



THE SCOOP

MONDAY, FEBRUARY 10, 2025

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EASY LINKS

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

for 2024-25
for 2025-26
Nov 1–March 14
Feb 3–March 3
Feb 28–April 9
March 4–April 18

[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
Student Registration Open for SEM2 Edmonds College in the HS Classes
Student Registration Open for SEM2 EvCC College in the HS Classes

This Week

Tues, Feb 11
Wed, Feb 12

Thurs, Feb 13

Fri, Feb 14

3pm | TAC Closes for SEM1 Grades Review/Corrections
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
4:15–6:45pm | [Affinity Spaces Event](#), Evergreen Middle School
ELIF
Athletics Grade Checks

The Next Few Weeks

Mon/Tues, Feb 17–18
Tues, Feb 18

Mid-Winter Break including Presidents Day – NO SCHOOL
[Building Power Will Be Off](#)

Thurs, Feb 20	before school Teachers Pick up Reg Supplies in Conf Rm B225 all day AP Student Art Display , Library PACK Time (grades 9–11): 2026 Registration Kick-off Video PACK Time (seniors only): HS&B Tasks Reminder 60 minutes Staff Extension: SAT Training
Fri, Feb 21	ALIF: Collaborate to Assess
Thurs, Feb 27	PACK Time: Evacuation Drill
Fri, Feb 28	ALIF: Collaborate to Respond Athletics Grade Checks
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 <u>ahead</u> 1 hour (“spring forward”)</i>

jump to [Looking Ahead](#)

Reminders for Semester 2

This is a good time to renew our best practices, including:

- Keep classroom windows uncovered—visibility protects teachers!
- One student per bathroom pass, please. Avoid letting students take the pass at the beginning or end of the period.
- Please don't tell students they can transfer into or out of your class. Those are decisions that can only be made in partnership between admin, families, counselors, and you.

Attendance Reminders for SEM2

When a student comes to class with an excused pass—whether from another teacher, counselor, office, health room, or attendance (yellow slip)—PLEASE mark them **TE**. If they have missed more than half the class they should be coming by my office, and then I will change the code to the appropriate selection. Please don't just assume I will change it; if they don't come by my office, I don't know!

This will also help for the students who come to my office trying to get their attendance excused, but then they do NOT go to class. 😞

On a separate note, please remember that if you add a time in the arrival slot and it is after 1:00 in the afternoon, you have to specify **PM**; otherwise, it defaults to AM. Don't ask me why, but I get notices weekly of time errors and then I have to go back and change the time to PM.

Thanks, everyone! 😊 [Kelly Soros](#)

S/U Grading for Students with IEPs

As we finalize grading for SEM1, I want to remind you to review the grades for students on your rosters who are on IEPs to determine if they qualify for **S/U grading**.

Here are the key points to keep in mind:

- **F Grades:** Any F must be converted to either an S (Satisfactory) or U (Unsatisfactory). Please contact the student's case manager if you are planning to assign a U.
- **D Grades:** These should be evaluated on a case-by-case basis to determine if a change to S/U is appropriate. Please contact the case manager for guidance on whether or not to change.

I've [attached](#) guidelines to help you if you have any questions on whether an S or U makes sense. If you're unsure or have questions about a specific student, please don't hesitate to reach out. I'm happy to collaborate with you to ensure we're supporting each student effectively.

Thank you for all your efforts with our students. Please reach out to the case manager if you have any questions. [Orla Korten](#)

MLK Jr Assembly

BSU is currently working to reschedule the guest speaker and MLK assembly, and we will let you know when that date will be as soon as it's decided. Thank you! [Madeline Mason](#)

SAT Training Communication

For the upcoming SAT training on **Thursday, February 20**, Madeline has created a guide for the College Board's system. Please bookmark this or download it and save it somewhere that you will be able to access it for your training.

<https://docs.google.com/document/d/1AnCCf16daW9uzz0EQFQPHJ2KTNPXqsf50z4yr2DhyLw/edit?usp=sharing>

Immigration Enforcement Policies & Procedures FAQ

I've had staff ask some good questions about our policies and procedures. After consulting with the experts, here are the answers to what has been asked. Please keep the questions coming on this important topic so that we can know the correct thing to do should the issue ever arise here. [Sechin](#)

Q: Can we send a message to teachers/tell teachers that ICE is here?

A: We can say that there is a valid warrant. However, ICE may require us not to disclose the purpose of the warrant.

Q: Are there different rules if it is a school event but not on school grounds (e.g., graduation or a sporting event)?

A: During public events, students and families would be protected by state law but not district policy.

Q: What about public spaces (e.g., parking lots and the gym during home games)?

A: "School grounds" includes places that are private (e.g., classrooms, back offices) and places that are public (e.g., the parking lot, the front office, and the gym during games that are open to the public—but not the gym during class time or other times). Law enforcement agents would need a warrant to enter private spaces, but they **can** operate in these public spaces without a special warrant, subject to Washington State laws.

