



THE SCOOP

MONDAY, DECEMBER 2, 2024

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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
Nov 1–March 14	Late Fee Charged (\$40 per exam) for Ordering AP Exams

This Week

Mon, Dec 2	DUE: High School Course Proposal Form for New Courses for 2025-26
	DUE: High School and Middle School Course Revision Form for 2025-26
Thurs, Dec 5	PACK Time: Safety Drill – Shelter in Place Check & Connect Time PACK Time Survey for Students
Fri, Dec 6	ALIF: Collaborate to Assess Athletics Grade Checks

The Next Few Weeks

Wed–Fri, Nov 27–29	Thanksgiving Break including Native American Heritage Day – NO SCHOOL
T/W/Th, Dec 10–12	Primary 2025-26 Interviews for Sno-Isle
Wed, Dec 11	30 minutes Staff Extension: TBD
Thurs, Dec 12	PACK Time: RULER Lesson 3
Fri, Dec 13	ALIF: Collaborate to Respond
Thurs, Dec 19	Winter Assembly Bell Schedule
Fri, Dec 20	Early Release for Students and Certificated Staff
Mon, Dec 23–Fri, Jan 3	Winter Break – NO SCHOOL

jump to [Looking Ahead](#)

Attention: Club Advisors

Hello, wonderful staff! I am writing to alert you to our upcoming **CLUB PHOTO DAY** on **Wednesday, December 11**, and also ask for your help, if you happen to be a club advisor. If you are not, no need to read further.

Here is the **UPDATED SCHEDULE** for the day's photos. Please **check** the schedule to make sure your club is scheduled and that the time works for you. If your club is not on the list, or the scheduled time does not work, please **email me** right away. We have made some changes to the initial draft that we sent out, and **even if you did not request a change, your club photo time may have shifted to accommodate others.**

Please let your club know about Club Photo Day so they can start planning! We would absolutely love it if every club would somehow coordinate their outfits for their club photo in whatever way seemed appropriate to them.

This week is your last chance to speak up before we finalize the schedule. I will send out an email in one week (Mon., Dec. 2) with more details on Club Photo Day and I will ask all teachers to print and hang a copy of the finalized schedule in your rooms.

Thank you again for all your help making this day a success! [Lee Anne Tobin](#)

Ryan Otto

Farewell today [Tuesday, November 26] to one half of our amazing security team. **Ryan Otto** is leaving JHS to start a new chapter as a baseball coach at Linfield College. I know, after having had the privilege of working with him, that his dedication to students, to athletes, and to his investment in people will be their gain! Best of luck, Ryan, and you will be missed! Kristina Monten
Cheers to Ryan! You will be missed, but I'm so happy for you! Sechin

Important Update: IEP Meeting Invitations and Expectations

I want to take a moment to clarify our expectations regarding IEP meetings and share an update on how we are streamlining the process to ensure compliance and fairness.

General Education Teacher Attendance:

By law, a general education teacher is required to attend all IEP meetings. Our scheduler, Bonnie Karim, is carefully tracking teacher acceptances to distribute this responsibility as equitably as possible.

- If you are listed as a **"required" attendee**, please make every effort to attend the meeting. If you cannot attend, notify us **as soon as possible** and decline the invitation so we can adjust accordingly.
- If you accept a meeting invitation, your attendance is expected.

Optional Invitations for Additional Teachers:

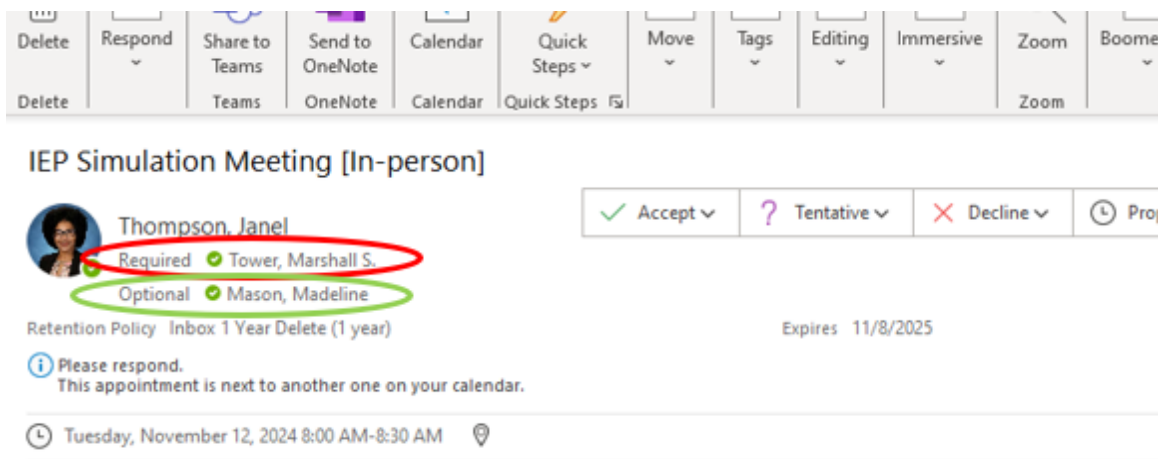
While only one general education teacher is required to attend, all of the student's teachers will be invited. This ensures everyone is aware of the meeting and has the opportunity to contribute important insights about the student's progress.

