

Verbiage for Principal Packet/Email/Presentations:

Welcome Back! It's time once again to update your school handbook for the upcoming 2023-24 academic year. Please incorporate the linked [District Policies and Procedures](#) section into your school staff handbook. The mandatory **Vector Staff Handbook training will be released on 8/21/23 for all employees.**

Please note- the process has changed for updating the school handbook for the 2023-24 academic year. A "Placeholder Document" has been saved in your school's Staff Handbook DocuShare folder. The name of this document should not change year to year. This will enable us to maintain stable links to the documents in Vector Training for years to come.

To ensure a smooth transition, we ask that you follow the instructions below:

1. Log into [DocuShare](#) (DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > YOUR SCHOOL'S NAME)
2. Click on the ellipsis (three dots) across the document you need to update.
3. Select Upload a New Version.
4. Select "Choose File" and upload the document – **do not change the title of the placeholder document**

****Tip sheet can be found at:** [School Staff Handbook Updates](#)

By following these instructions, the links in the training document will remain stable, ensuring that all staff can access the handbooks without any issues.

The mandatory **Vector Staff Handbook training will be released on 8/21/23** for all employees.

Please upload the updated file by **8/18/23**. Failure to meet the 8/18/23 deadline will lead to staff encountering the placeholder document. Should this happen, the document will instruct them to contact their Administration and/or Office Manager for further guidance.

You can access your documents at:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-117>

(DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > YOUR SCHOOL'S NAME)

If you have any questions or need assistance, please reach out to Michelle Olson, 425-385-4127, molson2@everettsd.org.

Thank you for your cooperation! Let's work together to create an informative and up-to-date school handbook for the new academic year.

Important Links:

[Employee Handbook](#)

[District Policies & Procedures](#)



Place Holder: Staff Handbook – Current

Please replace this Placeholder document with your school's handbook. Please be sure to follow the directions below to update the file.

How to update a new version of the same document?

1. Log into [Docushare](#) (DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > YOUR SCHOOL'S NAME)
2. Click on the ellipsis (three dots) across the document you need to update.
3. Select Upload a New Version.
4. Select "Choose File" and upload the document – **do not change the title of the placeholder document**

Example

The screenshot shows the Docushare interface for a folder named "Staff Handbook". A table lists documents, with the first one, "Cascade Staff Handbook - Current", highlighted. A purple box highlights the ellipsis (three dots) in the "Actions" column for this document. A red arrow points from the ellipsis to the "Upload a New Version" option in the context menu. Below the table, the "Add Version" dialog box is open. It has a "Filename:" field with a "Choose File" button and the text "No file chosen". A red arrow points from the "Filename:" label to the "Choose File" button. Below this is a "Title:" field with the text "Cascade Staff Handbook - Current". A red box highlights this field, and a red arrow points from the "Title:" label to it. To the left of this field, the text "DO NOT CHANGE Title" is written in red. Below the title field is a checkbox labeled "Change the title of the document to this title". At the bottom of the dialog is a "Version Comments:" text area and an "APPLY" button. A purple box highlights the "APPLY" button.

Staff Handbook

Edit Selected... Add...

Type Title Owner Modified Date Size Actions

Cascade Staff Handbook - Current NEW
2023-24 Cascade Staff Handbook 13563 07/25/23 122 KB

Check Out

Upload a New Version

Comments

Add Version

UPDATE Filename: (required) Choose File No file chosen

DO NOT CHANGE Title Title: Cascade Staff Handbook - Current

☐ Change the title of the document to this title

Version Comments:

APPLY