Building Power Off Tues., Feb. 18

For continued maintenance and upgrades, the building power will be shut down on **Tuesday, February 18**. This is the second and final day of Mid-Winter Break, so I sincerely hope most of you were planning to be enjoying your time away.

Parking Lot Safety & Sonitrol

If you are an early bird, please make sure you look at Sonitrol when you enter the building. I live in Kent and am usually 45 minutes early for my shift (I start at 5:30 a.m.), but when the roads are icy, I can get stuck in traffic.

Also, when we get cold snaps, PLEASE be very careful walking in the parking lot! Wear appropriate footwear and take it slow!! Thank you, [Gina Wiemann](#)

AP Art Gallery in the Library

Mark your calendar for **Thursday, February 20**. AP Art students will display their work in the library the whole day. Bring all or some of your classes to view their work. We are looking forward to seeing you all.

[Kaja Smith](#)

Multicultural Night

Save the date! **Multicultural Night** has been rescheduled for **Wednesday, April 16**, 5:30–7:30 p.m., in the JHS Commons and Annex. We look forward to seeing you all there for this amazing night of culture and diversity.

District Staff News

Click [here](#) to read the February 6 issue of EPS District Staff News. Included in this issue:

- Opportunities for Staff
- News Around the District
- News Releases
- Key Dates and Observations
- Policies and Procedures

Archived issues are in DocuShare [here](#).

Monthly Family Newsletter

Click [here](#) to read the February issue of EPS Monthly Family Newsletter. Included in this issue:

- School 2-hour Late Starts and Closures
- Annual Kindergarten Kick-off Webinar
- National School Counseling Week
- Calendar Reminders
- High School and Middle School Summer Academy
- State Releases Latest Report Card for Schools and Districts
- Resources and Assistance for Students and Families
- Remember to Vote
- Everett Public Schools Foundation Annual Movie Premiere
- Parent University
- News Releases
- Our Mission

Wolfpack Press – Digital Release!

I am thrilled to share the winter release of the Wolfpack Press with you. As a reminder, the Wolfpack Press is an entirely student-led club. Students work on different committees—writing, editing, public relations, graphic design—to create our school newspaper.

You can explore this Wolfpack Press edition by accessing the [website](#). There are articles, political cartoons, and even a NYTimes-style Games section. The club members are running their own campaign to share this with students via social media. You are more than welcome to read, provide feedback, post to your Canvas, share with students in future PACK Times, or even play one of the games as a class. 😊 We appreciate your support! Best, [Keelin Davis](#)

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.

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

Synergy update

The LMS department is using [Scribe.com](#) to create step-by-step guides for **Synergy Training** in May and June.

- The **Scribe Extension** launches **Friday, February 14**—IT will push it out to all staff.
- You can access **basic how-to guides** without the extension, but if you sign in, you will unlock the **Guidance feature**.
- This is especially helpful if you are learning on a **laptop** or **one screen**.



More details about signing in will be shared closer to February 14, but you **will not need it right away**—only when training begins in late May. If you want to **install the extension yourself**, follow this guide: [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 should have received 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.

Nominations now open for OSPI Educator Awards

If you know someone who should be recognized, now is the time to nominate them!

- [Teacher of the Year](#). Open to any certificated teacher who spends at least 50% of their time with students in a classroom setting. **Deadline to nominate: March 2.**
- [Classified School Employee of the Year](#). Open to any public school classified employee working in a non-executive management position. **Deadline to nominate: March 2.**
- [History Teacher of the Year](#). Open to K-12 teachers of American history (including state and local history) with at least 3 years of teaching experience. **Deadline to nominate: April 30.**

Grants for Washington State K-12 Public School Teachers!

Applications are now being accepted for the **Ellison Education Grants**. These grants are for K-12 public school teachers in Washington State. Over the past six years, the Ellison Foundation has awarded **119 grants and \$562,000** to Washington State teachers.

Grants will range from **\$1,000 to \$10,000** and be awarded this spring to be used during the 2024–2025 school year. **Applications must be submitted by March 30, 2025.** Learn more at <http://ellison-foundation.org/ellison-education>.

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.

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](#))*

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
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
	5:30–7:30pm Multicultural Night, Commons & Annex
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
Mon, June 16	3pm SEM2 Grades “Push” from Gradebooks into TAC (<i>subject to change</i>) after 3pm DeeAnn Will Email Teachers When TAC Is Open (<i>subject to change</i>)
Tues, June 17	Early Release Day / Last Student Day (<i>subject to change</i>) End of SEM2 (<i>subject to change</i>) 3pm TAC Closes for SEM2 Grades Review/Corrections (<i>subject to change</i>)
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