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Response/Action Optional

No Items

Information Only

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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-5639>

Administrative Outlook Calendar Instructions

1. Click on the ellipses (. . .) in the lower left corner of the screen
2. Click on “Folders”
3. Double click on “Public Folders”
4. Double click on “Public Folders”
5. Double click on “All Public Folders”
6. Double click on “Administrative Team”
7. Click on “Administrative Calendar” to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Open Calendar”
3. Select “Open Shared Calendar” – type in **Calendar ESC Substitutes**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through the deputy superintendent’s office.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password)
Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

September 10: School Board Meeting, 4:30 p.m., Board Room A & B

September 17: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

September 18: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

September 19: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

September 24: School Board Meeting, 4:30 p.m., Board room A & B

October 8: School Board Meeting, 4:30 p.m., Board room A & B

October 15: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary

October 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

October 22: School Board Meeting, 4:30 p.m., Board room A & B

November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

November 12: School Board Meeting, 4:30 p.m., Board room A & B

November 14: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Title IX/Civil Rights Compliance Officer & ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4100

504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063

Gender-Inclusive Schools Coordinator – Joi Grant, jgrant@everettsd.org, 425-385-4137

Address: PO Box 2098, Everett WA, 98213

Communications to Principals Guidelines

Communications to Principals is a weekly publication designed to consolidate and transmit information from central administration personnel to building principals and classified administrators that would be addressed to “All Administrators”, “All Principals”, “Region Principals”, or “Level Principals”.

1. All items submitted for inclusion in Communications to Principals must have the approval of the originator’s division/department head who is a member of the Superintendent’s Cabinet, e.g., Shelley Boten would approve all items from the Academics Department. Approval will be in the form of an approval line and should be located at the bottom of the first page of the document in Bold Georgia Font.

2.

Example:

Approved for Distribution: _____


Shelley Boten

3. There will be three (3) categories of materials: **Response/Action Required**, **Response/Action Optional**, and **Information Only**. The requested category should be indicated in the upper right portion of the first page in an italic number 16 Bold Georgia Font.

Example: ***Response/Action Required***

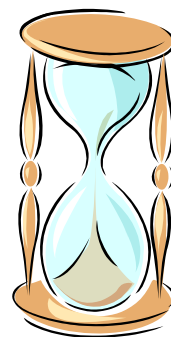
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should be single spaced with one line between paragraphs.

4. Materials to be included in Communications to Principals must be submitted to the Deputy Superintendent’s office, **by 3:00pm on Tuesday** for inclusion in that week’s publication. Materials **must have the electronic signature** of the appropriate division/department head at that time. Please submit materials electronically to Lorie Lambert at llambert@everettsd.org. **Please do NOT send scanned items as we are producing a document that is “live” and in color on DocuShare.**
5. Materials included in Communications to Principals should be free of technical errors (punctuation, grammar, etc.). Submittals should be proofread. Materials which have been returned to the sender for corrections and which are not returned in time to meet the deadlines will be held for the next publication.
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.
7. An electronic copy will be uploaded to DocuShare in the Communications folder.
8. If you have any questions regarding the Communications to Principals packet, changes in distribution, or signature templates for the three categories, please call Lorie Lambert at x4017.



RESPONSE/ACTION REQUIRED

Items in this section require immediate attention by the building administrator and an appropriate response or action by the date and time indicated.





Response/Action Required

August 30, 2024

To: District Staff and Administrators
From: Ian B. Saltzman, Superintendent
Regarding: **No Emails to Principals Through September 11**

Principals and building staff are very busy preparing for the first day of in-person school. Please share with your staff my request to **cease all emails to principals and office staff through September 11** unless they are cleared through my office or a direct response to an email string already established. I would like our building teams to focus on students, parents, and their immediate tasks necessary for a smooth, successful start to the new year.

Required Action:

Do not send emails to building principals or office staff unless it is cleared by the superintendent's office.

Approved for Distribution _____

Ian B. Saltzman



Response/Action Required

August 30, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **EPS Appreciation Night with the Everett AquaSox on September 7**



Get ready to kick off the new school year with a blast as the Everett AquaSox face off against Spokane at Funko Field on Saturday, September 7, at 7:05 p.m.!

