

Monday, November 4, 2024

**EASY LINKS** 

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Nov 13–Jan 8 Student Registration Open for SEM1 and Yearlong Edmonds College in the High

School Classes

Nov 19–Jan 17 Student Registration Open for SEM1 and Yearlong EvCC College in the High

School Classes

## **This Week**

Sun, Nov 3 Daylight Saving Time Ends – set clocks <u>back</u> 1 hour ("fall back")

Thurs, Nov 7 No PACK Time Due to Assembly

Veterans Day Assembly Bell Schedule

2:30–4pm | Lynx Lab, JHS Library (register in Frontline for clock hours)

3pm | 1st Quarter Grades "Push" from Gradebooks into TAC late afternoon | DeeAnn Will Email Teachers When TAC Is Open

4pm | Sno-Isle Online Application Opens for 2025-26

6-8pm | Future Sno-Isle Student Open House, Sno-Isle TECH, Mukilteo

Fri, Nov 8 Early Release Day Bell Schedule

ELIF

## The Next Few Weeks

Mon, Nov 11 Veterans Day – NO SCHOOL

Tues, Nov 12 Lockdown Drill (normal bell schedule)

3pm | TAC Closes for 1st Quarter Grades Review/Corrections

Wed, Nov 13 8–11am | <u>ASVAB</u>, Career Center (prior registration in the Career Center required):

ASVAB Fact Sheet | ASVAB Career Exploration Program Overview

Thurs, Nov 14 PACK Time: HS&B Lesson for 9th–11th; Financial Aid Info for Seniors

Nov 14–16 Fall Play

Fri, Nov 15 ALIF: Collaborate to Respond

Athletics Grade Checks

Tues, Nov 19 30 minutes | Staff Extension: TBD

Wed, Nov 20 World Language Assessment for JHS Students

Thurs, Nov 21 PACK Time: RULER Lesson 2

Fri, Nov 22 ELIF Nov 22 & 23 Fall Play

Wed-Fri, Nov 27–29 Thanksgiving Break including Native American Heritage Day – NO SCHOOL

Mon, Dec 2 DUE: <u>High School Course Proposal Form for New Courses for 2025-26</u>

DUE: High School and Middle School Course Revision Form for 2025-26

Fri, Dec 6 ALIF: Collaborate to Assess

**Athletics Grade Checks** 

jump to Looking Ahead

## **Staff Veterans?**

We have had quite a few changes to our staff over the past year, so I am looking to update our list of staff veterans. If you have served in the military (or you know someone on staff who has served), please let me know:

- when you served
- what branch(es) you were in
- · highest rank achieved
- your job(s) during your service

# **Grading Instructions for 1st Quarter**

Click here for my October 17 email with instructions for 1st quarter (mid-term) grading. DeeAnn

## **ASB Office**

Staff, please <u>do not</u> send students to the ASB office during class time to make payments. Students can stop by the ASB office before school, during lunch, or after school. Thank you, <u>Sukawt</u>

## **Missing Scissors**

The past few weeks have been pretty busy in the Activities Center after school, with many groups using the space for various reasons. During that time, about 10 pairs of scissors have gone missing from my room. Given the large amounts of butcher paper that we use this time of year, scissors are pretty great to have. If you ended up with any of our scissors after a work session, it would be much appreciated if those could make their way back to the Activities Center. If you have a bunch of medium or larger scissors (just not the kid-sized ones) and you don't have a need for them, we also will gladly accept donations. Thanks! Jason Gadek

# **Summer SIS Blackout Due to Transition from eSchoolPlus to Synergy**

from Brian Beckley's office

Due to the district's transition from eSchoolPlus to Synergy, the last day that eSchoolPlus will be available for use will be **June 27, 2025**.

<sup>\*\*</sup>Even if you think we have this information already, we would still appreciate a response from you. Thanks! Jason Gadek

**Blackout Period:** There will be a **blackout period** for all Student Information System (SIS) products from **June 30, 2025,** through **July 17, 2025**. During this time, no SIS products will be accessible.

