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Feb 3–March 3
Student Registration Open for SEM2 UW in the High School Classes
Feb 28–April 9
Student Registration Open for SEM2 Edmonds College in the HS Classes
March 4–April 18
Student Registration Open for SEM2 EvCC College in the HS Classes
Feb 21–March 20
5th Period Counselor Advisory Sessions for 2025-26 Registration

This Week

Mon, Feb 24 Evacuation Drill: Bell Schedule | Info

Tues, Feb 25 7:30am–1pm | <u>Blood Drive</u>

Thurs, Feb 27 MLK Jr Assembly Bell Schedule – new date!

Fri, Feb 28 ALIF: Collaborate to Respond

<u>Link Crew Nominations Due</u> for Next Year

SAT Training Due

Research Approval Applications Due

Athletics Grade Checks

Sat, March 1 10am–2pm | Snohomish County Prevention Event for Youth & Adults: Flyer | Slides

certificated and classified staff)

The Next Few Weeks

Mon, March 3 3pm | Immigration Training, B226

Wed, March 5 School-Day SAT for Juniors Bell Schedule

5-6pm | 8th Grade Family Night, JHS Gym

Thurs, March 6 PACK Time: Panorama Survey 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

Thurs, March 13 PACK Time: Check & Connect + Tutorials

Fri, March 14 ELIF

Staff Stakeholder Survey Due

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: HS & Beyond Lesson 3 – Survey

Fri, March 21 ALIF: Collaborate to Respond

10am | EPS Foundation Benefit Event Matinee, CRC

March 21 & 22 Spring Musical

Thurs, March 27 8:30am–1:30pm | EvCC Students of Color Career Conference (advance

registration required)

Fri, March 28 End of 3rd Quarter

ELIF

March 28 & 29 Spring Musical

Sun, March 30 <u>Grant Applications Due for WA State K-12 Public School Teachers</u>

jump to **Looking Ahead**

Evacuation Drill Feb 24 (TODAY)

The evacuation drill will happen during the extended PACK schedule on **Monday, February 24**. We will start the drill around **9:15, which gives you 8 minutes** to review the student expectations slides (see below). Be sure to **take your name sign, backpack, 2nd period roster** (will be printed and placed in your mailbox). ALL STAFF must exit the building and participate in the drill regardless of prep status or any other factors.

Materials:

<u>Student-facing PPT</u>: Slides 4-6. Review this with your PACK Time class beforehand, and bookmark it, as we'll use the same deck for every drill so all things "safety drills" are in one place!

<u>Excel sheet with roles</u>: You should have received a printed copy in your mailbox. These are the same as they were in September.

<u>PPT with field line up</u>: You should have received a printed copy in your mailbox. NOTE: This line-up is also in ALPHABETICAL order and the same as it was in September.

Walking to field (we will split students to speed up flow of traffic as we did in September):

- If you are on the WEST side of the field line-up (softball field side), take the trail towards the back of the school.
- If you are on the EAST side, take the sidewalk in front of the school towards the field.

Students with drill/noise sensitivity: If a student communicates a distinct need to you (do not communicate to your whole class about this option), please allow them to head out a few minutes

before the drill and/or they may report to the main office right before the drill and exit with a staff member there.

Field supervision: Your responsibility if you are on the field line-up is to take attendance and help supervise your students, mainly ensuring that they are staying in your line and not wandering.

Please assist diligently in this so we can have a successful, organized, safe, and fast drill experience!

Weather: In case of extreme weather, we will cancel the evac drill and do a lockdown drill instead. We will communicate this before 9 a.m. if this change is made.

Thank you! Madeline & Safety Team

Staff Stakeholder Survey (All Staff)

JHS staff will receive a link to our anonymous staff survey from the Communications Department on Monday, February 24. Please complete and submit the survey by **Friday, March 14**, 2025. Please watch for the link and take a few minutes to give us your response. We value your input as we continue to work on making Jackson the best possible place it can be! <u>Sechin</u>

Special Passes (Teachers & Instructional Paras)

Some students have a special black and white pass that allows them to go to the bathroom, counseling center, or other pre-designated location. These passes are issued based on a documented medical need, so please allow the bearer to use this pass when needed. Should you need to verify the legitimacy of a pass or if you have questions, each pass has the student's name as well as the staff member who issued the pass.