We've got a special deal just for the Everett Public Schools community—upper-level seats, regularly \$17, are available for only \$10 for all families, staff, and friends! Plus, for every ticket sold, \$3 will be donated to the Everett Public Schools Foundation.

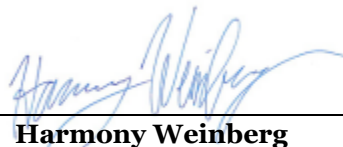
Don't miss out on this exciting night of family fun, complete with post-game fireworks! Grab your tickets now at <https://fevo-enterprise.com/event/Everettschool8> and invite everyone you know—the more, the merrier! Let's make it a night to remember. Play ball! #EPSsmiles

Remember, tickets must be purchased online to receive the \$10 discounted price. Game day tickets will be sold at the regular price of \$17.

Required Action:

Please share with your staff and school families

Approved for Distribution:


Harmony Weinberg



Response/Action Required

August 30, 2024

To: All Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Reminder: Substitute Shortage Plans**

As you prepare for the start of school and in the event of a certificated substitute shortage, please make sure your substitute plans are developed and ready for publication prior to the first day of school. To assist in creating substitute plans, linked are fillable forms for [elementary](#) and [secondary](#).

Below is an excerpt from the EEA collective bargaining agreement outlining the information to include in your plans as well as timelines:

Section 9.01.E – Substitute Shortages

E. Substitute Shortages

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists. Employees not trained with the District de-escalation strategy (i.e., Right Response training) have the right to refuse substitute coverage in Achieve classrooms unless there is an appropriately trained employee in the classroom.
2. The school plan shall address when employees released for on-site work or District trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.

On any given day, District-directed pullouts shall be limited to fifty (50) employees and school directed pullouts shall be limited to thirty (30) employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.

Required Action:

Send a copy or provide a link to your school's substitute plans to Jean Hanson, Human Resources, jhanson@everettsd.org. **Plans are due as soon as possible.**

Approved for Distribution:


Chad Golden



Response/Action Required

August 30, 2024

To: Administrators & Supervisors
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Reminder: Fall Flu Clinic – September 11**

Everett Public Schools will host a flu clinic this fall at the Community Resource Center:

**Wednesday, September 11
3-6:00 p.m.**

IMPORTANT REMINDERS

- Sign up online: <https://www.safeway.com/vaccinations/group-clinic/EverettPublicSchool09112024>
- If unable to sign up online, participants will need to fill out a paper consent [form](#)
- If applicable, please add the last 4 of SSN on the form
- Each participant must bring their medical, prescription and/or Medicare part B card to vaccine appointment.
- Participants should wear a short sleeve shirt if possible.

Required Action:

Please print and post the [linked](#) flyer and [linked](#) consent form in areas frequented by staff.

Approved for Distribution:

Chad Golden



Response/Action Required

August 30, 2024

To: All Elementary Building Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Andrea Cartwright, Director of Science and Engineering
Regarding: **2024-25 Science Adoption Process Information & Application**

The P-5 Instruction team is excited to share an elementary science instructional resource adoption process that will occur during this school year. Newly adopted instructional resources will be implemented during the 2025-26 school year.

An Elementary Science Adoption Process Committee will meet for several sessions from October 2024 - April 2025 to review instructional resources in accordance with [School Board Policy 2311](#) and [Procedure 2311P](#). The committee will be comprised of the following staff and stakeholders:

- Primary Teachers (grades K-2)
- Intermediate Teachers (grades 3-5)
- Resource Teachers
- Achieve Teachers
- STEM/STEAM Specialists
- Port Gardner Teacher
- Elementary Instructional Coaches
- Multilingual Learner Coaches
- Elementary Building Administrators
- P-5 Instruction
- Learning Management Systems
- Special Services
- Multilingual Learner Facilitators
- Diversity, Equity, and Inclusion
- Community Members

The following document further explains the intended outcomes of the committee, outlines the meeting dates, identifies the criteria for participation on the adoption committee, and provides directions for how to apply for the committee.

- [Elementary Science & Engineering Adoption Team Information and Application](#)

Required Action:

- Please share the Elementary Science Adoption Team Information and Application with all staff.
- Teachers and coaches interested in serving on the adoption committee should submit a completed application by **Friday, September 13, 2024** (instructions for applying are included in the document linked above).
- If teachers/staff have questions regarding the Elementary Science Adoption Process, please contact [Andrea Cartwright](#).