**System Transitions:** Several systems are being retired at the same time, including **Cognos** and **Insight**. Other systems are being transitioned to Synergy counterparts:

- Synergy SIS will replace eSchoolPlus
- Synergy OLR will replace PowerSchool Enrollment
- Synergy SE will replace PowerSchool Special Programs
- Synergy Assessment will replace Performance Matters
- TeacherVUE will replace Teacher Access Center and the LMS Gradebook
- ParentVUE will replace Home Access Center and the Parent Portal
- Analytics will replace Insight

**Timeline:** The Synergy SIS portion is expected to be available to users after **July 18, 2025,** based on training and role. Other portions of the system will come online in the days and weeks following as soon as they are available.

We will provide more information and training as we approach the transition date. Thank you for your understanding and cooperation during this important change.

# **AP Reader Application**

from Sechin's October 28 Monday Message

Every year we have tremendous interest by teachers in being a reader for the AP exams. Unfortunately, spots are limited by school, and priority is given to those who haven't been recently. If you're interested in more info on this or want to apply to be an AP reader, please send this form to me by **Wednesday**, **January 15**: AP Reading Intent to Apply Form 2024-25.pdf

## **ALIFs This Year**

from Sechin's October 28 Monday Message

This year, most of our ALIFs come in pairs—one to develop a common assessment (What do we want them to learn? How will we know if they've learned it?) and then one to develop next steps based on results (What do we do for those who don't have it yet? What do we do for those who already have it?). All teachers should have a PLC that they will stick with during this pair of dates. If you're not sure who your group should be, contact your admin.

## **Equity Team**

from Sechin's October 28 Monday Message

Equity and educational justice is and always should be at the heart of everything we do. Want to help steer the school with these tenets? Join the Equity Action Team! If you're interested, reach out to <u>Jessica De Yngunza</u>, <u>Mariela Hernandez Bartolomei</u>, and <u>Janel Thompson</u>.

## 2025-26 Administrative Internship Program

from Sechin's October 28 Monday Message

The application period for the district's <u>administrative internship program</u> (principal and superintendent) is now open—applications and supporting documentation are due in Human Resources by end of business day <u>Monday</u>, <u>January 20</u>, <u>2025</u>.

Note that principal intern applicants are also required to apply for the 2025-26 State-funded Education Leadership Intern Grant. Information regarding the grant is accessed through the <a href="AWSP Website/Intern Grant Page">AWSP Website/Intern Grant Page</a>, available the first week of December. A list of PESB approved university principal preparation programs is noted on the grant page and <a href="Linked">Linked</a> here.

Any staff who are interested in applying for an administrative internship for the 2025-26 school year are encouraged to submit an application by January 20, 2025. Application materials are available from Jean Hanson in Human Resources: <a href="mailto:jhanson@everettsd.org">jhanson@everettsd.org</a>.

Prior to applying to the district's administrative intern program, applicants will need to have their regional superintendent's written permission.

Also, the Human Resources department handbook, *Pathways to Leadership*, is an additional resource tool for those considering a leadership role in Everett Public Schools as a peer coach or instructional team leader in a school, school administrator, or district support. The handbook is located on the district's website under Human Resources and is also located in docushare.

# **Important Chromebook Updates**

To ensure that our student devices are up-to-date and compatible with our assessment platforms (WIDA, SBA, iReady, Performance Matters, CogAT), the LITS department pushed out an **automatic update for all Chromebooks**. This update will bring the operating system up to **version 127**. At this point, all Chromebooks will have downloaded the update but need a next step for them to install.

For the Chromebooks to install the updates, they need to restart. Please note: just opening and closing the device does not restart a Chromebook. Students must either click the Wi-Fi/battery icon in the lower right corner of the screen and then click the power icon or hold in the physical power button on the machine to shut down.

To check what version of ChromeOS is on a device, teachers can follow these steps:

- 1. Open a Chrome browser window on the Chromebook and click the three vertical dots in the top right corner.
- 2. Hover over "Help" at the bottom of the menu and click "About Google Chrome."
- 3. This will show the OS version. If the update command is available, students or teachers can click the Check for Updates button to update.

