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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collecti-on-5639>

Administrative Outlook Calendar Instructions

1. Click on the ellipses (. . .) in the lower left corner of the screen
2. Click on “Folders”
3. Double click on “Public Folders”
4. Double click on “Public Folders”
5. Double click on “All Public Folders”
6. Double click on “Administrative Team”
7. Click on “Administrative Calendar” to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Open Calendar”
3. Select “Open Shared Calendar” – type in **Calendar ESC Substitutes**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through the deputy superintendent’s office.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password)

Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

October 8: School Board Meeting, 4:30 p.m., Board room A & B

October 15: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, View Ridge, Region Two, TBD

October 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A

November 12: School Board Meeting, 4:30 p.m., Board room A & B

November 14: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

December 10: School Board Meeting, 4:30 p.m., Board room A & B

January 14: School Board Meeting, 4:30 p.m., Board room A & B

January 16: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

January 22: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

January 23: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 28: School Board Meeting, 4:30 p.m., Board room A & B

January 30: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

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 & ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4100

504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063

Gender-Inclusive Schools Coordinator – Joi Grant, jgrant@everettsd.org, 425-385-4137

Address: PO Box 2098, Everett WA, 98213

Communications to Principals Guidelines

Communications to Principals is a weekly publication designed to consolidate and transmit information from central administration personnel to building principals and classified administrators that would be addressed to “All Administrators”, “All Principals”, “Region Principals”, or “Level Principals”.

1. All items submitted for inclusion in Communications to Principals must have the approval of the originator’s division/department head who is a member of the Superintendent’s Cabinet, e.g., Shelley Boten would approve all items from the Academics Department. Approval will be in the form of an approval line and should be located at the bottom of the first page of the document in Bold Georgia Font.

2.

Example:

Approved for Distribution: _____



Shelley Boten

3. There will be three (3) categories of materials: **Response/Action Required**, **Response/Action Optional**, and **Information Only**. The requested category should be indicated in the upper right portion of the first page in an italic number 16 Bold Georgia Font.

Example: ***Response/Action Required***

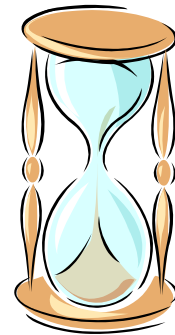
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should be single spaced with one line between paragraphs.

4. Materials to be included in Communications to Principals must be submitted to the Deputy Superintendent’s office, **by 3:00pm on Tuesday** for inclusion in that week’s publication. Materials **must have the electronic signature** of the appropriate division/department head at that time. Please submit materials electronically to Lorie Lambert at llambert@everettsd.org. **Please do NOT send scanned items as we are producing a document that is “live” and in color on DocuShare.**
5. Materials included in Communications to Principals should be free of technical errors (punctuation, grammar, etc.). Submittals should be proofread. Materials which have been returned to the sender for corrections and which are not returned in time to meet the deadlines will be held for the next publication.
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.
7. An electronic copy will be uploaded to DocuShare in the Communications folder.
8. If you have any questions regarding the Communications to Principals packet, changes in distribution, or signature templates for the three categories, please call Lorie Lambert at x4017.



RESPONSE/ACTION REQUIRED

Items in this section require immediate attention by the building administrator and an appropriate response or action by the date and time indicated.





Response/Action Required

September 20, 2024

To: Principals, Directors, and Department Heads
From: Dave Peters, Director of Student Services
Mimi Brown, Director of Professional Learning
Regarding: **October 11 LID Resources are Live!**

The purpose of this memo is to provide you with progressively detailed information about our October 11 LID focused on Social-Emotional Learning. This memo builds on the information included in last week's packet.

STRUCTURE:

- Here is the final agenda with all resources linked: [Oct 2024 LID Planner.docx](#)
- Key Points / Reminders
 - All agenda segment topics are considered “tight” and are intended to be a common experience for each building or department. Segment one and five have a menu of options to tailor to your building needs. Segments two, three, and four have common Zooms or activities to facilitate.

PARTICIPANTS:

- Employees whose job location is based at a school should be included in the school-based sessions led by the principal.
 - Employees who are centrally based will be included in their respective departments, led by the department head/director. Department Plans are differentiated for your audience: [LID 2024 Information for Departments.docx](#)

TIMELINE of Deliverables and Supports:

- ✓ **Completed:** Materials indicated as “(provided)” have been linked to the agenda in the Principal Packet for **September 20**.
- Zooms to give an overview of the agenda, Power Point slide deck, and offer an opportunity to ask questions are scheduled for:
 - **Monday, September 23**
 - 1:00-1:30 (department focus) <https://everettsd.zoom.us/j/95017380844>
 - 3:00-3:30 (secondary focus) <https://everettsd.zoom.us/j/99774711905>
 - 4:00-4:30 (elementary focus) <https://everettsd.zoom.us/j/99774711905>

Passcodes for all zooms: LID
- Admin run through of SGG segment of the agenda on Tuesday, September 24 from 9-10:30 am in Port Gardner A. This is a support provided, attendance is optional.

Approved for Distribution _____

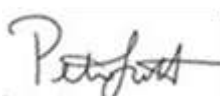
Peter Scott

- A drop-In Zoom to support your LID planning is scheduled for:
 - **Thursday, October 3** from **3-4:30pm** (open to all)
<https://everettsd.zoom.us/j/94806431103>
- At any time, you may reach out to schedule a separate Zoom or phone call.
- **Friday, October 11:** Building/Department-led Learning Improvement Day

Required Action:

- Utilize provided resources to plan your October 11 LID professional learning.
- Recommended: come to a Zoom to learn about provided resources.