Approved for Distribution:

Shelley Boten



Response/Action Required

August 30, 2024

To: Principals, Assistant Principals and Office Staff
From: Brian Beckley, Chief Information Officer
Regarding: **Gradebook Attendance Notifications**

The Learning Management Services Team is establishing the attendance notification schedule for teachers and building leadership for the 2024-25 school year.

Attendance Notifications –

Once the school year is underway and practices are returning to status quo – the attendance notifications from gradebook will begin again. Staff can expect the following:

- **Building Principal or Designee Daily Attendance Digest-** automated report sent at the end of the day, summarizing the day's missing attendance (lists of teachers who forgot to submit attendance).
 - **Start date Monday, September 9, 2024**, to enable an opportunity to review and act on any problems before teachers receive their first notification.
 - Current settings by building for Notifications: [Current Settings](#)
 - If changes are necessary, please note changes here: [Notification Changes](#)
- **Teacher Daily Attendance Notifications (Every Period to impacted Teachers) –** By default, secondary attendance notifications go out five minutes before the end of each period to any teacher who has not submitted attendance. Elementary notifications go out shortly after the start of the school day.
 - **Start date Monday, September 16, 2024**

IMPORTANT: Attendance Reminder for Teachers - Please remind your staff about the 'All Present' requirement when taking daily attendance in gradebook.

Required Action:

1. Verify building settings for Daily Attendance Digest Notifications and note changes.
2. Share gradebook notification plan with staff.
3. Remind staff of the 'All Present' requirement.

Approved for Distribution:

Brian Beckley



Response/Action Required

August 30, 2024

To: All Building Administrators
From: Dave Peters, Director of Student Support Services
Regarding: **Fall Panorama Student SEL Survey**

The fall Panorama Student Success Platform survey will **open on September 23, 2024** and will **close on October 25, 2024**



On September 25, Communications will activate a link to the Student SEL survey under Quicklinks. Students will use their EPS student identification number to log on to the survey.

Prior to launching the survey, schools must **notify parents** that students will be taking a confidential SEL survey. It is recommended that the communication to parents is sent **two weeks prior** to the first date of the survey at your school. A [sample parent letter](#) is available in six languages.

Parents may view the survey questions through Quick Links on the [Student Support Services](#) website by clicking on [Panorama Survey](#).

When students are provided prior preparation and supports, their understanding of the questions improves, and their results are more accurate. A [one-pager for teachers](#) has been created as a proctor guide resource, and it includes links to mini vocabulary lessons for ML students and younger students. It also includes directions on language translation supports within the survey.

Required Action:

- Share this information with your office manager, counselor(s), and leadership team.
- By **September 16**, please submit a brief [Student SEL Survey School Plan](#) to Dave Peters (dpeters@everettsd.org). NOTE: Knowing the survey dates for each school will help coordinate communication and support between the district and Panorama.

Approved for Distribution

Peter Scott



Response/Action Required

August 30, 2024

To: All Principals
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **2024-25 Everett Public Schools Foundation Principals Schedule**

Below is the 2024-25 Everett Public Schools Foundation (EPSF) schedule for Principals. EPSF will send out periodic updates this school year to keep you informed of actionable items for you and to keep you informed of EPSF activities.

September

Classroom Grant applications will be live on Monday, September 16 on the EPSF website. Grants are due online by Tuesday, October 22 by 11:59 pm. Grant applications are 100% online and please remember that **all grant applications need to be reviewed and signed off by you** before submission to the Foundation.

DEI grants for students to apply for events, training, or resources. ***Applications will be online and live on Monday September 16.*** Grants are due online by Tuesday, October 22 by 11:59 pm. Grant applications are 100% online, we are asking for grant applications to be reviewed and signed off by you before submission to the Foundation and have a staff sponsor of the event or activity. EPSF student board members will be marketing and recruiting students to apply.

Library grants and Student Need funds will be allocated in September to each individual school. Library grants are \$200.00 per school. Each school's student need funds will be allocated based on previous use of funds. If you have any questions, please contact Kay Fantin at 425.384.4693

October

Employee Giving Campaign and Payroll Deduction Enrollment. The employee giving Campaign in partnership with United Way will begin Monday, September 30 and run through Friday, November 8. The campaign will again be 100% online and district staff will receive individual emails with their personal login each week throughout the campaign.