# **Honor Society Tutoring**

from the NHS Board

The Jackson High School National Honor Society has started up their tutoring program again! We are able to tutor all grades from Kindergarten to 12th grade virtually, in person, or hybrid. Our members are guaranteed to have a 3.5+ GPA and be an expert in their subjects. If your student is having any trouble in their classes, please check out our tutoring website at <a href="https://jhshonorsociety.wixsite.com/tutoring">https://jhshonorsociety.wixsite.com/tutoring</a> or send us an email: <a href="mailto:jhshonorsociety@gmail.com">jhshonorsociety@gmail.com</a>! <a href="Wendy Organ">Wendy Organ</a>, Advisor

## **Lynx Lab: Learning Opportunities**

The LMS team is focusing on aligning technology professional development with TPEP to support teacher growth towards individual goals. This fall we are focusing on Domain 1 and how technology can support and enhance planning and preparation. In these sessions, participants will learn to use Lynx to create engaging and interactive lessons on the panel. Educators will leave each technology session with practical skills and resources to create more engaging and effective lesson plans and leverage Lynx to improve student learning experiences.

**Session Title:** Lynx Lab (click for flyer): Elevate Your Domain One Skills Planning and Preparation by Crafting Interactive Lessons

#### **Session Objectives:**

- 1. Explore the features and functionalities of Lynx.
- 2. Learn how to integrate Lynx tools into lesson planning to enhance student engagement and learning outcomes.
- 3. Develop practical skills for creating interactive and multimedia-rich lesson plans.

Thursday, November 7	Thursday, November 14	Wednesday, November 13
High School Session	Elementary School Session	Middle School Session
Jackson High School Library	Forest View Elementary Library	Eisenhower Middle School Library
2:30–4 p.m.	4–5:30 p.m.	3:15–4:45 p.m.

All participants can register in Frontline and will receive 2 clock hours for attending. Participants can attend the session that works best for their schedule and specific grade band.

# JHS Counseling Tip: Contacting CPS

As mandated reporters, you are already aware that we are required to contact CPS/DCYF (within 48 hours) should any of us suspect one of our students is being abused or neglected.

Following are some resources to support you with this process:

- The district required CPS/DCYF Report form: http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-3780/3421P%20Child%20Abuse%2c%20Neglect%20and%20Exploitation%20FORMS.pdf
- Our District Policy and Procedure 3421:

http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-

536/3421%20Child%20Abuse%20and%20Neglect.pdf, and

http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-

1027/3421P%20Child%20Abuse%20and%20Neglect.pdf

- Other helpful information provided by the WA State Department of Children, Youth, and Families: https://www.dcyf.wa.gov/safety/report-abuse
- As shared to us by a CPS investigator a couple years ago, if you ever see visible bruising on a child or if the child discloses that they have been sexually abused, mandated reporters must call CPS/DCYF, but they should also call 9-1-1.
- > During the pandemic, one of our EPS elementary school counselors created this Powtoon to help understand the reporting process: https://drive.google.com/file/d/18wnJwj-P23p4W44EKE7w2agELToYvPAw/view?usp=sharing
- > After calling DCYF, please make sure you loop in the student's administrator and counselor. The completed form should be given to Sukawt and sent to the EPS Risk Manager.

#### DISTRIBUTION

1. A phone report to:

**DCYF Intake Hotline DCYF** Intake 866-829-2153

2. A copy of report for district records emailed to: Everett Public Schools Risk Manager

cps@everettsd.org

A copy of the report to

School Principal/Designee

Please let us know if you ever have any questions about these essential steps. Thank you for helping to keep our students safe! Sarah ©

# **Professionalism in Collegial Discussion Topics**

from Sechin's October 21 Monday Message

This year is particularly fraught with social and political tension. Our staff maintains the highest levels of professionalism by not broadcasting opinions on political, economic, or social issues. You may have many colleagues who share your exact views, but you can never be certain about everyone in earshot in a place like the staff lounge or in an email group. In a world that can often be so divided, let's come together around the things we have in common, which is the best way to support our students and each other.