Approved for Distribution _____



Peter Scott



Response/Action Required

September 20, 2024

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

With parent teacher conferences around the corner, we wanted to give some guidance around securing Interpreters. We will be utilizing the Linguist Link scheduling platform to secure in person or virtual interpreters for conferences. This year we have three vendors that provide in-person interpreters for us: Refugee & Immigrant Services Northwest (RISNW), Prisma and Universal Language Services (ULS). While in person is the favored option, it is not always possible. We have four vendors that can provide virtual interpretation services: RISNW, Prisma, ULS, and MindLink. 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. Only schedule interpreters for the time you need for conferences. This will help ensure we have interpreters available for all schools. We do pay for the entire time they are on site, not just the time they spend interpreting.

If you cannot find an in-person interpreter for a conference, LionBridge and Language Link are great resources for making 3-way conference calls. You may also use an Instant Language Assistant (ILA) device to support this event.

We will not be using staff to interpret this year. We are working on a new plan to train staff that would like to serve as interpreters, based on guidance from OSPI. Once this is complete, we will provide the information to staff.

Please refer to the [Accessing Interpreters form](#) in Docushare for information and links to sign up for a Linguist Link account to request in-person or video interpreters and instructions for the use our phone services. If you need to request a sign language interpreter, please see the instructions in Docushare on the [Requesting sign language interpreters](#) document.

Required Action:

- Please share this information with staff in need of information related to interpreters and translations for conferences.
- Please contact Megan Rude at extension 4247 or MRude@everettsd.org with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 20, 2024

To: Elementary Principals and Office Managers
From: Andrea Cartwright, Director of Science and Engineering
Regarding: **Fall Live Organisms Delivery Schedule for Grades K,2,3, & 5**

South end elementary schools use live organisms with their Fall science units in grades K, 2, 3, and 5. Please access the delivery schedule by clicking on the link below. Deliveries for Fall organisms begin on Thursday, September 19. The dates listed on the schedule reflect when main offices will receive organism deliveries from the Science Resource Center (SRC) staff.

- [Fall 2024 Critter Delivery Schedule](#)

On Mondays and Wednesdays, teachers using live organisms will receive an email from Hilary George, SRC staff leading live organism distribution and care. These emails will contain the following information:

- Delivery schedule reminders
- Instructions on how to prepare for the delivery of live organisms
- Pickup date reminders
- How to reach Hilary for more support

Required Action:

- Please share the above linked Fall 2024 Critter Delivery Schedule with Office Managers and K, 2, 3 and 5 teachers.
- Please ensure, with the support of your front office staff, that delivered live organisms are picked up by teachers for proper care as soon as possible on the day of deliveries.
- Please remind teachers they should prepare to receive live organisms to support proper care and engage in daily care of live organisms (feeding, providing water, etc).
- Please remind teachers/staff that it is against the law to release butterflies. All butterflies are required to be returned to the SRC, where adult butterflies are maintained as they live out their lives.
- If teachers/staff have questions regarding the use of or care of live organisms, please contact any of the following for support:
 - Andrea Cartwright, Director of Science and Engineering (acartwright@everettsd.org)
 - Bridget (Aleta) Sphung, Science Resource Center (asphung@everettsd.org)
 - Hilary George, Science Resource Center (hgeorge@everettsd.org)

Approved for Distribution:

Shelley Boten



Response/Action Required

September 20, 2024

To: Administrators and Natural Leader Staff Leads
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Natural Leaders Staff Lead Training**

Our department would like to share the following information about the upcoming opportunities for Natural Leaders Staff leads.

**RECOMMENDED: Washington Alliance for Better Schools:
Family Engagement Program Overview**

- Wednesday, September 25, 2024
- Hosted virtually – Meeting ID: 890-1997-0881
- 3:30 pm – 4:30 pm

It is recommended that all staff leads attend this event. This event will provide an overview of WABS Natural Leaders Family Engagement programming and explore potential integration into your school-specific yearly goals, SIPS, and district-wide strategic plans.

For more information: [See attached invitation.](#)

REQUIRED: Natural Leaders Staff Lead District Meetings – 4:15 pm – 6:15 pm

In-Person hosted at the Community Resource Center (CRC)

- Wednesday, October 2, 2024
- Wednesday, January 15, 2025
- Wednesday, March 12, 2025
- Wednesday, May 21, 2025
- Equity clock hours will be awarded for each meeting attended.

Training information will be emailed to each school's staff lead(s) and accessible through the [Natural Leaders webpage](#).

Require Action:

Please share with your school's identified Natural Leaders Staff Lead.

Approved for Distribution

Peter Scott



Response/Action Required

September 20, 2024

To: Elementary and Middle School Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Monitoring Fall i-Ready Diagnostic and Task Completion**

Now that the i-Ready Diagnostics are underway, it is important to monitor testing to ensure accurate data and support student instruction.

Monitor diagnostic completion

1. Log in with your administrator credentials at <https://login.i-ready.com/>
2. Select the Diagnostic Status Card.
3. Select the subject.
4. This will take you to a summary roster by grade level. You can change this to class or reporting group by using the drop-down menu above the first column. You can also drill into each grade using the hyperlinked words.
5. The second column indicates the percentage not started. This will vary depending on your testing schedule.
6. Communicate with staff who are:
 - behind in progress
 - have expiring assessments
 - have rush flags (red or yellow)

Review student scores and statuses

Alerts and Rushing Flags:



Expiring Test: Incomplete tests expire at 21 days after the student begins the diagnostic and they must start over.