Payroll Deduction runs year-round, and we will be sending out communication during the Employee Giving Campaign.

Approved for Distribution: _____

Shelley Boten

November

Classroom grant prize patrol will be out awarding grantees from November 11 through December 6 and checks will be sent to your school. Foundation will reach out to you to set up the surprise check presentation.

Prepare to develop a list of 5 to 10 (or more) people to **invite to attend the Foundation's Annual Benefit Event on Wednesday, March 19, 2025**. The fundraising event is our biggest event of the year, and we encourage you to reach out in the spirit of partnership to have folks join you. You will receive the link to sign up. Invitees would be PTA leaders, local business folks, volunteers in your school, etc.

December

Start inviting 5 to 10 (or more) people **to attend the Foundation's Annual Benefit Event on Wednesday, March 19, 2025**. (Matinee will be Friday March 21 for Business partners). The fundraising event is our biggest event of the year, and we encourage you to reach out in the spirit of partnership to have folks join you. You will receive the link to sign up. Invitees would be PTA leaders, local business folks, volunteers in your school, etc.

January/February

Invite your guests to the **Foundation Benefit event**.

Superintendent Scholar Award packets will be sent to counselors and schools.

March

Foundation Benefit Event - Wednesday, March 19

Foundation Benefit Event Matinee – Friday, March 21

High School only:

Please make **Superintendent Scholar Award information** and EPSF Art scholarship applications available to your students. **Applications** are due to the Foundation on **Thursday, March 27** at 4:00 pm

April

Superintendent Scholar Award interviews will be conducted on Monday, April 21 from 4:30 pm to 6:30 pm. We will need three staff interviewers from your school.

May

High School only:

Superintendent Scholar Award Prize Patrol will be surprising winners and honoring teachers from May 12 through 16.

August

Stuff the Bus for Kids will be August 15 through 19 with more details to follow.

Required Action:

We appreciate all your support! If you have any questions, please contact the EPSF office at 425-385-4693.

Approved for Distribution:



Shelley Boten



Response/Action Required

August 30, 2024

To: High School Principals, Counselors, and Career Specialists
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Sarah Pewitt, Facilitator of High School and Beyond
Regarding: **Financial Aid Advising Day by December 1**

Per [ESSB 6141](#) in the 2020 Legislative session, high schools must provide both a **financial aid advising day** and **notification of financial aid opportunities** to seniors and their parents/guardians by December 1 of each school year.

The notification of financial aid opportunities must include information regarding:

- The eligibility requirements of the [Washington College Grant](#).
- Requirements of the financial aid advising day.
- The process for opting out of financial aid advising day.
- Information on resources, including the [CSS profile](#) and new [financial aid calculator](#).
- Any community-based resources available to assist parents and guardians in understanding the requirements of and how to complete the free application for federal student aid ([FAFSA](#)) and the Washington application for state financial aid ([WASFA](#))
 - Note: The FAFSA will not be available until December 1.

The financial aid advising day must be held during the school day by December 1 and include the following:

- Distribution of information to seniors about the FAFSA, WASFA, and CSS profile
- Information about the Washington College Grant and financial aid calculator
- Assistance to seniors in completing financial aid when possible

Nationally, seniors who complete a financial aid application are 84 percent more likely to enroll in postsecondary education. The rate is [even higher for students from lower-income families](#).

Postsecondary education is any type of education/training from an apprenticeship program to a two-or-four-year college degree, education beyond high school prepares students for jobs that move them beyond minimum wage. Even a one-year credential program at a community or technical college can increase future earnings.

Sarah Pewitt will provide schools with a planning template, materials and lesson plans, and a communication plan for parent/guardians.

Required Action:

Please email [Sarah Pewitt](#) the scheduled date for the Financial Aid Advising Day by October 1, 2024.

Approved for Distribution:

Shelley Boten



Response/Action Required

August 30, 2024

To: Elementary Principals and Instructional Coaches/ML Coaches
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Tavis Miller, Director of Instructional Technology & Learning Services
Anne Fox, P-5 Instructional Facilitator
Regarding: **Mind Tap Online Resources for REACH for Reading & Phonics**

The elementary reading curriculum, National Geographic's *Reach for Reading*, shifted their online resources from MyNGconnect to the MindTap platform for the 2024-25 school year. Professional learning was offered to teachers in June in anticipation of this move.

