



# THE SCOOP

MONDAY, MAY 12, 2025

## IN THIS ISSUE

[Recognitions – Please Complete!](#) (submissions due **Tuesday**)

[NO Intercom Calls after School](#)

[Last Update: Senior Letters List!](#)

[School Van Parking](#)

[Retirement Celebration June 3](#)

[“We’re Proud!” Submissions](#)

[Tech Support during AP Testing](#)

[AP Testing Locations & Test Takers](#)

[Juneteenth](#) (who works and who doesn’t)

[Important Information & Reminders](#)

[Finishing Strong – Classroom Cell Phone Expectations](#)

[A Friendly Reminder from Your Registrar](#)

[Cap Décor & Graduation Regalia](#)

[Gradebooks and Synergy](#)

[Mental Health Awareness Month Resources](#)

[Course Proposals \(cert staff only\)](#)

[Finals \(teachers only\)](#)

[Staff vs Seniors Basketball!](#)

[Application for New CiHS Teachers & Courses for 2025-26](#)

## EASY LINKS

Links to [Select Resources](#)  
[Staff and Family Newsletters](#)

[Looking Ahead](#) Calendar

[Key Senior Dates](#)

for 2024-25

for 2025-26

[Important CiHS \(College in the High School\) Deadlines for 2024-25](#)

[College in the High School Teacher Application](#)

## This Week

M-F, May 12–16

M-F, May 12–16

Tues, May 13

Thurs, May 15

Fri, May 16

[AP Exams](#)

Library Closed during Lunches during AP Exams

[Submissions Due for Recognitions Assembly](#)

60 minutes | Staff Extension: SBA Training

PACK Time: SBA Training Test (grade 10) | Study Hall (grades 9, 11, 12)

ELIF

## The Next Few Weeks

M-F, May 19–23

Tues, May 20

Thurs, May 22

Fri, May 23

Mon, May 26

Wed, May 28

Thurs, May 29

Fri, May 30

Tues, June 3

[AP Exams, Late-Testing](#)

SBA ELA

SBA Math

6pm | JHS Senior Awards Night (by invitation only)

ELIF

Memorial Day – NO SCHOOL

6pm | [Everett PTSA Council Awards Celebration](#), JHS

3rd period | Evacuation Drill (bell schedule will be linked in Outlook)

[Recognitions Assembly](#)

ELIF

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

[ASVAB Fact Sheet](#) | [ASVAB Career Exploration Program Overview](#)

4–6pm | District Retirement Celebration, CRC

Thurs, June 5                      SENIOR Finals: SCI, SOC (normal bell schedule)  
PACK Time: Study Hall (for finals/end of year)  
6pm | District Athletic Awards Night, JHS

Fri, June 6                      Early Release Day  
2pm | Senior Tea, Commons  
6:30pm | Staff vs Seniors Basketball Game, Staff Scholarship Fundraiser  
during Staff vs Seniors Game | Senior Yearbook Distribution

*jump to [Looking Ahead](#)*

## Recognitions – Please Complete!

Hello! As a reminder, please submit a response if you have a club, sport, activity, etc., that we need to recognize!

<https://docs.google.com/forms/d/e/1FAIpQLSd3ob38kNdaWDXrrfQiE2fyBPnt7J5VgKqHVefY64l9bPZ6cw/viewform>

*[May 6 email]*

We are excited to begin a new tradition of having a **Recognition Assembly** at Jackson to recognize our MANY student (and staff!) accomplishments from the year, which will happen on **Friday, May 30**.