What to do: Have the student complete the test as soon as possible. If the test expires, and the student cannot get in, reassign the assessment.



Red Rush Flag: the student moved at far too fast a pace to have an accurate score.

What to do: The student should retake the diagnostic.



Yellow Rush Flag: the student moved at a suspicious pace. The score may not be accurate.

What to do: Teachers use professional judgement and knowledge of the student to decide if the score is reasonable. If not, delete and reassign. [How to Delete and Reassign Diagnostics](#)

Large decrease in score from spring to fall:

A small decrease may occur over the summer. If you have a student with a substantial decrease in scale score or level, please review the Historical Scores report ([Instructions](#)- login required). It is unlikely that a student would lose a full grade level or more without cause. You may want to consider retesting if it is not accurate.

Approved for Distribution: _____

Shelley Boten

Review Fall Grade 1 and 2 Early Literacy Task Completion

Required fall assessments:

Grade 1	Grade 2
Letter Naming Fluency Lower Case	Passage Reading Fluency
Letter Naming Fluency Upper Case	
Letter Sound Fluency Lower Case	
Word Recognition Fluency	
Pseudoword Decoding Fluency	

To check completion of required fall tasks either pull the Literacy Task Data Export ([video instructions for data exports](#)—login required) or view by assessment onscreen ([video instruction](#)—login required; [step-by-step instructions](#)—login required):

1. Click the *Reports* drop-down menu
2. Click *Class* at the top of the drop-down menu
3. Click *Reading* in Literacy Tasks
4. Then select the class, teacher, or report group.

Required Action:

- Monitor progress weekly.
- Communicate with staff about concerns in progress, rushing, and task completion.
- Monitor students significantly below grade level using the historical scores report for comparison.
- Share the Historical report with staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

September 20, 2024

To: All School Administrators
From: Brian Beckley, Chief Information Officer
Tavis Miller, Director, Instructional Technology & Learning Service
Regarding: **Synergy Train the Trainers Selection**

Last spring you were asked to identify teachers in your building who would be willing to be a Synergy building lead going into next year. We now have more detail about the training and there have been some changes in the number of trainers we need for elementary based on the number of available subs. This is also new information for some of you, so we are going to start over in gathering names.

Here is more information to help you decide who will serve as your Synergy building leads:

The full day trainings will occur on the workdays below and subs coverage will be paid.

Elementary School = 2 trainers

Middle School = 4 trainers

High School = 5 trainers

When will building leads be trained?

- **Elementary Leads** - either April 21, 2025 or April 22, 2025 (half the schools on day 1, the other half day 2)
- **Middle School Leads** - April 23, 2025
- **High School Leads** - April 24, 2025

What are their responsibilities?

The training leads will lead the Synergy teacher training for your building in August 2025. The focus will be on TeacherVue (attendance and student information), Gradebook, and Assessment. They will be provided with the presentations and resources needed to run the training and will have an extra half day of training in mid-August to refresh their skills and prepare to lead the PD in your building.

When will all building certificated staff be trained?

- 3-4 hours on one of the August 2025 LID days. More details to come.

Required Action:

[Please submit your teacher names to this form by October 4.](#)

Approved for Distribution:


Brian Beckley



Response/Action Required

September 20, 2024

To: Administrators and Directors, Office Managers, and Counselors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Kutz 4 Kidz Barber and Salon Vouchers**

On behalf of Kutz 4 Kidz....

With curriculum nights and picture day around the corner, are you looking for ways to support your students at your school? Don't forget about the free school year-round hair cut program sponsored by the National Association for the Advancement of Colored People (NAACP) and The Coverson Family. See the following information below or visit our community partner's [website](#) to learn more. To request hair vouchers, email Kailani Rands at krands@everettsd.org with the quantity of barbershop and salon vouchers needed.

What is Kutz 4 Kidz?

The NAACP Snohomish County and the Coverson Family launched Kutz4Kidz in 2018. Kutz4Kidz is a free voucher program designed to support families and promote self-esteem in students by offering a year-round haircut program for kindergarten-12th grade students.

Who is eligible for Kutz 4 Kidz?

The Kutz4Kidz project is a program that supports homeless, low income, and students receiving free and reduced lunch. Also, Kutz4Kidz focuses on African American students with an outreach to students facing economic hardships that meet the criteria.

How can I share this with program with my families?

Share on Parent Square or your school/department's social media accounts using the following [image](#) and [sample verbiage](#).

Required Action:

Please share this information with your families, staff, and post flyer on your school's Diversity, Equity, and Inclusion bulletin board.

Approved for Distribution

Peter Scott



Response/Action Required

September 20, 2024

To: High School Principals, Counselors, Career Specialists and Success Coordinators
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Armed Services Vocational Aptitude Battery Registration Open**

Students who are considering military careers are encouraged to take the Armed Services Vocational Aptitude Battery (ASVAB) as a Graduation Pathway option. Please note that only students with High School and Beyond Plans indicating ASVAB as an appropriate Graduation Pathway will be able to meet their requirement with ASVAB.