On a similar note, students may be greatly impacted by world events and the divisions they see in society. If you know a student who is feeling anxiety or undue stress, make sure they get connected with their counselor.

## **Certification Renewal with OSPI**

from Sechin's October 21 Monday Message

If your teaching certificate is set to expire on June 30, 2025, please make sure to apply for renewal by **January 1, 2025**.

There's been a recent change: educators must now apply **six months before** their certificate expires. Any applications submitted after January 1, 2025, will be considered late, which can affect when you can start counting clock hours for your next renewal. To avoid delays and ensure everything goes smoothly, OSPI strongly recommends applying on time.

This new timeline is designed to help educators and districts plan ahead, ensuring there are no gaps in certificate validity that might affect the upcoming school year. Remember, it's your responsibility to keep track of your certificate expiration date and take the necessary steps to renew. Once you have completed the renewal, please forward a copy of your new certificate to <a href="mailto:HRRecords@everettsd.org">HRRecords@everettsd.org</a>.

# 2025-26 New College in the High School Teachers/Courses Application

Everett Public Schools has established interlocal agreements with Everett Community College, Edmonds College, and the University of Washington to offer College in the High School (CiHS) for some courses taught by qualified high school teaching staff.

For the 2025-26 school year, all new CiHS teachers must apply using the <u>Everett Public Schools CiHS</u>
<u>Application</u>. The window for applications varies based on the postsecondary institution as listed below.

#### Deadline is around the corner!

University of Washington in the High School application window: November 4–18

### Application window starts January 2025:

- Edmonds College CiHS application window: January 6-May 30
- **Tentative** Everett Community College CiHS application window: **January 6–May 30** (program is currently closed to new applicants until further notice)
- **NEW!** Central Washington University and Eastern Washington University CiHS programs will also be available for the 2025-26 school year; information will be released in **January**.

To review teachers and courses already approved for CiHS, please see the <u>CiHS Approved Teacher List</u>. A teacher must be approved for each CiHS course. Currently approved teachers and courses do not need to be re-approved for the upcoming school year unless the postsecondary institution has a renewal process. When in doubt about CiHS status, or for any other CiHS questions, please contact <u>cihs@everettsd.org</u>.

# **PLU Principal Certification Opportunity**

**Exciting Opportunity:** Pacific Lutheran University is thrilled to offer a Principal Certification Cohort in Lynnwood, Washington, beginning in June 2025!

Pacific Lutheran University is now offering a one-year Principal Certification cohort in Lynnwood, Washington! This comprehensive program includes both coursework and an internship, leading to Washington State principal certification.

#### Program Highlights:

- High Quality Preparation: In-person, cohort-based instruction delivered by expert practitioners.
- Instructional Leadership Focus: Develop the skills necessary to become a strong instructional leader in your school community.

- Equity-Minded Leadership: Be prepared to lead with a commitment to equity and inclusion in diverse school settings.
- Cohort Model and Strong Support: Benefit from a high-touch experience, including a supportive cohort model, extensive field supervision, and personalized support from application to program completion.
- High Job Placement Rates: With strong partnerships across Pierce, Thurston, and King County School Districts, graduates experience high job placement success.
- Affordability: Among the most affordable in-person principal certification programs.
- Certification Options: Offers both principal and program administration certifications.

For more information or to apply, visit Pacific Lutheran University or contact drago@plu.edu.