To help out with the planning, please complete [this google form](#) with any student recognitions/ accomplishments/titles (athletics, activities, AND academics) so that we can be sure to recognize everyone. Please complete this by **Tuesday, May 13**. Thank you! [Madeline](#)

## NO Intercom Calls after School

AP testing continues, and this is a reminder to NOT make any intercom calls—even if the school day has ended. Students are still in the building and testing. Thank you, [Sukawt](#)

## Last Update: Senior Letters List!

We are down to the last **16** kiddos. Please take a look at the spreadsheet to see if you can write to one of these 16. I would love to see the sheet filled in by the end of today [Friday, May 9]! 😊 [Jason](#)

Here is the link to the spreadsheet:  [Senior Letters List co2025.xlsx](#)

## School Van Parking

To add to Sukawt's email regarding staff parking reminders, we have four spots clearly labeled "**24 Hour School Van Parking**." While these spots are sometimes empty, we have vans going in and out of those spots at random times throughout the day. **Please do not park in these four spots.** We have three permanent vans that need those spots, plus one district van that we get regularly. Thank you! 😊 Kyle Peacocke

## Retirement Celebration June 3

We will gather at the Community Resource Center on June 3 from 4 to 6 p.m. to celebrate our retiring co-workers! Please join us to send them off with our heartfelt best wishes!

## “We’re Proud!” Submissions

Everett Public Schools is excited to honor our incredible staff and their families as they achieve significant educational milestones this year. Look for “We’re Proud...” in the upcoming issue of Staff News. Make sure to complete the [survey](#) by **Friday, May 23**.

## Tech Support during AP Testing

For AP testing, continuing over the next couple of weeks, Elizabeth may be in the upper D wing helping with AP testing. If students cannot find her in the library, please let them know to visit her there. Thank you! [Madeline](#)

## AP Testing Locations & Test Takers

AP exams are May 5–9 and May 12–16 with make-up exams May 19–23. **There will be no bells during this time.**

Attached is the [room list](#) showing where the exams are being administered AND where displaced (mostly D-wing) teachers will be. Many classes are displaced to various classrooms during teacher planning periods. Teachers, please view the attached document to see how this affects your planning period.

Also attached is a list of all [test takers](#). Students taking a.m. exams will be excused 1st–4th and students taking noon exams will be excused 4th–6th. On LIF Fridays we will excuse to match the bell schedule. Students are expected to be in class before/after their exam.

AP students can view exam locations on the JHS website school calendar.

Thank you all for your support and flexibility during AP testing! [Lori Wirtz](#)

## Juneteenth

Juneteenth—**Thursday, June 19**—is a non-student day and **non-workday for the following staff**:

- School-term staff: teachers, paras, food services, campus security, nurses, drivers
- Administrators
- EAEOP: elementary general office, middle school/CRC office assistants
- Professional Technical staff
- SEIU: non-260-day staff

Juneteenth is a **normal work day for the following staff**:

- EAEOP: all—with the exceptions of those listed above (elementary general office, middle school/CRC office assistants)
- SEIU: 260-day staff
- Trades

All employee calendars can be viewed in [DocuShare](#).

## Important Information & Reminders

### Parking

- Please do NOT park in the visitor parking spots located in front of the library.



### Morning Announcements & Intercom Calls

- We will be doing morning announcements at 7:25 a.m.

- No bells May 6–23
- No paging or intercom calls during AP testing, EVEN if it's after school

### Employee Absences

- Report your absence as soon as you know you will be out; do not wait until morning to enter the absence. Reporting before morning will increase the chances of getting a sub assigned to the position.
- Always upload your lesson plans in Frontline. The main office pulls the lesson plans for open positions, but it's your responsibility to add the lesson plans online, and it's the sub's responsibility to access the lesson plans from Frontline.

### Leaving Campus During Lunch

- If you are planning on leaving campus for your lunch, please sign out and sign back in upon your arrival. If you are running late please call x7000. This applies to ALL staff.

Thank you, [Sukawt](#)

## Finishing Strong – Classroom Cell Phone Expectations

With so many students starting their “countdown clocks” to June, let's stay consistent with our classroom cell phone expectations. We've made strong progress reducing distractions, and it's important we don't let up now—students need our help to stay focused and finish strong. Preventing backsliding in these last months is key to maintaining the positive learning environment we've all worked so hard to build. Remember, if there's a student who is proving to be a particular problem, loop in your admin. We are here to help! [Sechin](#)

## A Friendly Reminder from Your Registrar

If you are informed by or have discussions with students who state they are moving or leaving JHS, especially before the end of the semester, please email me or call x7015 and let me know at your earliest convenience, providing student name and ID number.

