



THE SCOOP

MONDAY, FEBRUARY 3, 2025

IN THIS ISSUE

[SEM2 Sub Sheets](#)
[SEM2 Bathroom Passes](#)
[Updated Resources for SEM2](#)
[SEM1 Grading Info & Timeline](#)
[MLK Assembly Note](#)
[February 20 PACK Time](#)
[School Stakeholder Annual Survey](#)
[Synergy Training – Scribe](#)
[Canva for Education Update](#)
[Research Approval Process for Staff Members](#)
[Certificated and Classified Staff Affinity Spaces Event on February 13, 2025](#)
[Guidelines for Staff on Immigration-Related Concerns](#)
[Preparing for Synergy](#)
[Check Out January's Family District News](#)
[EduBytes Newsletter](#)

EASY LINKS

Links to [Select Resources](#)
[Looking Ahead](#) Calendar

for 2024-25
for 2025-26
Nov 1–March 14
Feb 3–March 3

[Important CiHS \(College in the High School\) Deadlines for 2024-25](#)
[College in the High School Teacher Application](#)
Late Fee Charged (\$40 per exam) for Ordering AP Exams
Student Registration Open for SEM2 UW in the High School Classes

This Week

Mon, Feb 3
Wed, Feb 5

Thurs, Feb 6

Fri, Feb 7

SEM2 Begins
3pm | [SEM1 Grades “Push” from Gradebooks into TAC](#)
late afternoon | [DeeAnn Will Email Teachers When TAC Is Open](#)
MLK Assembly: [Bell Schedule](#) | [Info](#)
No PACK Time Due to Assembly
ELIF
3pm | [TAC Closes for SEM1 Grades Review/Corrections](#)

The Next Few Weeks

Wed, Feb 12

Thurs, Feb 13
Fri, Feb 14

Mon/Tues, Feb 17–18
Thurs, Feb 20

Fri, Feb 21
Thurs, Feb 27
Feb 28–April 9

8–11am | [ASVAB](#), Career Center (prior registration in the Career Center required):
[ASVAB Fact Sheet](#) | [ASVAB Career Exploration Program Overview](#)
PACK Time: ASB Exec Board Elections (Grades 9–11) | Senior Photo, Gym
ELIF
Athletics Grade Checks
Mid-Winter Break including Presidents Day – NO SCHOOL
before school | Teachers Pick up Reg Supplies in Conf Rm B225
PACK Time: [2026 Registration Kick-off Video](#) (grades 9–11)
PACK Time: HS&B Tasks Reminder (seniors only)
60 minutes | Staff Extension: SAT Training
ALIF: Collaborate to Assess
PACK Time: Evacuation Drill
Student Registration Open for SEM2 Edmonds College in the HS Classes

jump to [Looking Ahead](#)

SEM2 Sub Sheets

Second semester sub sheets were put in teacher mailboxes on Tuesday, January 28. If you haven't done so already, please fill out and return to [Jennifer Larson](#) ASAP. Thank you!

SEM2 Bathroom Passes

We have an excess of Bathroom Hall Passes, so instead of making new passes for SEM2, we are going to use the remaining ones we have. If you need a new bathroom pass, please email [Jennifer Larson](#). Thank you!

Updated Resources for SEM2

Click to jump down to the [Select Resources](#) section to find the **SEM2 lunch list** and the **SEM2 JHS phone list** (includes new employees, and some teacher schedules changed for SEM2).

SEM1 Grading Info & Timeline

Click [here](#) for the full Jan. 24 email from [DeeAnn](#) with all the info, instructions, and timeline for SEM1 final grading.

MLK Assembly Note

Here is a quick note on the MLK assembly from BSU. The assembly is still happening, just on a different date than usual, and with a broadened message. 😊 We will communicate the assembly schedule soon! Thank you! [Madeline](#)

*This year's MLK assembly will take place on **Thursday, February 6!** We adjusted the date to accommodate the schedule of a guest speaker we're incredibly excited about. The assembly will focus on honoring the legacy of Dr. Martin Luther King Jr., celebrating Black History Month, and recognizing other cultural and historical contributions.*

With the theme "Youth as Change-makers," we aim to highlight how young people have the power to create meaningful change in their communities and beyond. We look forward to seeing you there for this inspiring and empowering event!

February 20 PACK Time

On Thursday, February 20, PACK Time will kick off our **2025-26 registration season**. As we've done in past years, 2nd period teachers will distribute materials (transcript, catalog, advisory schedule) to their current 9th-11th grade students and then show the video presentations provided by the counseling team. Registration materials, videos, and resources are available via the JHS Counseling "[2025-26 Course Registration \(forms, videos, FAQ's & calendar\)](#)" link.

A calendar invite has gone out, and a video link will be added to the invite before Mid-Winter Break.

If you are a 2nd period teacher and you're going to be absent on Feb. 20, please be sure to share this info with your guest teacher.