Schools are encouraged to schedule their 2024-2025 ASVAB date as soon as possible by completing and submitting the [reservation request form](#). This copy of the [reservation form](#) has been pre-filled as indicated below:

- Selected option #8 to not release student data to military recruiters (students may elect to release their own data if they choose).

[ASVAB forms and manuals available in Drive](#)

Required Action:

- Consider when you would like to schedule the ASVAB and forward this item to the staff member(s) who will be coordinating ASVAB at your school. ASVAB is typically coordinated through career specialists and success coordinators.
- Contact [Quiana Hennigan](#) with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 20, 2024

To: Secondary Administrators, Counselors, and Club Advisors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **GLSEN 2024 National School Climate Survey – Student Opportunity**

Our department would like to share this student opportunity for how students can participate in the Gay, Lesbian, Straight Education Network's (GLSEN) 2024 National School Climate Survey. This survey is entirely anonymous, voluntary, and not a part of the school's educational programming.

About the Survey

The GLSEN National School Climate Survey reports on the school experiences of LGBTQIA2S+ youth in schools. This survey aims to understand the school experiences of LGBTQIA2S+ youth. The insights gathered will inform GLSEN's continuous efforts to create safe and affirming environments for LGBTQIA2S+ youth in schools. Available in both English and Spanish.

Who can take the survey?

LGBTQIA2S+ youth who are 13 years or older and attended middle or high school in the US during the 2023-2024 school year.

For more information: [CLICK HERE](#)

How can I share with EPS stakeholders?

GLSEN has created a comprehensive outreach toolkit to guide how to share this opportunity with students. If you seek additional support, please contact Joi Grant at jgrant@everettsd.org or x4137.

Outreach Toolkit: [CLICK HERE](#)

Require Action:

Please share this information with your staff, LGBTQIA+ club advisors, and students.

Approved for Distribution

Peter Scott



Response/Action Required

September 20, 2024

To: Elementary Principals
From: Dr. Shelley Boten, Chief Academic Officer
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Illustrative Mathematics & Reach for Reading Implementation**

The use of adopted curricula, in the order designed and in alignment with the best instructional practice, is critical. This is both an instructional and equity issue. All students should have access to the same high-quality materials and instruction, no matter where they attend school and whether they move schools during the year. Please note that it is not acceptable to change the order or the sequence of the units in *Illustrative Mathematics* or in *Reach for Reading*.

Illustrative Mathematics is a highly regarded, research-based curricula developed by some of the best math educators in the country. They have designed the materials to be implemented in the order provided for reasons both developmental and conceptual. While it might be easier for teachers of split classrooms to change the sequence of instruction, that does not best support student learning and should not be implemented. If your teacher(s) needs support on how to manage math instruction in a split classroom or other unique circumstance, please have them contact us and we will collaborate with them on this practice.

In ELA, for third, fourth, and fifth grades, a very intentional and informed decision (with input from teachers) was made to move the CIA unit to the end of the school year in order to support the standards-based instruction provided in *Reach for Reading*, prior to the assessment period in the spring. Additionally, the first unit in *Reach for Reading* is designed to build community and is focused on SEL, providing an important launch to the school year.

The ELA instructional maps have been adjusted for this same purpose. The CIA unit is an enrichment resource and as such should be taught at the end of the school year, so all students have access to the adopted curriculum and instructional practices intended when *Reach for Reading* was adopted by the School Board.

If you have questions about these curricula issues, please contact Anne Arnold aarnold@everettsd.org ext. 4089 or Shelley Boten sboten@everettsd.org ext. 4050

Required Action:

Please share this information with teachers and confirm that adopted curricula are being implemented as intended.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 20, 2024

To: All Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Certificated Staff Salary Advancement Due Date**

Please remind your certificated staff that official transcripts and clock hour forms are **due in Human Resources no later than October 10, 2024 to be applicable to 2024-25 salary placement.**

If a staff member has questions regarding credits and clock hours, have them contact one of the compensation & certification staff:

Kylie Drouillard kdrouillard@everettsd.org,
Terri Odell todell@everettsd.org
Stephanie North snorth@everettsd.org.

Required Action:

Please post this information for all certificated staff to review.

Approved for Distribution:

Chad Golden



Response/Action Required

September 20, 2024

To: Administrators & Principals
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Attendance Expectations for Itinerant & Partial FTE Certificated Staff, and CRC Facilitators**

If you haven't done so already, please meet with your itinerant and partial FTE certificated staff or CRC Facilitators to coordinate and clarify the expectation for attendance at meetings and activities such as call-backs, extensions, non-instructional time and when/where they are to report on LID days.

Following is the current EEA CBA language:

SECTION 9.01 - WORKING DAY

D. Partial FTE

Principals and other supervisors shall take responsibility for meeting during the first month of school with employees who work a part of a full-time equivalent position or at multiple sites to clarify the expectation for attendance at meetings and activities outside the student day and student calendar such as call-backs, extensions and non-instructional time. Expectations for attendance at non-instructional activities prior to the first day of school shall be communicated via e-mail or phone call. As pre-arranged with the principal, an employee shall be paid on a time sheet at the employee's base per diem hourly rate for any time outside of the partial FTE equivalency of the employee's position.

F. CRC Facilitators

Facilitators assigned to the CRC shall review expectations and responsibilities, including workday and work year schedules (including supplemental days/extended work year described in Section 8.12), with their direct supervisor each year to comply with the collective bargaining agreement.