Link Crew Nominations

Hoping that 2nd semester has started well for you all and you have gotten into a great rhythm. Believe it or not, Link Crew is getting ready to accept applications for the 2025-2026 school year.

I am writing today as your help is needed in nominating awesome kids to be part of our Link Crew. This is actually **THE MOST** important part of our process and we would really like your help in nominating students. Over the past year, Link Crew students have done many things around campus, and I am sure you remember Freshman Orientation!

Whom should you nominate?

We are looking for **next year's juniors and seniors** who are just good kids; kind-hearted, interested in doing good, both vocal and quiet leaders. If you can imagine a lunch table in the commons, we are looking for the best 2-3 kids at each table who represent a wide swath of different types of kids. We want our crew to be a representative sample of JHS; we are looking for diversity in types of kids, the courses they take, the grades they earn, and the interests they have, among many other things. We are especially interested in knowing about kiddos who might be more "under the radar" than your typical ASB type kiddo.

How do I nominate?

Just follow the link below, enter your name and kids from each of your classes you would like to nominate. If you don't teach a class just plug in your kiddo in any of the fields you want. If you could please nominate your students by **Friday**, **February 28**, we would appreciate it! <u>Turner</u> and <u>Gadek</u>

https://forms.gle/JGqbhuczcyfn1CNEA

5th Period Counselor Advisories for 2025-26 Registration

Click for the schedule of <u>5th Period Advisories</u>. Advisories will run from Feb. 21 through March 20. Each 5th period teacher who has any 9th–11th graders is scheduled for **one specific day**. Teachers were asked to let <u>DeeAnn</u> know of any date(s) that would not work for them, and all teacher feedback was honored. Additionally, no teachers were scheduled for a date when their class would be on a field trip. The advisory

schedule has been carefully planned with an equitable distribution of students so that no counselor has an excessive number of students on any day.

5th Period Teachers:

- ✓ You will be reminded the day before your scheduled advisory.
- ✓ Please make sure that you remind your students to come to school prepared for their advisory. They should have their course catalog and transcript that they're receiving on Feb. 20, and their laptops should be charged.
- ✓ Please send your students to their advisory as quickly as possible after you've taken attendance.
- ✓ Students should not be concerned about whether their advisory is earlier or later in the schedule—all student course requests will be treated equally, with no prioritization based on date.
- ✓ Students can enter their course requests before their advisory date, and they can edit their requests throughout the advisory schedule.
- ✓ Thank you for your assistance in this vital piece of our process for planning next year's master schedule.

WIDA Testing for ML Students

WIDA Access testing for our ML students will continue in ML classes or with Maria and Mariela (ML Success Coordinators) if they do not have a designated ML class. Testing will continue throughout most of February and into March. This is a critical assessment and a heavy time of testing for ML students, so if there are things you can take off their plate or extra grace that can be given, it is appreciated! Additionally, some students will need more time or have to complete make-ups, which could require them to miss some of your class time.

Bells will be OFF the week of February 24 and then again on March 10 (bells will be on the week of March 3).

Thank you for your support as we navigate this testing season, and thank you to our ML staff for their incredibly hard work! <u>Sechin</u>

Blood Drive Tuesday, Feb 25 - Please Promote

HOSA is sponsoring this year's blood drive on **Tuesday**, **February 25**, in the main gym. The drive will begin at 7:30 a.m. with the last appointment beginning at 1 p.m. Students must be at least 16 years of age. Those who are **age 16-17 must bring a signed permission slip** to their appointment. Those permission slips can be found on my door, C141, or at the Scoop. As of right now, we only have 16 out of 82 donor spots filled. **We could use your help in getting the word out.**

- If you could take a minute in your 3rd period classes to show one of the <u>attached fliers</u> at the end of announcements this week, that would be appreciated.
- If you would like to donate, please follow this link to sign up for an appointment: https://donate.bloodworksnw.org/donor/schedules/drive_schedule/87350. If you are going during your prep period, let them know you are a staff member and they can expedite you to the front of the line.