Cengage is currently having technical issues with the integration of Canvas where teachers and students access the online resources. Cengage has provided a generic login to *Reach for Reading* to ensure teachers have access to resources at the start of the school year and until the challenges with Canvas can be resolved.

Here is the login to share with teachers and coaches:

<https://k12.cengage.com/rostering/Account/LogOn?DistrictLoginCode=5DNG>

Username: teacher@everettsd.org

Password: Welcome1

Required Action:

- Please share this information and login with teachers, instructional coaches, and ML coaches
- If you have questions, contact Anne Arnold aarnold@everettsd.org Ext. 4089, Anne Fox afox@everettsd.org Ext.4022 or Tavis Miller tmiller@everettsd.org Ext.4274

Approved for Distribution:

Shelley Boten



Response/Action Required

August 30, 2024

To: Elementary School Principals
From: Michele Waddel, Director of Assessment and Research
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **New for 2024-25 in i-Ready Early Literacy Assessments**

Updated Early Literacy Assessment Materials

Instructions, calendars, teacher materials, and student materials will be available on the English Language Arts Portal in Canvas: [kindergarten](#), [first grade](#), [second grade](#). Staff should use the updated documentation and links and carefully review any documents that they have printed to ensure that they are still valid.

New: Filter to view state required assessments

i-Ready now allows teachers to filter to the Dyslexia Screener tasks for their grade using the “State Screener” drop-down and filtering to the window and grade level of testing, then assign the task to your class. Instructions for assigning tasks and data entry options are in the English Language Arts Portal in Canvas, along with the other materials.

New: Data Entry Options

Starting this fall, staff can choose between using an online teacher interface to mark literacy tasks or continue to use paper-pencil teacher forms and manually enter data. [A video preview of the new “Digital Administration” is available in i-Ready Central.](#) Digital Administration is currently in beta testing but is scheduled for full roll-out in November. Those who do not want to use the Digital Administration will find that the data entry interface is greatly improved for manual entry and these new options will simplify this process (instructions now on the ELA Portal). Instructions are in development for Digital Administration, but in the meantime, you can learn more about [Digital Administration on i-Ready Central](#) (login required).

Required Action:

Share this information with instructional coaches and K-2 staff.

Approved for Distribution:

Shelley Boten



Response/Action Required

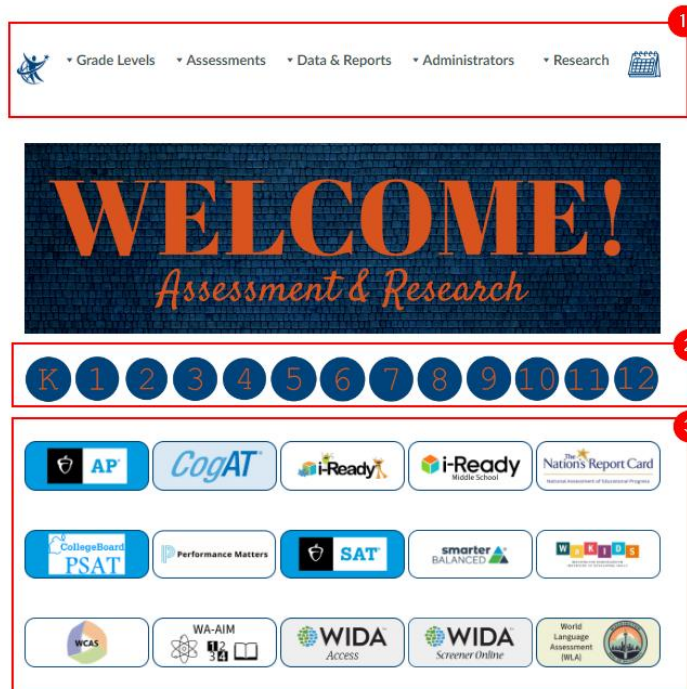
August 30, 2024

To: All School Leaders
 From: Michele Waddel, Director of Assessment and Research
 Regarding: **New Assessment and Research Canvas Portal**