It is very beneficial to receive this information in a timely manner so we can connect with the student and family to ensure a smooth transition to their new school. Thank you and have a wonderful day! [Heather Coon](#)

## Cap Décor & Graduation Regalia

Staff, [attached](#) is a letter outlining and explaining our updated guidelines for graduation regalia to now include decorated cap. Thank you, [Sukawt](#)

## Gradebooks and Synergy

We received a question about Gradebook access after the conversion to Synergy. Following is the answer we got from LMS. [Heather](#)

*Our current Gradebook will **NOT** be imported into Synergy Gradebook, so having a printed copy at the end of the year will be very important.*

*Moving forward, Synergy Gradebook does have the ability for teachers to view past year Gradebooks. 2025-26 will be the first year in Synergy Gradebook, and teachers will be able to view 2025-26 Gradebooks when in the 2026-27 school year.*

## Mental Health Awareness Month Resources

May is **Mental Health Awareness Month**. The Crisis Text Line (<https://www.crisistextline.org>) has created free downloadable toolkits (click here for [high school toolkit](#)) for teachers, counselors, and other staff to

help promote self-care practices for students while destigmatizing and fostering a safe environment for open dialogue about mental health.

A focus on empathy is encouraged during this time of the school year, and schools may consider opportunities to revisit Second Step and/or RULER lessons that reinforce the importance of empathy in our interactions and relationships with others.

### Course Proposals *(cert staff only)*

Want to see a new class added to the course catalog next year? [Course proposal forms](#) are now available. Completed proposal packets can be emailed to the [College & Career Readiness Department](#).

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](#)

### Finals *(teachers only)*

Fewer than a third of teachers give finals anymore, so we’re going to try something a little different this year. Rather than grouping finals by period, we’re going to group by subject area (see below). The hope is that this will be a better distribution of big academic events to help increase student focus and reduce anxiety.

GRADE 12 FINALS		
Thursday, June 5	Monday, June 9	Tuesday, June 10
Science	World Language	Electives
Social Studies	Math	Other subjects

  

GRADES 9-11 FINALS		
Thursday, June 12	Monday, June 16	Tuesday, June 17
Science	World Language	Electives
Social Studies	Math	Other subjects

**There will be no adjusted bell schedules or extended class periods for finals.**

Finals include any major project or big test that requires a lot from students. It does not include presentations or something that would normally be spread out over several days, although I would encourage you to be flexible with individual students who come to you in advance. [Sechin](#)

### Staff vs Seniors Basketball!

It’s that time of year again when we ask/cajole/beg you to participate in the annual Staff vs. Seniors Basketball Game on **Friday, June 6**. This game is a much-anticipated, longstanding tradition and is a fundraiser for our Staff Scholarship Fund.

There are many ways to help: play, cheer, halftime show, tickets/concessions, donate, etc. If you are in any way interested in playing, our first “practice” was Friday, April 25. **Let me know if you want to join us for future practices.** Thanks, [Troy Schwenke](#)

# Application for New CiHS Teachers & 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 [Everett Public Schools CiHS Application](#).** The window for applications varies based on the postsecondary institution, as listed below.

## Application windows:

- [Edmonds College](#) CiHS application window open through May 30
- [Everett Community College](#) CiHS application window through May 30
- NEW! [Central Washington University](#) and [Eastern Washington University](#) 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 [CiHS Approved Teacher List](#). 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, please contact [cihs@everettsd.org](mailto:cihs@everettsd.org).