- Other invited teachers will be listed as **"optional" attendees** but, while strongly encouraged to participate, you are not required to stay for the entire meeting.
- If the required teacher cannot attend, one of the optional teachers will be reassigned as the required attendee.

Meeting Invitations:

To provide transparency, I've included a screenshot below showing how the invitations will appear.

Thank you for your cooperation and commitment to supporting our students and their IEP processes. Please see the [attached norms list](#) for more detail and reach out with any questions or concerns.



Required: You must either accept the meeting or formally decline if you are unable to attend.

Optional: You are not required to accept the meeting. If the assigned required teacher cannot attend, an optional teacher will be designated as required. Please avoid using the “tentative” option.

Lastly, when a student's assigned general education teachers are unavailable, another general education teacher will be invited to the meeting, even if they do not directly support the student. By law, a general education teacher must be present.

Thank you, [Janel](#)

New Testing Room Available for Students Requiring Alternative Testing Environments

I am pleased to announce that we now have a dedicated testing room available for students with IEPs and 504 plans who need an alternative testing environment. This resource is also open to all teachers to ensure that students are not taking tests in hallways or other non-ideal spaces.

Currently, the testing room will be available **by appointment only** on **Tuesdays, Wednesdays, and every other Friday**. We hope to expand these offerings in the future as our capacity grows.

To schedule time for your students, please contact Bonnie Karim at bkarim@everettsd.org (ext. 7037). Appointments will be managed on a first-come, first-served basis.

Thank you for your support in providing equitable and supportive environments for all our students. Best regards, [Janel](#)

Reminder about Student Registration for EvCC Classes

EvCC kids (for College in the High School) can now register for their classes. However, they need a class number. EvCC sent out the below info in early September and I thought you might want the reminder. [Bridget](#)

Some important dates for College in the High School students are listed below. These dates are for winter 2025 (first semester and yearlong CiHS classes). All [dates and deadlines for this year are updated on our website](#):

CiHS Application Important Dates:

- **CiHS Winter 2025 NEW Student Application Is Now Open!**
- **CiHS Winter 2025 Student Application Closes:** December 16, 2024
 - Students who wish to receive CiHS credit for first semester or yearlong classes must have a ctcLink ID (or application in) by this date.

Registration Important Information and Dates:

- CiHS students register in Winter **and** Spring quarters.
 - Winter Quarter: We will register yearlong and first semester CiHS classes
 - Spring Quarter: We will register second semester CiHS classes only.
- **CiHS Winter 2025 Registration Begins:** November 19, 2024
 - On this date students who have ctcLink IDs will be able to login and register for their class(es).
- **CiHS Winter 2025 Registration Closes:** January 17, 2025

I will be sending reminder emails throughout the year of important dates. If you have questions, please email me at hspartnerships@everettcc.edu.

Staff: Ensure Your Contact Info Is Correct for Urgent Notices

The safety of our staff, students, families, and community is our top priority. We understand how critical accurate and timely communication is during emergencies, particularly when they impact the operations of a school day.

While the majority of our staff received a text message, voice recorded call, and email regarding the 2-hour late start for Wednesday, November 20, some staff members did not receive the text message or the voice recorded call. We believe this issue may have been due to cellular service disruptions caused by the power outage.

To ensure all staff receive urgent notices through text and voice messages, it is important to have your primary phone number listed in Employee Online as a cell phone number. Staff with their primary number listed as a landline will not receive text messages.

Please verify or update your primary phone number in Employee Online. Follow the steps below or [check out this how-to guide link with visuals](#) on how to access Employee Online.

