



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**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. Region One, LOE, Region Two, SLE, Region Three, CHS

**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 &

**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 – 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***

March 15, 2024

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **WIDA ACCESS Paperwork Due March 25**

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WIDA ACCESS, Kindergarten ACCESS, and Alternate ACCESS close on Friday, March 22. Principals must ensure that all required activities are completed on time.

### **ELEMENTARY**

Multilingual Learner Facilitators will be collecting the following WIDA ACCESS and Alternate ACCESS materials:

- ✓ Completed testing roster (electronic, uploaded to OneDrive) and printed first page signed by principal
- ✓ Test Security Staff Assurance Report—Post Testing ([ACCESS TSA side 2](#); [Alternate TSA side 2](#)) from all trained staff
- ✓ All secure materials distributed to the school for testing, organized and ready to submit

**By March 25 Elementary Principals must ensure the above documents are complete and must complete ARMS reporting:**

- ☐ Submit all Incident Reports in [ARMS](#)
  - ☐ Submit any [refusals](#) that have not yet been received, if applicable
  - ☐ Complete ACCESS School Site Security Report in [ARMS](#)
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### **MIDDLE AND HIGH**

**WIDA Alternate:** Once WIDA Alternate student testing is complete, proctors will contact Assessment and Research to schedule pickup. Materials to be collected:

- ✓ Test Security Staff Assurance Report –Post Testing ([TSA side 2](#)) from all WIDA Alternate trained staff
- ✓ All secure materials distributed to the school for testing, organized and ready to submit

**WIDA ACCESS:** ML designees and school coordinators will ensure that the following are collected and submitted by March 25:

- ✓ Completed testing roster (electronic, uploaded to OneDrive) and printed first page signed by principal
- ✓ Test Security Staff Assurance Report—Post Testing ([TSA side 2](#)) from all trained staff

**By March 25 Middle and High School Principals must ensure the above documents are complete and must complete ARMS reporting:**

- ☐ Submit all Incident Reports in [ARMS](#)
  - ☐ Submit any [refusals](#) that have not yet been received, if applicable
- Complete ACCESS School Site Security Report in [ARMS](#)

**Approved for Distribution:** \_\_\_\_\_

**Shelley Boten**

**Need Help with ARMS Reporting?**

[ARMS School Site Administration Security report instructions](#)

[ARMS Incident reporting instructions](#)

[Zoom Office hour – March 20 at 8:30am](#) – password: Smarter

**Required Action:**

- Complete the required items above.
- Ensure your staff have completed their required tasks.
- Please share with appropriate staff.

**Approved for Distribution:**



**Shelley Boten**



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

March 15, 2024

To: Elementary Principals and Office Managers  
From: Anthony Anderson, Director of CTE, Health & Fitness, STEM Partnerships, and Choice Programs  
Shelly Ellis, Facilitator of Health and Fitness  
Regarding: **Fifth Grade Sexual Health Curriculum Training**

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As previously communicated, the KNOW curriculum used in our fifth-grade classrooms is no longer supported by OSPI. Per Bill 5395, all public schools must provide Comprehensive Sexual Health Education to all students.

**As of March 12, the FLASH curriculum has been approved and adopted by the school board.**

- A Blackboard Connect email will be sent to all fifth-grade families during the week of March 25, which will satisfy the rule that requires 30-days prior notice for families to preview curriculum prior to implementation. It will be available online at their leisure.
- Curriculum will be available on the [district website](#) for all, including lesson plans and presentation slide decks, by March 25.
- This new curriculum will be comprised of ten 45–60-minute lessons

**Fifth grade teacher training will be held Tuesday, April 16, and Wednesday, April 24 at Lively Environmental Center.**

- Each fifth-grade teacher will receive a half day substitute. Because it is easier to schedule a full day sub and release two teachers per sub, one teacher will receive training in the morning, the other is in the afternoon.

**Approved for Distribution:**

**Shelley Boten**