### **Meta-Moment Poster**

Dave Peters has provided a Meta Moment poster, which is available in three sizes, English and Spanish versions:

11"x17": English, Spanish 16"x20": English, Spanish 18"x24": English, Spanish

Note: To print any of these on 8½"x11" paper, when you go to print, you should be able to find a printer option to modify the "scale" (you might have to look under "More settings"):

Scale Fit to printable area

Hope this is helpful in your classroom! John Lerner

## Select Resources (jump to top)

Master Schedule with teacher and room assignments for SEM1 and SEM2: 2024-25

Lunches for 2024-25: SEM1 | SEM2

Bell Schedules: reg-Pack-LIF on one page | 2-Hour Late Start (regular day) | 2-Hour Late Start (LIF day)

JHS Phone List for 2024-25: <u>SEM1</u> | SEM2 <u>Frequently Used Phone Numbers</u>, 2024-25

**District Phone Directory** 

Counselor and Admin Alphas, 2024-25

Admin Supervision, 2024-25

Calendars for 2024-25: Student At-a-Glance Calendar

Student Impact Calendar (cultural and religious observations)

Student Art Calendar EEA Work Calendar Payroll Calendar Employee Calendars

JHS Letterhead, as of Aug 2024

JHS Maps: <u>lower level</u> | <u>upper level</u> (now updated per latest portable removals)

JHS Graphics Standards | JHS Spirit Email Signature How-to

JHS Staff Handbook for 2024-25

District High School Course Catalog: 2024-2025 District Policies & Procedures in DocuShare

**COVID** Info on District Website

**CPS/DCYF Report Form** 

Student Multiple Tardies Lunch Detention Form | Questions? Kristina Monten

Worksite Learning: Video | Sign | New Worksite Learning Student Forms | byoungberg@everettsd.org

JHS PTSA: website | membership form

Everett Public Schools College in the High School Application: apply March 1 – June 14 for EvCC or

Edmonds College | apply Jan 10 – Feb 11 for UW | list of teachers/ courses <u>already CiHS approved</u> | for info/questions, <u>cihs@everettsd.org</u>

Course Proposal Forms for 2025-26: New CTE Course (due by Oct 1, 2024) | New Course Equivalency (due

by Oct 1, 2024) New Course (due by Dec 2, 2024) Course Revision (due by Dec 2, 2024)

Athletic Shares:

Erik Heinz: X (Twitter) @CoachHeinz57, Instagram @eheinz4, email <a href="mailto:EHeinz@everettsd.org">EHeinz@everettsd.org</a> Kyle Peacocke: X (Twitter) @KylePeacockeJHS, Instagram @jhsathleticcoordinator, email

KPeacocke@everettsd.org, cell 206-755-0888

Stay Connected: Where to Look for Various District Communications

# Looking Ahead (jump to top)

T/W/Th, Dec 10–12 Primary 2025-26 Interviews for Sno-Isle
Wed, Dec 11 30 minutes | Staff Extension: TBD
Fri, Dec 13 ALIF: Collaborate to Respond

Fri, Dec 20 Early Release Day

Mon, Dec 23–Fri, Jan 3 Winter Break – NO SCHOOL Wed, Jan 1 New Year's Day – NO SCHOOL

Fri, Jan 10 ELIF

Athletics Grade Checks

T/W/Th, Jan 14–16 Primary 2025-26 Interviews for Sno-Isle Fri, Jan 17 ALIF: SGG or Other Collaboration Mon, Jan 20 Martin Luther King Jr Day – NO SCHOOL T/W/Th, Jan 21–23 Primary 2025-26 Interviews for Sno-Isle

Fri, Jan 24 ELIF

Athletics Grade Check

Wed, Jan 29 30 minutes | Staff Extension: TBD

Thurs, Jan 30 End of SEM1

Fri, Jan 31 Teacher Work Day – NO STUDENTS

Feb 3-March 3 Student Registration Open for SEM2 UW in the High School Classes

Mon, Feb 3 SEM2 Begins

Wed, Feb 5 3pm | SEM1 Grades "Push" from Gradebooks into TAC

late afternoon | DeeAnn Will Email Teachers When TAC Is Open

Fri, Feb 7 ELIF

3pm | TAC Closes for SEM1 Grades Review/Corrections

Wed, Feb 12 8–11am | ASVAB, Career Center (prior registration in the Career Center required):

ASVAB Fact Sheet | ASVAB Career Exploration Program Overview

30 minutes | Staff Extension: TBD

Fri, Feb 14 ELIF

Athletics Grade Checks

Mon/Tues, Feb 17–18 Mid-Winter Break including Presidents Day – NO SCHOOL

Fri, Feb 21 ALIF: Collaborate to Assess

Feb 28–April 9 Student Registration Open for SEM2 Edmonds College in the HS Classes