1. Log in to Employee Online.
2. Click on the menu on the top left of your screen.
3. Click on personal information.
4. Scroll down to phone number.
5. Select cell phone.
6. Enter your preferred cell phone number to receive urgent notifications and save your changes.

These updates will automatically sync with ParentSquare, the district's communication tool for sending urgent notifications.

For specific questions related to accessing Employee Online, please email hrrecords@everettsd.org or call x4105. For questions related to ParentSquare, please contact [Dan Hansen](#) at x4242.

We appreciate everyone's hard work and adaptability as we navigated the challenges caused by the power outages. Sincerely, Communications and Learning & Information Technology Services

New Paint FYI

Hello staff! We have been lucky to get some paint touch-ups in the lower C hallways, main entrance areas, and handrails on the staircase going into the Annex. I have also requested some doors to be touched up, but we are still waiting on that. Help keep our school beautiful by always using painter's tape (the blue tape) when hanging advertisements or awesome student work. Thank you! [Madeline](#)

Join Our MTSS Team

I hope this message finds you well! As part of our efforts to strengthen supports for our students, we are looking for teachers to participate in our **MTSS (Multi-Tiered System of Supports) team**.

This team will focus on reviewing data and identifying supports for students who may need additional interventions to overcome academic, behavioral, or social-emotional challenges. To make participation more manageable, we're adopting a **rolling participation model**, where you can contribute as your schedule allows.

Here's what participation would involve:

- Attending monthly MTSS meetings (on a rolling basis) to review student data and discuss strategies.
- Sharing insights and ideas to develop targeted intervention plans for students.
- Collaborating with colleagues to ensure all students have access to the supports they need.

If you're open to participating—either on a regular or occasional basis—please let me know by [email](#). Your expertise and perspective would be a valuable asset to this team, and we'd love to have you involved in a way that works for you.

Thank you for considering this opportunity! Please feel free to reach out if you have any questions. 😊
Warmly, [Janel](#)

Copy Room Reminder (Don't Break Things... & How to Replace Staples)

This morning [Nov. 19] there was a staple cartridge that was not detected by the machine. When I looked at it, looked like somebody had attempted a unique repair. -10 points to Hufflepuff.

When in doubt, contact the main office for assistance with copier repair, or jams that won't clear. You have more important things to do than ~~breaking~~ fixing copiers.

If you are comfortable doing so, there is a drawer in the copy room that is labeled for staples. That contains the clear plastic cartridges that hold the staple refills, and a spare part to hold the cartridge in the machine. If the drawer does not have staples in it, tell [Sukawt](#)/front office staff. **You can also just tell the office staff that a copier is out of staples.**

If you know how to replace staples, ignore this message. If you want to learn, read below. **You can also ask me to show you and I will teach you in person.** If you don't care about this email, delete it.

1. WHERE ARE STAPLES IN THE MACHINE:

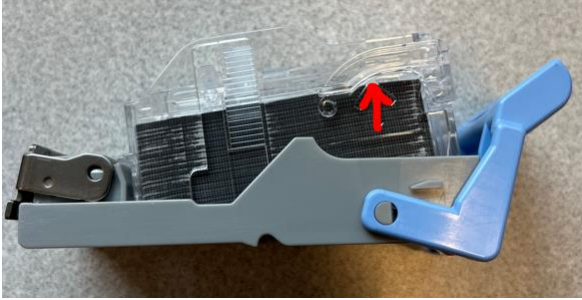
- Here. See red circle. Blue tab to release the cartridge:



2. HOW DO I REFILL THE THING?

- Given that I can replace these cartridges, **this does not require muscle. Don't use a lot of force** to do this next part.
- Take out the old one. Pull the old cartridge back by placing your finger between the arrow (red) and blue tab that you pulled to remove the holder from the copy machine.

- You should see part of the plastic moves and that is the release on the cartridge. It should angle out easily.
- To replace, pay attention to the arrow on the refill. Angle as shown. Press *lightly*. Should click into place.
- Arrow should be pointed up (duh) and towards the front (less duh).



3. REPLACE STAPLE CARTRIDGE IN MACHINE.
4. CELEBRATE.

All the best! [Kyle Pihl](#)

2025-26 Administrative Internship Program

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

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 [AWSP Website/Intern Grant page](#), available the first week of December.