Required Action:

Meet with your itinerant and partial FTE certificated staff or CRC Facilitators to coordinate and clarify the expectation for attendance at meetings and activities such as call-backs, extensions, non-instructional time and when/where they are to report on LID days.

Approved for Distribution:

Chad Golden



Response/Action Required

September 20, 2024

To: Elementary Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Regarding: **Elementary Multilingual Learner Staff Roles & Responsibilities**

This memo is intended to review and clarify the Multilingual Learner (ML) staff roles and responsibilities at the elementary level. Below you will find: The Elementary ML Coach role; and the Elementary ML Para-educator role.

Elementary ML Coach Role

The document linked below provides an overview of the Elementary ML Coaches role. * This reflects the role of full time ML Coaches that support one school: [Elementary ML Coach Roles-2024-25.pdf](#)

Currently, six of our elementary schools only have .5 ML Coach allocation. The roles and responsibilities of part-time or full-time coaches that support two schools will have adjusted priorities due to the demands of part-time support for schools. The following link provides information for the role of these coaches: [Split-Elementary ML Coach Role-2024-25.pdf](#)

**Currently the Instructional Coach at Whittier Elementary serves as the ML Coach, due to the limited number of students qualifying for the ML Program.*

Elementary ML Para-educator Role

Requirements for ML Paras:

ML Para-educators are paid from state Transitional Bilingual Instructional Program (TBIP) funds, which require that they work exclusively with ML students. In the past they could only work with students that qualified based on the WIDA Screener for the ML Program, but that has broadened to include students who exited from ML in the previous two years (spring 2023 or spring 2024). ML Paras may provide student supervision in the lunchroom or playground before or after school or during lunch and recesses, ***up to a maximum of 10% of the time they are funded through TBIP.***

A certified teacher must do the planning for all instructional para-educators. The para-educator's weekly schedule must include a time to meet with the Elementary ML Coach so they can review pre-teach plans with the para and the para can provide information to the coach about the students in each ML group.

Approved for Distribution: _____

Shelley Boten

Roles and Responsibilities:

Pre-teaching of academic vocabulary – The ML Paras primary responsibility is to pre-teach academic content vocabulary to provide designated English language development support to ML students in small groups. Paras will use the *Reach* pre-teaching lessons identified by our ML facilitators. This pre-teaching should be infused with GLAD strategies and provided as a push-in model of instruction.

Teaching newcomer groups – ML Paras may be responsible for teaching students who are newcomers, basic English vocabulary in pull-out groups using *English in My Pocket* (K-1) or *In the USA* (2-5).

Support Imagine Language & Literacy - ML Paras support setting up Imagine Language & Literacy, monitoring student progress on the program, reviewing data, and troubleshooting. They may supervise Imagine Language & Literacy sessions for groups of students.

Administration of WIDA Screener and WIDA ACCESS – ML Paras are responsible for administering the WIDA Screener for newly enrolling students. They are responsible for supporting the administration of the WIDA ACCESS summative assessment.

Providing support for ML files and paperwork – ML Paras assist the elementary ML Coach with the creation and maintenance of ML files and the monthly ML paperwork.

Paraeducator Training:

ML Paras are provided with opportunities for training to assist them in the implementation of their responsibilities. Paras will be paid for time outside their normal workday. Training will be held throughout the school year.

District ML Facilitator Assignments:

Our ML Facilitators are eager to support your school in the following ways:

- Support Elementary ML Coaches and ML Para-educators
- Provide staff development on the Project GLAD® Model, WIDA Standards Framework, Multilingual Learner assessment data and analysis, etc.
- Work with individual or groups of teachers in planning lessons integrating GLAD strategies and/or other supports for ML students
- Coach and/or model lessons demonstrating GLAD strategies
- Attend meetings and provide input to MTSS when ML students are discussed
- Provide additional information about a student's level of performance by completing a Like Peer Analysis

Required Action:

- Please review your ML Coach roles and responsibilities, if applicable.
- Please review your ML Para-educator roles to ensure they are performing appropriate tasks.
- Please contact your ML Facilitator for support.

Approved for Distribution:



Shelley Boten



Response/Action Required

September 20, 2024

To: Principals, Assistant Principals, and Office Managers
From: Christopher Ferreira, Safety & Security Coordinator
Regarding: **Yellow Emergency Backpack First Aid Kit Inspection**

It has come to our attention that first aid kits contain aspirin in some of our yellow emergency backpacks in schools. Medicines were removed from the first aid kits at the suggestion of the National Institute of Health within the last several years.

This directive applies to the emergency yellow backpacks only and not to any other first aid kits in schools.

Required Action:

- Inspect your yellow emergency backpack first aid kits and remove any aspirin.
- The Food and Drug Administration recommends disposing of aspirin in the following manner:
 - **DO NOT CRUSH**
 - Add the aspirin to coffee grounds, dirt, or kitty litter and place in a sealable bag
 - Discard in a trash receptacle
- **Should you find any other medicines, please get in touch with Safety and Security for proper disposal at x5228.**

Approved for Distribution _____

Peter Scott



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

Participation is usually valuable, and building administrators are strongly encouraged to consider each item individually.





Response/Action Optional

September 20, 2024

To: Principals & Assistant Principals
From: Greg Smith, Director of Maintenance & Operations
Regarding: **Security Alarms in Schools**

Over the past month we have responded to numerous alarm calls at schools over the weekend and in the evenings caused by staff not disarming the building security system upon entry, or rearming the building when they are the last person to leave. When after-hour alarms are triggered, our on-call maintenance supervisors, district security officers, and police are required to respond in-person to them, costing additional time and money. We need your assistance to ensure all staff who access our buildings after regular hours know how to do so correctly.

