enclosure from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from their regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.

**Restraint:** Physical intervention or force used to control a student. It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as

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**Peter Scott**

intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.

Please contact your Director of Special Services if you have further questions.

Heather Brown, [HBrown2@everettsd.org](mailto:HBrown2@everettsd.org)

Katy Ramon, [KRamon@everettsd.org](mailto:KRamon@everettsd.org)

Beth DeGrace, [BDegrace@everettsd.org](mailto:BDegrace@everettsd.org)



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

February 16, 2024

To: Elementary Principals, Assistant Principals and Office Managers  
From: Chris Fulford, Director of Categorical Programs  
Regarding: **Interpreter Guidelines for Spring Elementary Conferences**

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With elementary spring parent teacher conferences around the corner, we wanted to give some guidance around securing interpreters. Please designate someone at your school to arrange for interpreters, either in person, via zoom or a 3-way phone call. This person should not be your ML coach, as the conferences are for all families, not just our ML students. While in person is the favored option, it is not always possible. During conference time the need for interpreters far exceeds the number of staff our local vendors have. Please try to collaborate with your staff to schedule back-to-back conferences in the same language based on when you have the appropriate interpreter available. Note that we pay for the time the interpreter is on site, not the time they spend interpreting for conferences, so please try to schedule accordingly.

Language Link and LionBridge are great resources for making 3-way conference calls when an in-person interpreter is not available. Anytime you use these services, we require you fill out the correct [Office 365 form](#) for billing purposes. Instructions for using these vendors are listed on the form.

RISNW has a Conference week interpreter form that can be found [here](#).

B & L may be able to provide in person or video interpreters. Please use the forms found here to reach out to them: [B & L forms](#)

You can find more resources relating to Language access in [Docushare](#).

<b>Required Action:</b>
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- Share this information with staff in need of information related to interpreters and translations.
- Please contact Megan Rude at ext. 4247 or [MRude@everettsd.org](mailto:MRude@everettsd.org) with any questions.

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**Shelley Boten**





## Response/Action Required

February 16, 2024

To: Principals and Office Managers  
From: Chris Fulford, Director of Categorical Programs  
Regarding: **Students Arriving to U.S. from other Countries & KIT Program**

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### **Enrolling Newcomers**

[The Office of Superintendent of Public Instruction \(OSPI\)](#) refers to the most relevant U.S. Supreme Court case, *Plyler v. Doe* (457 U.S. 202 (1982)), which states that undocumented children and young adults have the same right to attend public primary and secondary schools as U.S. citizens and permanent residents. Like other children, undocumented students are obliged under state law to attend school until they reach a mandated age.

As a result of the *Plyler* ruling, public schools **may not**:

- Engage in any practices to “chill” the right of access to school
- Make inquiries of students or parents that may expose their undocumented status

As families enroll, please ensure that we are not engaging in practices that “chill” (legal definition: to discourage esp. through fear of penalty) the right to access school, and that our schools continue to demonstrate our values of welcoming and inclusion.

### **All students have the right to attend our schools**

Students and families new to the U.S. come to our schools from many different circumstances. Families new to the U.S. may need additional support navigating the enrollment process. Please utilize [district interpreter services](#), if needed, to effectively communicate with the family as it is our responsibility to provide the support.

### **If a newcomer potentially qualifies for KIT**

(i.e. no proof of address, difficulty obtaining documents, overcrowded living, indication on housing questionnaire, or proof of temporary eligible housing situation): Refer to the [Office Staff Quick Guide](#) and [KIT FLOWCHARTS](#) for quick information when enrolling new students, identifying possible eligible situations and as a guide for frequently asked questions. Your KIT BPP can also be called upon to help pre-screen the housing situation and coordinate support.

### **Required Action:**

- Train staff to avoid using terms that may be unwelcoming, ex: request proof of “address,” *not proof of residency*.
- Provide information and communication in appropriate language.
- Allow parents to leave the City and Country of Birth field on the enrollment form blank. The city field will be left blank in eSchools and the Country of Birth field will default to U.S. if not entered.
- Know your [KIT BPP](#). Admin, office staff, and KIT BPPs should meet to review KIT identification and support processes in your building.