## 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](#)

[Transportation Schedule for Students in Off-Site Programs](#)

[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](mailto: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](mailto:cihs@everettsd.org)

Course Proposal Forms for [2026-27](#): [New CTE Course](#) (due by Oct 1, 2025) | [New Course Equivalency](#) (due by Oct 1, 2025) | [New Course](#) (due by Dec 1, 2025) | [Course Revision](#) (due by Dec 1, 2025) | [Course Removal](#) (due by Dec 1, 2025)



## Athletic Shares:

Erik Heinz: X (Twitter) @CoachHeinz57, Instagram @ehein4, email [EHeinz@everettsd.org](mailto:EHeinz@everettsd.org)

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

[KPeacocke@everettsd.org](mailto:KPeacocke@everettsd.org), cell 206-755-0888

[Synergy Implementation Webpage](#)

## Newsletters [\(jump to top\)](#)

[District Staff News](#) – EPS monthly staff newsletter

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

[EduBytes](#) – EPS technology newsletter

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

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

[Special Services Newsletter](#)

[District News](#) – Everett Public Schools monthly family newsletter

[Jackson T-Wolf News](#) – monthly newsletter for JHS families

[Wolfpack Press](#) – online student newsletter

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

Mon, June 9	SENIOR Finals: WL, MTH (normal bell schedule)
Tues, June 10	SENIOR Finals: Electives, Other Subjects (normal bell schedule) Earthquake Drill (no special schedule)
Wed, June 11	Senior Assembly & Senior Tasks 5th period   Safety Drill: Lockdown <b>Senior</b> Grades Due in <b>Gradebook</b> ( <i>TAC not yet available</i> ) Grad Walk: Heatherwood MS, time TBD 30 minutes   Staff Extension: Year in Review, Staff Farewells
Thurs, June 12	FINALS, Grades 9–11: SCI, SOC (normal bell schedule) PACK Time: Study Hall (for finals/end of year) 7:30am–12pm   Senior Laptop Check-in, HS&B Plan, Clearance & Academic Check Grad Walks: Monroe ES, 1:30; Woodside ES, 2:15; Cedar Wood ES, Penny Creek ES, and Silver Firs ES, 2:30; Forest View ES, time TBD Sequoia HS Graduation
Fri, June 13	9am (approx 2½ hrs)   Graduation Practice for Seniors, Gym 9am   Grad Tickets Distributed to Seniors at Grad Practice following grad practice   Senior Lunch ELIF
Sat, June 14	11am   Everett HS Graduation, Angel of the Winds Arena, Everett 3pm   Cascade HS Graduation, Angel of the Winds Arena, Everett <b>7pm</b> (seniors arrive by 5:34)   <b>Jackson HS Graduation</b> , Angel of the Winds Arena, Everett following graduation   Senior Grad Night Party (pre-registration required)
Sun, June 15	Father's Day
Mon, June 16	FINALS, Grades 9–11: WL, MTH (normal bell schedule) 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	FINALS, Grades 9–11: Electives, Other Subjects (normal bell schedule)
Thurs, June 19	<a href="#">Juneteenth – HOLIDAY</a>
Fri, June 20	Early Release Day / Last Student Day ( <i>new date</i> ) End of SEM2 ( <i>new date</i> ) 3pm   TAC Closes for SEM2 Grades Review/Corrections ( <i>new date</i> )

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

*2025-26 work calendars are in [DocuShare](#) with specific return to work dates for your specific assignment.*

Mon, Aug 4, 2025	First Day Back for Most Office Staff
Tues, Aug 12	Classified Job Fair, CRC
Mon/Tues, Aug 25 & 26	Learning Improvement Days
Wed, Aug 27, 2025	First Student Day, 2025-26
	8-Day Student Enrollment Count Begins
Mon, Sept 1	Labor Day Holiday
Tues, Sept 2	Day 4 Student FTE Count
Mon, Sept 8	8-Day Student Enrollment Count Ends
Fri, Oct 10	Professional Learning Day for All Staff
Dec 22–Jan 2	Winter Break
Feb 16–20	Mid-Winter Break
April 6–10	Spring Break
Mon, June 15, 2026	Last Student Day (subject to change)

---

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](mailto:CGolden@everettsd.org) | PO Box 2098, Everett, WA 98213

**Section 504 Coordinator**

Dave Peters | 425-385-4063 | [DPeters@everettsd.org](mailto:DPeters@everettsd.org) | PO Box 2098, Everett, WA 98213

**Gender-Inclusive Schools Coordinator**

Joi Odom Grant | 425-385-4137 | [JGrant@everettsd.org](mailto:JGrant@everettsd.org) | PO Box 2098, Everett, WA 98213