Beginning September 30, the Maintenance Department will notify principals of security system disarm or re-arm errors and provide them with the pertinent staff information so they can speak with the employee.

Keypad instructions are located next to the Sonitrol panel. If staff members need assistance with the operation of the alarm panel, or to help train staff, please reach out to your school custodian.

To obtain an employee alarm pin and building code for the Sonitrol Security System, please call Safety & Security x5228.

Thank you for your assistance in keeping our schools safe and secure.

Action:

Please share this information with your staff.

Approved for Distribution


Larry C. Fleckenstein



INFORMATION ONLY

Materials in this section, while they do not require building response, contain valuable information for district programs, projects, and building operations.





September 20, 2024

To: Elementary and Middle School Principals
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Regarding: **STEM4Good After School Opportunities for Students**

The CTE Department is excited to share two opportunities for our students, offered by our partner, Washington Alliance for Better Schools (WABS), and facilitated by industry volunteers. STEM4Good offers programs for elementary and middle school students and activities aligned with NGSS, WSSLS, and WA SEL Framework standards.

Please note, there is no cost for students to participate and volunteer participation will be coordinated by WABS. There are three sessions available from WABS for each of the grade bands.

STEM4Good Elementary – 4 weeks per session – [view flyers linked here.](#)
STEM4Good Middle School – 6 weeks per session- [view flyers linked here.](#)

Fall – Catapults and Trebuchets - Begins the week of October 25

"Catapults and Trebuchets," engages students in exploring the evolution of ancient technologies, applying Design Process Thinking to build and test these machines while learning about physics, force, and energy conservation.

Winter – An Incredible Journey – start date TBD

"An Incredible Journey," offers students an interdisciplinary exploration of the salmon life cycle, cultural and economic significance, and the major challenges facing these species today.

Spring – Right on Target – start date TBD

In "Right on Target," students design and deliver aid packages using technologies such as drones, cars, robots, and more. Students will explore the concept of aid— what it is, when and why it is needed, and how it reaches people in need. The curriculum includes interactive activities like aid drop simulations and builds that focus on transportation and overcoming obstacles.

Interested schools will need to:

1. Register your school at tinyurl.com/hostSTEM4Good, or email schools@wabsalliance.org
2. Confirm admin approval and school host (district employee, fingerprinted and present during all sessions) with WABS
3. Secure space and technology requirements
4. Complete host school training
5. Recruit students

WABS will send a supply kit and arrange for buildings to meet with volunteers facilitating the sessions before the start dates.

Approved for Distribution: _____

Shelley Boten



September 20, 2024

To: Middle School Principals
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Regarding: **Explore IT! Field Trip Opportunity for Eighth Grade Students**

In coordination with Economic Alliance – Snohomish STEM, Everett Community College, and Career Connect NW, the CTE Department has helped create a new opportunity for students interested in Information Technology (IT) from non-traditional backgrounds, aligning with the Perkins Non-Traditional Grant for the 2024-25 school year.

What: Explore IT!

- An event where students will learn about IT Careers in our area from students, teachers, and industry members.
- They will meet IT students, move through a rotation of experiences including the EvCC makerspace, digital Capture the Flag, Video Game Design, and experience a career panel discussion at the end.
- Lunch will be provided for our students who attend.

When: November 21, 2024

Who: 150 Eight grade students (*30 from each middle school*)

Where: Everett Community College

Upcoming steps:

Next week, the CTE team will reach out to your teachers of the following courses with details, field trip paperwork, and volunteer chaperone information:

- Digital Manufacturing
- Exploring Graphic Arts
- Integrated Tech
- Robotics Tech

Approved for Distribution:

Shelley Boten



September 20, 2024

To: Principal and Assistant Principal Teams
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Disability History and Awareness Month**

The Legislature of Washington State requests every school district to conduct or promote educational activities that provide instruction, awareness, and understanding of disability history and people with disabilities. (RCW28A.230.158)

There are many activities and resources available to support your school in honoring Disability History Awareness Month in October! Please click the link below for OSPI provided resources.

[Disability History and Awareness Month](#)

I'd like to highlight a valuable resource completed in 2020, titled [One out of Five: Disability History and Pride Project](#). This project, designed for middle school students but adaptable for all ages, offers an engaging exploration of disability history and pride, making it a great addition to any curriculum.


Literacy Resources include:

Stop it, Stanley! written by Jessica Skoor and illustrated by Kelly Conrad, both valued members of our district's special education team. This engaging story serves as an excellent resource for explaining atypical behavior and fostering meaningful discussions on inclusion and equity for children with exceptional needs. Each elementary school will receive a copy for their library by the end of September. It's a valuable addition to support inclusive conversations in our classrooms.



Here are some more resources for books that portray people with disabilities: <https://iris.peabody.vanderbilt.edu/resources/books/>

Approved for Distribution _____



Peter Scott



Information Only

September 20, 2024

To: Administrators
From: Christopher Ferreira, Safety and Security Coordinator
Regarding: **Drug Impairment Detection in Educational Environments Training**

Northwest ESD 189 is offering a drug impairment training on October 14, 2024, from 9:00 a.m. to 3:00 p.m. at their location, 1601 R Avenue in Anacortes. This course is designed for K-12 schools and recommended for School Administrators, Nurses, Deans of students, and Counselors. The course is further described on the Northwest ESD website as follows:

“This course will offer a comprehensive overview of substances frequently abused by adolescents, including the relevant legal aspects of minor possession and consumption, as well as the physiological effects of drugs and alcohol on young individuals. Participants will engage in practical exercises to screen students for potential impairment. This training is tailored for district administrators, school nurses, and counselors. The session will be conducted by two Washington State Patrol troopers.”