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

February 16, 2024

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **PSAT/SAT Accommodations Updates**

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### **New PSAT/SAT Accommodations Manual available**

College Board has released an updated [SAT Suite of Assessments Accommodations Guide](#) which will be used during the **March 2024 SAT administration**. Discard any previous copies and use only this updated manual for reference in both selecting accommodations and implementing them on test dates.

### **Notable Changes from Previous Manuals**

- Corrected timing for time and one-half on the paper test.
- All students approved for paper tests (including braille) are required to test at their own school—even for weekend SAT/PSAT administrations.
- Double time (100% extra time) students will now test in a single day and may test at weekend test centers if they choose to take the weekend SAT/PSAT.
- Because SAT and PSAT are online now:
  - Students approved for human reader, MP3 audio, pre-recorded audio, and braille are expected to use the text-to-speech native to their device. Students who cannot use text-to-speech must have an exception filed.
  - Students approved for scribe (human) must use the speech-to-text native to their device.
  - Students approved for large print, enlarged answer sheet, or magnification are expected to use zoom. Students who cannot use zoom must have an exception filed to order enlarged paper materials.

There will be updated Advanced Placement (AP) accommodations manuals, as well as updated district request forms, available for fall 2024-25.

### **PSAT/SAT Accommodations Deadlines for 2024-25 Counselors and Case Managers**

- **Fall 2024 PSAT** accommodations (for current grade 9) must be submitted to Lindsey deCartaret by June 21, 2024.
- **Spring 2025 School Day SAT** accommodations (for students in grade 11 next year) must be submitted to Lindsey de Cartaret prior to winter break.

### **Required Action:**

- Ensure case managers and counselors receive the new manual and understand the changes to accommodations for the March 2024 SAT.
- Ensure PSAT/SAT coordinators discard old copies of the manual and use the updated manual to plan for upcoming administrations.
- Ensure case managers and counselors meet accommodations deadlines for the 2024-25 SAT and PSAT.

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

February 16, 2024

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

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**Below are the links to the Panorama Student Success Platform slide deck, recording, and additional resources:**

- [Slide Deck](#)
- [Recording](#): Passcode: @5Sp^wU\$

**Links to resources from Panorama (log into website to access):**

- [Navigating Student Success](#)
- [How to create student groups](#)
- [Using the students dashboard](#)
- [Creating interventions](#)
- Understanding cut points: <https://academy.panoramaed.com/article/583-understanding-cutpoints-at-risk-vs-on-track>
- Check In – Check out Intervention: <https://academy.panoramaed.com/hc/en-us/articles/13402846318996-Check-in-Check-out-Intervention->

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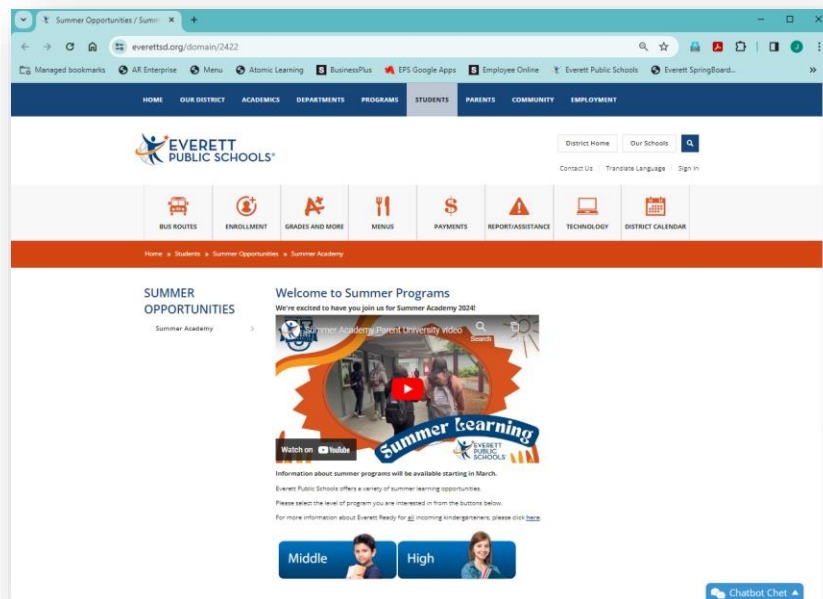
February 23, 2024

