



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**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 – 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

May 17, 2024

To: Elementary Principals  
From: Brian Beckley, Chief Information Officer  
Michele Waddel, Director – Instructional Technology & Learning Services  
Regarding: **Revised Elementary Grading Deadline**

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### Amended Date and Time in **Red**

#### Grade Report Timelines 2023-24

Semester grading timelines within the contract have been reviewed and the following schedule has been determined for all school levels. Buildings are asked to adhere to these shared timeframes for consistency in semester reporting. If the timeline presents challenges for the building, the principal is asked to contact Michele Waddel, Director of Instructional Technology and Learning Services.

All dates are set to the current school calendar. Dates will be reviewed if the weather changes the school calendar.

**Elementary Schools** – dates for publication are subject to adjustment based on gradebook-generated progress report process.

Level	End of Term	Progress Report scores finalized end of workday	<b>REVISED Progress Report scores finalized end of workday</b>	Distributed by
ES	Thursday February 1, 2024	Thursday February 8, 2024		Thursday February 15, 2024
ES	Thursday June 20, 2024	<del>Wednesday June 12, 2024</del>	<b>Monday June 17, 2024 at 4:30 pm</b>	Tuesday, June 18 – Thursday, June 20, 2024

<b>Required Action:</b>
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Share updated timeline with all staff.

Approved for Distribution:

  
Brian Beckley



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

May 17, 2024

To: Administrators & Supervisors  
From: Chad Golden, Executive Director of Human Resources  
Regarding: **Fall Flu Clinic – September 11**

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Everett Public Schools will host a flu clinic this fall at the Community Resource Center:

**Wednesday, September 11, 3-6:00 p.m.**

Details regarding appointment times, insurance information, eligibility, etc. will be communicated closer to the date of the clinic.

<b>Required Action:</b>
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Please share and post in areas frequented by staff.

**Approved for Distribution:**

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**Chad Golden**



## Response/Action Required

May 17, 2024

To: All Building Administrators  
From: Dave Peters, Director of Student Support Services  
Regarding: **HearMeWA | Student Support Resource**

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**HearMeWA** is a new statewide program overseen by the Washington State Office of the Attorney General. Its purpose is for receiving and responding to tips regarding risks or potential risks to the safety and well-being of youth up to age 25. The goal of the program is to provide a safe place for youth to report safety and well-being concerns to help prevent tragedies and violence.



This resource is set up to help a young person or a peer who is experiencing stress, anxiety, violent threats, sexual abuse or other difficult situations. **Youth can get secure, free support any time from certified crisis professionals** who are ready to listen through calls or texts. Tips can also be sent regarding concern for friends or other peers.

Website Link | <https://hearmewa.org>

Text **HearMeWA** to **738477**

Call **888-537-1634**

### Required Action:

- Share this information with your teachers, counselor(s), and other student support staff.

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

**Peter Scott**