For further information, and to register if you are interested in attending, please click [here](#).

Approved for Distribution _____

Peter Scott



September 20, 2024

To: Administrators and Office Managers
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Gayla Jenner, HR Director, Compensation & Benefits
Regarding: **Leave Without Pay and Leave of Absence**

Staff requesting **leave without pay** must have prior approval from Human Resources. A request for one to five days is completed on a Payroll Absence Verification [Form](#), includes an explanation for the request and is sent to human resources for prior approval – supervisor’s signature is not needed.

This also applies to requests submitted through Frontline. Requests will be routed to HR for approval, while still allowing for a substitute to be assigned to the job.

When requests are submitted through Frontline, there is not a need to complete the paper form for back up, as long as it has been entered in Frontline.

To ensure absence reporting for all staff, a submission may be entered into Frontline as an “unreported absence” on the day they occur. If an employee fails to update the reason for the absence in Frontline within the 24-hour grace period or fails to submit an Absence Verification [Form](#) before the [monthly pay period ends](#) that would identify a paid leave code, the employee will receive an unpaid workday.

Additionally, absences for **bereavement** or **emergency leave** will require an explanation (i.e., relation to the staff member) for the request.

Staff requesting a **leave of absence** for six or more days must have Benefits office approval. A request for a leave of absence is completed on a Request for Leave of Absence [Form](#) and sent to Benefits for review.

Approved for Distribution: _____


Chad Golden



September 20, 2024

To: Principals and Registrars
From: Tavis Miller, Director of Instructional Technology & Learning Services
Brian Beckley, Chief Information Officer
Regarding: **Grade Report Timelines**

Grade Report Timelines 2024-25

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 Tavis Miller, 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	Distributed by
ES	Thursday January 30, 2025	Thursday February 6, 2025	Thursday February 13, 2025
ES	Tuesday June 17, 2025	Wednesday June 11, 2025	Monday, June 16 – Tuesday, June 17, 2025

Approved for Distribution:


Brian Beckley

High School - Interim Progress Reports

Interim progress reports will be available for mailing and online. Schools will be asked to publicize the progress report will be available in the Home Access Center.

	Level	End of Term	Send Date from Gradebook to eSchoolPlus	TAC Proof Deadline	Send PDF to Printer by end of workday & date posted online	Mailed by
1 st Quarter	HS Only	Friday November 1, 2024	Thursday November 7, 2024	Tuesday November 12, 2024	Thursday November 14, 2024	Monday November 18, 2024
3 rd Quarter	HS Only	Friday March 28, 2025	Thursday April 3, 2025	Tuesday April 15, 2025	Thursday April 17, 2025	Monday April 21, 2025

Middle and High Schools

	Level	End of Term	Senior grades due in Gradebook	Send Date from Gradebook to eSchoolPlus	TAC Proof Deadline	Send PDF to Printer by end of workday & date posted online	Mailed by
Semester 1	MS/HS	Thursday January 30, 2025	Not applicable	Wednesday February 5, 2025	Friday February 7, 2025	Tuesday February 11, 2025	Thursday February 13, 2025*
Semester 2	MS/HS	Tuesday June 17, 2025	Wednesday June 11, 2025	Monday June 16, 2025	Tuesday June 17, 2025*	Tuesday June 24, 2025*	Friday June 27, 2025*

SHARE WITH SECONDARY SCHOOL OFFICE STAFF ONLY**Middle & High School – Extended Grading Timeline**

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

*Deadlines noted with an * are only for schools mailing a report card home

Semester 1		
Action / Event	Date	Notes
Start of School	Wednesday, September 4, 2024	
Start of ‘W’ on Dropped Courses	Friday, October 4, 2024	
Start of Grades for Withdrawing Students <i>(no longer a ‘W’)</i>	Monday, January 13, 2025	May be entered by office or set to Teacher for Gradebook loading.
End of Term	Thursday, January 30, 2025	
Send Date from Gradebook to eSchoolPlus	Wednesday, February 5, 2025	
TAC Proof Deadline	Friday, February 7, 2025*	
Send PDF to Printer by end of workday & date posted online	Tuesday, February 11, 2025	
Mailed by	Thursday, February 13, 2025*	
Semester 2		
Action / Event	Date	Notes
Start of Semester	Monday, February 3, 2025	
Start of ‘W’ on Dropped Courses	Monday, March 3, 2025	
Start of Grades for Withdrawing SENIORS <i>(no longer a ‘W’)</i>	Friday, May 23, 2025	May be entered by office or set to Teacher for Gradebook loading.
Start of Grades for Withdrawing Students in Grade 9-11 <i>(no longer a ‘W’)</i>	Friday, May 30, 2025	May be entered by office or set to Teacher for Gradebook loading.
Senior grades due in Gradebook	Wednesday, June 11, 2025	
Senior Graduation	Saturday, June 14, 2025	
Send Date from Gradebook to eSchoolPlus	Monday, June 16, 2025	
End of Term	Tuesday, June 17, 2025	
TAC Proof Deadline	Tuesday, June 17, 2025	
Send PDF to Printer by end of workday & date posted online	Tuesday, June 24, 2025*	
Mailed by	Friday, June 27, 2025*	

Approved for Distribution: _____


Brian Beckley



Information Only

September 20, 2024

To: All Principals, Directors and Department Heads
 From: Chris Fulford, Director of Categorical Programs
 Regarding: **ML/DL Facilitators and Administrative Assistants for 2024-25**

There have been changes in the district ML Department and as a result some responsibilities have shifted.