To: Administrators, District Program Administrators, Counselors, Coaches, and Facilitators  
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options  
Regarding: **Summer Programs 2024**

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### **Summer Opportunities Website**

Starting the week of March 11, the [Summer Opportunities](#) website will go live with information about **Middle School and High School Summer Academy**. For the most current information about summer programming, please visit and encourage staff, students, and families to visit the website for more information.



### **Brochures**

The following brochures describe Middle School and High School Summer Academy:

- [Middle School Summer Academy](#)
- [High School Summer Academy](#)

### **Staff Hiring**

- All Middle School and High School Summer Academy positions and Elementary Extended School Year (ESY) positions will be posted in Frontline on February 27.
- Directions for completing the Summer Academy Application Process are described in this [handout](#).

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**Shelley Boten**

## **Summer Program Overview**

<b>Program</b>	<b>Grades</b>	<b>Who</b>	<b>When &amp; Where</b>
Everett Ready	Entering K	All enrolled kindergarteners	August 19 – 22 @ Each elementary school
Elementary School Extended School Year (ESY)	Current K – 4 <sup>th</sup> grade	Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	July 8 – July 26 8:15 am – 12:15 pm Monday – Friday @ View Ridge Elementary School
Middle School Summer Academy (Math & English Language Arts)	Current 5 <sup>th</sup> – 7 <sup>th</sup> grades	Students who are interested in strengthening their grade level math and English Language Arts skills	July 8 – July 26 8:15 am – 12:15 pm Monday – Friday @ Eisenhower Middle School
Middle School Bridge to Accelerated Math		Students who are interested in moving from the regular math pathway to accelerated math	
Middle School Multilingual Learners		Multilingual Learner (ML) students by eligibility criteria	
Middle School Extended School Year (ESY)		Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	
High School Summer Online High School (Credit Advancement)	Current 8 <sup>th</sup> – 12 <sup>th</sup> grades	Students who would like to earn additional credits to open up future class opportunities; tuition is \$350 per 0.5 credit for in-district students and \$450 per 0.5 credit for out-of-district students; scholarships available	June 24 – August 1 Monday – Friday No school July 4 @ Online High School
High School Summer Academy (Credit Recovery)		Students who need credit recovery opportunities to graduate on-time	July 8 – July 26 7:30 am – 1:30 pm Monday – Friday @ Eisenhower Middle School
High School Multilingual Learners		Specific courses for ML students, including WA State History, Intro to English, Comp Lit, and Language Acquisition	
High School Extended School Year (ESY)		Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	

### **Contact**

If you have any questions or require additional information, please contact [Jeanne Willard](#), x4078.



February 16, 2024

To: High School & Middle School Principals and Assistant Principals  
From: Dave Peters, Director of Student Support Services  
Jeanne Willard, Executive Director, College & Career Readiness and  
Extended Learning Options  
Regarding: **8th Grade - HS Transition Meetings Update**

In January, the EVCC Students of Color Career Conference was announced to take place on Thursday, March 21. This conflicts with Evergreen Middle School's 8th Grade-HS Transition meeting. Because 40% of Evergreen's 8th graders are currently signed up to attend, the collaborative decision was made to move the transition meeting to another date.

**UPDATED**

Staff from Cascade and Everett High School will now join Evergreen on **Thursday, March 28**.

Tuesday, March 19	CHS @ Eisenhower MS EHS @ Eisenhower MS
Wednesday, March 20	JHS @ Heatherwood MS
Thursday, March 21	<del>CHS @ Evergreen MS</del> <del>EHS @ Evergreen MS</del> EVCC Students of Color Career Conference
Tuesday, March 26	EHS @ North MS
Wednesday, March 27	CHS @ Gateway MS JHS @ Gateway MS
Thursday, March 28	CHS @ Evergreen MS EHS @ Evergreen MS

The counselors from each respective school have been notified of this change.

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