School Stakeholder Annual Survey

Everett Public Schools will be conducting its annual survey of students, staff, and families starting

Monday, February 24. The **School Stakeholder Annual Survey** is a critical element in our ongoing efforts to engage students, staff, and families in the school improvement planning process.

Students, staff, and families will be surveyed online within the following survey windows:

- **Students | February 24–March 14**
- **Staff | February 24–March 14**
- **Families | March 17–April 4**

Synergy Training – Scribe

The LMS department is using a tool called [Scribe.com](https://www.scribe.com) to create dynamic How-To guides for our upcoming Synergy Training in May/June.



On February 14 we will be pushing out the **Scribe Extension** to all staff. You will be able to access basic How-To Scribes without using the extension.

However, if you create an account to sign into the Scribe extension, you'll have the added benefit of using the **Sidekick/Guide Me** feature. This allows you to have the Scribe open next to the Synergy window you are working in, and as you click on the correct Synergy buttons it will move you through the Scribe automatically.

This extension and Sidekick/Guide Me will be especially helpful if you'll be learning on a laptop or only have access to one screen.

More information about signing onto the extension will be coming closer to February 14 and will not immediately be needed until training begins at the end of May.

If you'd like to add the Scribe extension yourself, you can check out this Scribe ([How to Install Scribe Extension for Chrome](#)).

Once you've installed the extension and created a district account you can test out the Sidekick/Guide Me feature using this Scribe: [How to Translate Text Using Immersive Reader](#).

Canva for Education Update

There has been a short delay in getting Canva for Education accounts set up for all staff and students.

Because we have both an email@everettsd.org and an ID@apps.everettsd.org account in our district, Canva recommends that we give people time to copy over any content they don't want to lose from other accounts to their @everettsd.org account.

We did not want to have that work occur during the transition between semesters.

If you have more than one Canva account, you will receive an email on **February 7** with directions explaining how to move content from one account to the other. You'll have two weeks to move content you'd like to keep, and on **February 21** we should be able to start the rostering process and create the integration in Canvas.

If you have previously been paying for the Pro version of Canva you can still choose to move content over to the free district education account or you can keep it separate and move it over before your renewal date.

The Pro version of Canva and Canva for Education are the same accounts. The company is providing full free accounts to educators and students as a way of giving back to their community.

Research Approval Process for Staff Members

For any staff or student teachers who may need to complete research for their degree or program:

Research approval can take up to four weeks, and all research must be completed by Thursday, May 1. The deadline to apply to conduct research in Everett Public Schools is Friday, February 28, 2025. This pertains to all staff.

The research policy, procedure, process, and application can be found on the Assessment and Research website at <https://www.everettsd.org/Page/4818>. If you have any questions about the research application process, please contact [Michele Waddel](#) or [Justine Palabrica](#).

Certificated and Classified Staff Affinity Spaces Event on February 13, 2025

We are excited to announce that we will be cohosting an [Affinity Spaces event](#) with the EEA Justice in Education Task Force for your **certificated and classified staff**. As part of our ongoing commitment to our strategic initiatives, these events play a vital role in promoting a culture of learning and well-being for all employee groups within our district.

This upcoming event will focus on fostering a community of healing and belonging, aligning with our mission to create a supportive and inclusive environment. In response to valuable feedback received from staff at past events, we have tailored this event to better meet the needs and interests of our certificated and classified staff.

This event is open to our certificated and classified staff and is designed to support our shared goals of fostering a culture of learning, well-being, and community. Please encourage staff to mark their calendars with the following details:

Date: Thursday, February 13, 2025

Time: 4:15–6:45 p.m. (Doors open at 4 p.m.)

Location: Evergreen Middle School, 7621 Beverly Lane, Everett, WA 98203

[Register today](#) to secure your spot; registration will close Friday, February 7, 2025.

Dinner will be provided, and we are happy to accommodate a variety of dietary preferences and needs. The following options will be available: vegetarian, gluten-free, nut-free, and dairy-free.

If you have any questions, please contact Dulce Ruiz, druiz@everettsd.org, or Kailani Rands, krands@everettsd.org.

Affinity Spaces provides a unique opportunity for all staff to come together, connect, and engage in meaningful discussions in a supportive and inclusive environment. Equity clock hours will be provided, and you will be pre-registered upon completion.

Guidelines for Staff on Immigration-Related Concerns

I am writing to share information about policies and procedures related to immigration status that could impact our staff, students, and families. At Everett Public Schools, we are a place where every child is valued, every family is supported, and every student has the right to an excellent education.

The Office of Superintendent of Public Instruction (OSPI) has released updated guidelines which reminds Washington state school districts about their legal obligations and practices around student education.

While we highly recommend [reviewing the entire document](#), the key parts for staff include the following:

SCHOOL STAFF WILL:

- Enroll and provide services to all students, regardless of immigration or citizenship status.
- Collect only data and records required for enrollment purposes.
- Be aware that schools have no legal authority to enforce U.S. immigration laws.