Fri, Feb 28 ALIF: Collaborate to Respond

**Athletics Grade Checks** 

March 4–April 18 Student Registration Open for SEM2 EvCC College in the HS Classes

Wed, March 5 School-Day SAT for Juniors Fri, March 7 ALIF: Collaborate to Assess

Sun, March 9 Daylight Saving Time Begins – set clocks <u>ahead</u> 1 hour ("spring forward")

Wed, March 12 Heatherwood Middle School Transition Meetings for 2025-26

Fri, March 14 ELIF

Athletics Grade Checks

Tues, March 18 Gateway Middle School Transition Meetings for 2025-26

60 minutes | Staff Extension: SAT Training

Fri, March 21 ALIF: Collaborate to Respond

March 21 & 22 Spring Play

Fri, March 28 End of 3rd Quarter

**ELIF** 

March 28 & 29 Spring Play

Tues, April 1 Notification of 2025-26 Sno-Isle Student Status

Wed, April 2 Multicultural Night

Thurs, April 3 3pm | 3rd Quarter Grades "Push" from Gradebooks into TAC

late afternoon | DeeAnn Will Email Teachers When TAC Is Open

Fri, April 4 Early Release Day

Athletics Grade Checks

Mon-Fri, April 7–11 Spring Break – NO SCHOOL

Tues, April 15 3pm | TAC Closes for 3rd Quarter Grades Review/Corrections

Wed, April 16 8–11am | ASVAB, Career Center (prior registration in the Career Center required):

ASVAB Fact Sheet | ASVAB Career Exploration Program Overview

Fri, April 18 ALIF: Collaborate to Assess
Tues, April 22 30 minutes | Staff Extension: TBD

Fri, April 25 ELIF

Athletics Grade Checks

Fri, May 2 ALIF: Collaborate to Respond

M-F, May 5–9

Fri, May 9

AP Exams

ELIF

**Athletics Grade Checks** 

M-F, May 12–16 AP Exams

Wed, May 14 60 minutes | Staff Extension: SBA Training

Fri, May 16 ELIF

M-F, May 19–23 AP Exams, Late-Testing

Tues, May 20 SBA ELA
Thurs, May 22 SBA Math
Fri, May 23 ELIF

Mon, May 26 Memorial Day – NO SCHOOL

Fri, May 30 ELIF

Tues, June 3 30 minutes | Staff Extension: TBD

8–11am | ASVAB, Career Center (prior registration in the Career Center required):

ASVAB Fact Sheet | ASVAB Career Exploration Program Overview

Fri, June 6 Early Release Day

Senior Tea

Staff vs Seniors Basketball Game, Staff Scholarship Fundraiser

Wed, June 11 Senior Grades Due in Gradebook

Thurs, June 12 Sequoia HS Graduation

Fri, June 13 ELIF

Sat, June 14 Cascade HS, Jackson HS, and Everett HS Graduations
Mon, June 16 3pm | SEM2 Grades "Push" from Gradebooks into TAC

late afternoon | DeeAnn Will Email Teachers When TAC Is Open

Tues, June 17 Early Release Day / Last Student Day

End of SEM2

3pm | TAC Closes for SEM2 Grades Review/Corrections

Thurs, June 19 Juneteenth – HOLIDAY

Wed, Aug 27, 2025 First Student Day, 2025-26

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

#### Title IX/Civil Rights Compliance Officer | ADA Coordinator

Chad Golden | 425-385-4100 | CGolden@everettsd.org | PO Box 2098, Everett, WA 98213

#### **Gender-Inclusive Schools Coordinator**

Joi Odom Grant | 425-385-4137 | <u>JGrant@everettsd.org</u> | PO Box 2098, Everett, WA 98213

#### **Section 504 Coordinator**

Dave Peters | 425-385-4063 | DPeters@everettsd.org | PO Box 2098, Everett, WA 98213