On the day of, students will receive a pass with their appointment time the class period before. We will also be keeping a sign-in list for attendance for those who show up for their appointment. Students will be screened by Bloodworks Northwest to make sure that they fit the criteria and it is safe for them to donate. Students who are unable to donate will be sent back to class.

Thank you in advance for your support of our blood drive. This is a great way for students and staff to make a positive impact on our community. If you have any questions, please let me know. <u>Emily Borden</u>

SAT Assignments

Please see attached <u>SAT staff assignments</u> for <u>Wednesday</u>, <u>March 5</u>. I probably made a few mistakes and a couple of changes may still need to be made, but I'm hoping this is close to being the final. **Let me know**

if you have any questions or see any errors. Click here for a 1-pager with training instructions and deadlines. All teachers should choose PROCTOR training, and paras who are supporting on test day will do either Room or Hall Monitor (you will receive a separate email letting you know which one to do).

Reminder: Your training is due by **Friday, February 28**, and you may choose to complete this on your own or come to the library this Thursday, February 20, for the staff extension and complete it alongside others. Turn in your certificate to Sharrethia Anderson in the main office or Bruce Cappel (either email or print and place in their mailbox). Madeline

(Empty) Water Bottles Needed!

I am collecting **empty** 16.9 fl. oz. water bottles for a sculpture project. I currently need about 6 bottles per student (31 students). You can drop them off at **C119** (or **email me and I will come grab them from you)**. I appreciate your help! **Thank you!** Aubree Kosmal

Immigration Training - Rescheduled

NEW DATE: Monday, March 3 | 3 p.m. | B226

Hopefully folks can attend in order to learn more about supporting our immigrant students and families. Leslie Brown with WAISN and the Rapid Response Team of Snohomish County will be providing information. We will follow the agenda she shared previously, as follows:

- Introduction to WAISN
- Overview of Immigration System
- Applicable WA State Laws and Policies
- Basics of Immigrant Legal Status
- Purpose, Roles, and Functions of the Rapid Response Team
 - o Responsibilities and call-out procedures
 - o Documentation
- Support for immigrant communities/resources

Thank you for all you do for our students and families. Ginger Alonzo

Course Proposal Forms for 2026-27 School Year Now Available

In preparation for the <u>high school</u> and <u>middle school</u> course catalogs for the 2026-27 school year, <u>course proposal forms</u> are now available. Each form requires a set of supporting documents and signatures in place before they are submitted. Completed proposal packets can be emailed to the <u>College & Career Readiness Department</u>.

The upcoming deadlines for proposals are as follows:

October 1, 2025, deadline:

High School and Middle School Course Proposal Approval Form for New CTE Courses 2026-27 High School Course Proposal for New Course Equivalency 2026-27

December 1, 2025, deadline:

High School Course Approval Form for New Courses 2026-27 High School and Middle School Course Revision Form 2026-27 High School and Middle School Course Removal Form 2026-27

For Staff Who Will Take Students on Overnight Field Trips

For staff members who will be taking students on overnight field trips, please remember you need to schedule an overnight chaperone training with <u>Kyle Peacocke</u>. These trainings are for advisors and all adult supervisors and can be held via Zoom. Thank you, <u>Jennifer Richardson</u>

Transportation for Students in Off-Site Programs

Click <u>here</u> for a transportation schedule for our JHS students who participate in off-site programs: Sno-Isle (periods 1-3), NJROTC at EHS (periods 5 & 6), Health/Medical at EHS (periods 5 & 6), Manufacturing at CHS (periods 5 & 6), Automotive at CHS (periods 4-6), and RAP Marysville (periods 4-6).

Teacher Preferences for 2025-26

Teachers, please be sure to submit your preferences for next year's teaching assignments. Sometimes there are conflicting requests, so we can't guarantee anything, but we always do our best to take everyone's preferences into consideration. Additionally, this is your opportunity to let us know about any factors that can affect your prep period. Thank you!

Synergy Training Update

Training Dates

We have been working hard to put together a training plan that will provide all SIS (Student Information System) users with some choice and flexibility in how and when they will get their training this spring.