- Follow policies and procedures that align with state laws for responding to immigration enforcement actions impacting your school campus.
 - [Board Policy 4300: Limiting Immigration Enforcement in Schools](#)
 - [Procedure 4411P: Working Relationships with Law Enforcement](#)

SCHOOL STAFF WILL NOT:

- Deny admission or continuing enrollment to a student based on the student's citizenship status.
- Require or create an impression that birth certificates or social security numbers are required for enrollment or continuing enrollment.
- Engage in any practices to "chill" the right of access to school.
- Require students or parent(s)/guardian(s) to disclose or document their immigration status.
- Make inquiries of students or parent(s)/guardian(s) that may expose their undocumented status.
- Allow immigration enforcement access to information, records, students, or school campuses without a valid court order, judicial warrant, or other legal requirement.

We have shared this information with our families. If you have questions or need additional resources, please reach out to your building principal or direct supervisor.

Thank you for your work to support all our students and families.

Sincerely, Dr. Ian B. Saltzman, Superintendent

Preparing for Synergy

from January Doc's Dugout

Everett Public Schools is preparing to transition to our new student information system, Synergy, which will play a vital role in the daily operations of our schools. This system is designed to enhance how we manage student data, streamline processes, and improve efficiency across the district.

To support staff through this important transition, the LITS team is finalizing training plans for Synergy users. Training sessions will take place in late May and early June, with options designed to accommodate busy schedules, including flexible times, locations, and formats. Teacher-specific training is scheduled during one of the Teacher LID days in August, with teacher trainers receiving preparation in April to ensure they are ready to support their colleagues. Find more details on the [Synergy implementation webpage](#). We are committed to making this transition as smooth as possible and providing the resources you need to succeed.

Check Out January's Family District News

District news is shared with families on the first Tuesday of every month. [Click here](#) to view what our families are reading.

EduBytes Newsletter

Check out the **January** issue of the [EduBytes newsletter](#)!

- Staff Spotlight
- Synergy Updates: *Deadlines May Be Closer than They Appear*
- Instructional Focus of the Month: *Semester Transition Reminders – Gradebook, Crosslisting*
- AI in the Workplace: *Student AI Pilot*
- Supporting Equity with Technology: *Translation Is Everywhere*
- Digital Citizenship & Media Literacy: *Digital Literacy in 5 – I'm Informed*
- Digital Tool Tips: *Using Sweep in the New Outlook to Clean Up Quickly*
- What Changes Are Coming? *Canvas Speed Grader | New Studio Interface | Canva for All*

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 Responsibilities](#) and [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](#) | [2025-2026](#)

[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

[Stay Connected](#): Where to Look for Various District Communications

[Staff News Hub](#) (must be signed in to see content): newsletters, current notifications, and more

[Synergy Implementation Webpage](#)

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

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| March 4–April 18 | Student Registration Open for SEM2 EvCC College in the HS Classes |
| Wed, March 5 | School-Day SAT for Juniors Bell Schedule |
| Thurs, March 6 | PACK Time: Panorama Survey |
| 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 |
| Thurs, March 13 | PACK Time |
| Fri, March 14 | ELIF |
| | Athletics Grade Checks |
| Tues, March 18 | Gateway Middle School Transition Meetings for 2025-26 60 minutes Staff Extension: Equity/ML |

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|---------------------|--|
| Wed, March 19 | 9:30am Safety Drill: Lockdown 7pm EPS Foundation Benefit Event Premiere, Civic Auditorium |
| Thurs, March 20 | PACK Time |
| Fri, March 21 | ALIF: Collaborate to Respond 10am EPS Foundation Benefit Event Matinee, CRC |
| March 21 & 22 | Spring Play |
| Thurs, March 27 | 8:30am–1:30pm EvCC Students of Color Career Conference (<i>advance registration required</i>) |
| 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 | Lockdown Drill (no special schedule) |
| Thurs, April 3 | PACK Time: Spring Assembly 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 |
| M–F, April 14–May 1 | 7:30am–4:30pm High School Art Show, CRC |
| 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 | Staff Extension |
| Fri, April 25 | ELIF Athletics Grade Checks |
| Thurs, May 1 | 6–7:30pm High School Art Show Award Reception, CRC |
| Fri, May 2 | ALIF: Collaborate to Respond |
| M–F, May 5–9 | AP Exams |
| Thurs, May 8 | PACK Time: SBA Training Test |
| 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: Year in Review 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 |
| Tues, June 10 | Earthquake Drill (no special schedule) |
| 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 |

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| 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 |
| Fri, June 27 | Last Day that eSchool Will Be Available for Use Prior to Synergy Transition |
| June 30–July 17 | SIS Blackout Period for Transition to Synergy |
| 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

Section 504 Coordinator

Dave Peters | 425-385-4063 | DPeters@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