

Please email this building plan to [Shelly Ellis](#) by **November 3rd**

ADMINISTRATOR AND LEAD TEACHER SEXUAL HEALTH PLANNING GUIDE

Middle School Health – High School Family Health – High School CCRS

School Name: _____

Administrator who will serve as Coordinator: _____

Additional staff to receive communications about Sex Ed: _____

Action Item	Dates	Responsibility
Indicate Dates when Sexual Health will be taught. All Middle and High Schools are teaching sexual health in January for fall semester and in June for spring semester. Courses are taught in: 1. Middle School Health (9-11 lessons) 2. High School Family Health (10-12 lessons) 3. CCRS and Equivalency Courses (2 lessons)	Fall semester Dates: _____ Spring Semester Dates: _____	Indicate Lead teacher who will meet with the principal to review curriculum and determine instructional start date. _____ Link to EPS Sexual Health K-12 Website Link to Teacher Canvas Portal
Parent letter needs to be updated and sent to families 30 days before instruction. Link to translated Parent Letters in DocuShare. Link to Blackboard Connect message for parents.	Indicate date family letter will be: Modified _____ Sent to families _____	Indicate who will modify letter to include: <ul style="list-style-type: none">• School name• Date topics will be taught• Content Covered• Principal signature
Parents will have the opportunity to review the curriculum. Teachers and administrators will need to provide this link to families requesting access to the Sexual Health Curriculum. https://bit.ly/SexEdCurriculumReview	Indicate date you will send the Curriculum Review date to your families (must be 30 days before curriculum is taught) _____ _____	1. Family member will complete form 2. Within 2 school days, CTE staff will enroll family member in Curriculum Review Canvas course 3. Family member will have 48 hours to review curriculum and make opt-out decision (if necessary) 4. Teacher will update Administrator and CTE department of opt-out decision.
Schedule a curriculum presentation at least 30 Days prior to instruction to introduce curriculum and answer questions. Can be during curriculum night.	Indicate date of curriculum presentation: _____ _____	Indicate who will conduct the presentation. _____ Link to presentation.
Teachers can provide the opt-out form to families, as needed. Confirm with teachers they have created assignments and provided a study location for any students who opt out.	Opt-out forms must be returned prior to start of sexual health lessons.	Indicate who will maintain completed opt-out forms for your school and send copies to Shelly Ellis Sellis@everettsd.org _____

Plan completed by: _____

Your Name

If you have any questions, please contact Shelly Ellis at x4062 or email SELLis@everettsd.org.