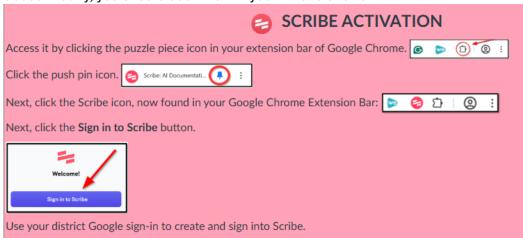
The training window for SIS users (those who currently use eSchoolPlus for much of their work) will be May 27–June 18. Within that timeframe you'll have multiple choices about how and when you'll be able to schedule your training. You will have choices for both online and in-person classes for all the available modules for your role.

The training window for teachers will be on one of the LID days in August. We are still working out details specifically about which dates and times.

The goal is to roll out the schedule and allow staff to register for dates on April 14.

Scribe Extension

We are using a tool called Scribe to build our training materials. For those wishing to get ahead and set up their Scribe account early, you should see it now in your Extensions list.



Synergy Training – Scribe

Synergy update

The LMS department is using <u>Scribe.com</u> 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.

New CIHS Teachers Application and Courses for 2025-26

Everett Public Schools has established interlocal agreements with local and state colleges 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.

Application windows:

- <u>Edmonds College</u> CiHS application window open through May 30
- Everett Community College CiHS application window through May 30
- NEW! <u>Central Washington University</u> and <u>Eastern Washington University</u> CiHS programs will also be available for the 2025-26 school year; application windows are open through May 15

To review teachers and courses already approved for CiHS, please review 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 other questions or information, please contact cihs@everettsd.org.

Multicultural Night

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

Special Services Newsletters

Please click the February newsletter <u>link</u> to see important information and latest developments in Special Services.

EduBytes Newsletter

Check out the February issue of the EduBytes newsletter!

- Synergy Updates: Training Update
- Instructional Focus of the Month: Using Lynx to Make Student Learning Engaging
- Al in the Workplace: Using CoPilot's Al Prompt Ideas
- Supporting Equity with Technology: Assistive Technology Tips
- Digital Citizenship & Media Literacy: Digital Literacy in 5 I'm Engaged
- Digital Tool Tips: Bluebook Important | Lynx Pro Account | 911 Reminders | Protecting Your Information
- What Changes Are Coming? Canvas Discussion Enhancements | Canva for Education Version

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 <u>website</u>. 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, <u>Keelin Davis</u>

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

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.

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)

Frequently Used Phone Numbers, 2024-25

District Phone Directory
Phone Instructions

Counselor and Admin Alphas, 2024-25

<u>Admin Responsibilities</u> and <u>Admin Supervision</u>, 2024-25 Calendars for 2024-25: <u>Student At-a-Glance Calendar</u>

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 | 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: <u>Video</u> | <u>Sign</u> | <u>New Worksite Learning Student Forms</u> | <u>byoungberg@everettsd.org</u>

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 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)

Mon, March 31 Deadline to Submit Voluntary Transfer Interest and Preferences to HR

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

6-7:30pm | High School Art Show Award Reception, CRC Thurs, May 1

ALIF: Collaborate to Respond Fri, May 2

M-F, May 5-9 **AP Exams**

PACK Time: SBA Training Test Thurs, May 8

Fri, May 9 **ELIF**

Athletics Grade Checks

M-F, May 12-16 **AP Exams**

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

Fri, May 16 **ELIF**

M-F, May 19–23 AP Exams, Late-Testing

Tues, May 20 **SBA ELA** Thurs, May 22 SBA Math

6pm | JHS Senior Awards Night

Fri, May 23 **ELIF**

Mon, May 26 Memorial Day - NO SCHOOL

Tues, May 27 **Evacuation Drill**

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

Sequoia HS Graduation Thurs, June 12

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 (subject to change)

after 3pm | DeeAnn Will Email Teachers When TAC Is Open (subject to change)

Tues, June 17 Early Release Day / Last Student Day (subject to change)

End of SEM2 (subject to change)

3pm | TAC Closes for SEM2 Grades Review/Corrections (subject to change)

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