There are currently three facilitators in the ML Department. Facilitators provide support to ML staff at the building level regarding instruction, professional learning, and program compliance. The schools and levels they support are outlined below.

Kristine Gooding, ML Facilitator Supporting PK-12 Ext. 4098	Alexandra McElwee, ML Facilitator Supporting PK-12 Ext. 4066	Erika Velasco, DL Facilitator Supporting PK-12 Ext. 4283
Emerson	Cedar Wood	Emerson DL
Forest View	Jackson	Silver Lake DL
Garfield	Jefferson	Evergreen DL
Hawthorne	Madison	Cascade DL
Lowell	Port Gardner	
Monroe	Tambark Creek	
Mill Creek	View Ridge	
Penny Creek	Woodside	
Silver Firs		
Silver Lake		
Whittier		
Middle & High Schools	Middle & High Schools	Dual Language Program

Nicole Leise, ML Program Coordinator Ext. 4287	TBD, ML Administrative Assistant Ext. 4031	Chelsea Perry, ML Administrative Assistant Ext. 4231
Supporting K-12	Supporting K-5	Supporting 6-12

Please contact Chris Fulford or your ML/DL Facilitator with any questions.

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Shelley Boten



September 20, 2024

To: Middle and High School Principals
From: Dr. Shelley Boten, Chief Academic Officer
Regarding: **2024 Congressional App Challenge**

Rep. Larsen announced the launch of the 2024 Congressional App Challenge (CAC). The annual competition, which runs through **Thursday, October 24, 2024**, is open to high school and middle school students who [live in or attend school](#) in Washington's Second Congressional District.

The Congressional App Challenge is an opportunity for students to create programs or apps for any platform, including desktop/PC, web and mobile, to collaborate, invent and learn coding and computer science skills. Students may compete as individuals or in teams of up to four. Students can only enter the competition once.


Students can sign up to participate and read the full competition rules at <https://www.congressionalappchallenge.us/students/>. Students can also visit [2024 Congressional App Challenge | U.S. Representative Rick Larsen \(house.gov\)](#) for an FAQ and more information.

Students have until Thursday, October 24, 2024 to register and enter, but CAC organizers recommend students register early to receive extra support and tips. Rep. Larsen will announce a district winner in December and invite the winner to the #HouseofCode Capitol Hill Reception in Washington D.C. at a date TBD. Winning apps will be electronically displayed in the U.S. Capitol and on the house.gov website.

Please share this information with your staff to share with any students that might be interested.



Approved for Distribution: _____


Shelley Boten



September 20, 2024

To: All Principals
From: Larry Fleckenstein, Chief of Operations Officer
Regarding: **Policy & Procedure Revisions**

Below, for your information, are recent policy and procedure revisions. Please contact Kellee McManus or myself with any questions.

Policy 3205 Sex Discrimination and Sex-Based Harassment of Students Prohibited

Revisions comply with the new Title IX rules that went into effect on August 1, 2024. The new Title IX rules outline prohibitions on sex-based harassment and specific requirements for school districts to respond to complaints of sex-based discrimination. These new rules represent a shift in federal standards for how schools must respond to sexual harassment and a realignment with existing Washington sexual harassment guidelines. In addition, the title changed from “Sexual Harassment of Students” to “Sex Discrimination and Sex-Based Harassment of Students Prohibited.”

New Procedure 3205P.1 Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure

As with Policy 3205, this new procedure complies with the new Title IX rules. New Procedure 3205P.1 separates the grievance process from other expanded requirements relating to operations and implementation.

Procedure 3205P Sexual Harassment of Students

Procedure 3205P has been renumbered to 3205P.2 and will be the operational procedure which addresses the Title IX coordinator’s duties, staff roles and responsibilities, notice, training, monitoring barriers, policy, and recordkeeping. In addition, the title has changed from “Sexual Harassment of Students” to “Sex Discrimination and Sex-Based Harassment of Students Prohibited—Implementation Procedure.”

Policy 3211 and new Procedure 3211P Pregnant and Parenting Students

Revisions to the policy and the new procedure comply with the new Title IX rules. The new regulation also has new requirements that students be provided reasonable modifications for pregnancy and related conditions, lactation spaces, and students who disclose pregnancy to any employee must be referred to the Title IX coordinator for information about pregnancy-related rights. In addition, the title of the policy changed from “Pregnant Students” to “Pregnant and Parenting Students.”

Policy 3212 Married Students

This policy has been deleted because the required information is now provided in the revisions to Policy 3211 and new Procedure 3211P.

Approved for Distribution _____

Larry Fleckenstein

Procedure 3213P Gender-Inclusive Schools

Revisions clarify that complaints of sex-based discrimination or harassment based on gender identity or expression should be brought under Procedure 3205P.1.

Policy 3319 Use of Physical Restraint and Isolation with Students

Revisions reflect the repeal of RCW 70.96B.010 and WAC 392-400-234.