If you have staff who are interested in applying for an administrative internship for the 2025-26 school year, encourage them to submit an application by January 20, 2025. Application materials are available from Jean Hanson in Human Resources: jhanson@everettsd.org.

Prior to applying to the district's administrative intern program, applicants will need to have a conversation with their regional superintendent.

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](#).

Voice Mail

We've had a lot of new staff and room changes since last school year. If you haven't changed your message, callers might be confused if it still state someone else's name for internal and/or external messages. If you haven't done so recently, check your message to be sure it's your name, then follow [these instructions](#) to change your message.

Staff Absences Entered after 6:45 a.m.

If you are reporting an absence after 6:45 a.m., please notify the main office so coverage for the day can be arranged.

Exterior Classroom Numbers

Soon we will begin posting exterior classroom numbers for those that have windows. Please DO NOT remove those number signs—in the event of an emergency, first responders and others will need these signs to identify rooms.

Key Cards for Portables

Please continue to notify the main office if your portable key card is not returned. The card must be deactivated immediately. Thank you to those who have been keeping the front office notified of such losses.

Holiday Decorations

Winter festivities sometimes include door decorating contests. This is a festive and creative way to add some holiday cheer to a school hallway. Please remind your students, ASB advisors, and staff that **door windows must not be covered**. For visibility, safety, and security reasons every door window should remain clear. **Also, if you use string lights** for decorative purposes, please ensure that they are off when you leave for the day.

Inclement Weather

In the event of severe weather, power outages, or other emergencies, Everett Public Schools may adjust schedules to ensure the safety of students and staff. Using multiple communication methods, we aim to inform families and staff about schedule changes by 5:30 a.m. We will post any school closure or delay decision on the [district website](#) as soon as it is made.

[School closure and late start information](#)
[Inclement weather policies & procedures](#)

EduBytes Newsletter

Check out the 3rd issue of the [EduBytes newsletter](#)!

- Synergy Updates! – Blackout Window for eSchoolPlus & Gradebook
- Photo Essay Project Highlight – Sarah Manus's English 3 classes
- Analyzing Student Data
- AI Prompts for Breaking Down Tasks or Projects
- Audio and Ebooks Access through Public Library Partnership
- Digital Citizenship Highlight
- Tool Tips – Stop the Teams Popup!
- Upcoming Changes

Special Services Newsletters

The Special Services Department is excited to introduce a monthly newsletter designed to enhance communication, provide key information, and foster a stronger sense of community.

Each issue will include important and timely news, valuable resources, staff spotlights, and more, serving as a vital tool to keep everyone informed and aligned with ongoing efforts that support the district's strategic plan and department initiatives. This newsletter will ensure that all staff are up to date on the latest developments, helping us work together toward our shared goals.

September Newsletter [link](#)

October Newsletter [link](#)

November Newsletter [link](#)

Summer SIS Blackout for 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**.

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.

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 \(LIF day\)](#)

Phones: JHS Phone List for 2024-25: [SEM1](#) | [SEM2](#)

[Frequently Used Phone Numbers, 2024-25](#)

[District Phone Directory](#)

[Phone Instructions](#)

[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: [lower level](#) | [upper level](#) (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 [already CiHS approved](#) | for info/questions, cihs@everettsd.org

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 @ehein4, email EHeinz@everettsd.org

Kyle Peacocke: X (Twitter) @KylePeacockeJHS, Instagram @jhsathleticcoordinator, email

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

Looking Ahead [\(jump to top\)](#)

Fri, Jan 10	ELIF
T/W/Th, Jan 14–16	Athletics Grade Checks 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
Tues, Jan 21	12:10pm Safety Drill: Earthquake
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
Thurs, Feb 13	9:15am Safety Drill: Evacuation (extended PACK Time schedule)
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 – <i>set clocks ahead 1 hour (“spring forward”)</i>
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
Wed, March 19	9:30am Safety Drill: Lockdown
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	9:15am Safety Drill: Earthquake (during PACK Time) 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

Mon–Fri, April 7–11	Athletics Grade Checks
Tues, April 15	Spring Break – NO SCHOOL
Wed, April 16	3pm TAC Closes for 3rd Quarter Grades Review/Corrections
	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	AP Exams
Fri, May 9	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
Thurs, May 29	9:30am Safety Drill: Evacuation (modified schedule)
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	12:10pm Safety Drill: Lockdown
	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 | JGrant@everettsd.org | PO Box 2098, Everett, WA 98213

Section 504 Coordinator

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