1	Use the drop-down menus to find grade level resources, access to assessment information, data reports, administrator resources, and information about our research policy and procures
2	Directly go to grade level resources
3	Learn more about a specific assessment or tool

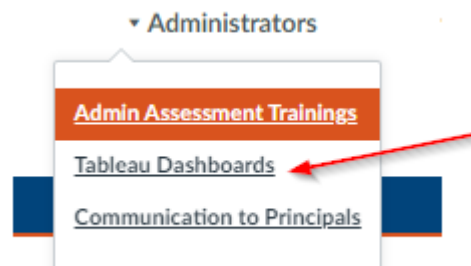
Assessment & Research Portal



Data & Reports:

- School Improvement Plans – WSIF Targets
- WSIF Comparison Report
- State Assessment Comparison Reports
- Median School Student Growth Percentiles
- Multilingual Learner Progress

NEW Administrator Tableau Dashboards:



Required Action:

Share this information with your teams.

Approved for Distribution:

Shelley Boten



Response/Action Required

August 30, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **UPDATED Monthly Core Values List for Core Value Champions**

Some edits to the Core Value Champion Assignments for the board meeting recognitions were made.

This year, we will continue to recognize students who embody the district's core values every month.

It will be your job to:

- Submit one student every month via [a monthly form](#) (September's form).
- In three sentences or less, state why they are nominated.
- Nominations are due by the 25th of the month.

You will receive reminders in the principal packet.

Students will be recognized in various ways, including social media, press releases, board acknowledgments, etc.

The schedule for School Board recognitions is below:

Month	Core Value	Board meeting recognition	Schools assigned to this meeting
September	Respect	October 8, 2024	Lowell, Garfield, North
October	Learning	November 12, 2024	Penny Creek, Hawthorne, Heatherwood
November	Equity	December 10, 2024	Jackson Elem, Eisenhower, Silver Lake
December	Collaboration	January 28, 2025	Tambark Creek, Port Gardner, Gateway
January	Passion	February 25, 2025	Mill Creek, Jackson High, Silver Firs
February	Integrity	March 25, 2025	Everett, Cedar Wood, Sequoia, Woodside
March	Diversity	April 22, 2025	Madison, Evergreen, Monroe
April	Learning	May 27, 2025	Emerson, Cascade, View Ridge
May	Collaboration	June 10, 2025	Jefferson, Whittier, Forest View

Required Action:

Nominate one student from your school every month. All nominations are due by the 25th of each month. The September Core Value is Respect. For September, please use this [form](#).

Approved for Distribution:


Harmony Weinberg



Response/Action Required

August 30, 2024

To: Principals & Assistant Principals
From: Dave Peters, Director of Student Support Services
Regarding: **District Social Worker School Assignments**

The school assignments and functions of the district social workers are continuing for the 2024-25 school year as follows:

Julie De King	Erin Jackson	Molly Hart
ELEMENTARY SCHOOLS		
Garfield Hawthorne Jackson View Ridge Whittier	Emerson Jefferson Lowell Madison Monroe Silver Lake	Cedar Wood Forest View Mill Creek Penny Creek Silver Firs Tambark Creek Woodside
MIDDLE SCHOOLS		
North	Evergreen	Eisenhower Gateway Heatherwood
HIGH SCHOOLS		
Everett Sequoia	Cascade	Jackson

- Collaborate with professionals in the school, home, and community to provide comprehensive support and services to students and families with complex needs
- Advocate on behalf of issues of diversity, social, and economic challenges that lead to school failure, education, chronic absenteeism, and discipline disparities (OSPI)
- Respond to student specific requests for support in coordination with the school staff
- Individual and school-wide crisis prevention, intervention, and postvention
- Cultivate ongoing relationships with school staff and community-based agencies
- Work with school counselor or other school staff to plan and implement small groups
- Assist in the development and delivery of professional training to district staff

Required Action:

Please share this information with your office manager, school counselor(s) and support staff.

Approved for Distribution _____


Peter Scott



Response/Action Required

August 30, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **Updated Nondiscrimination Statement for Publications**

Please use the following updated nondiscrimination statement in all publications, including school newsletters, brochures, pamphlets, flyers, etc. Translated versions will soon be available in the [Teaching and Learning folder](#) in Docushare. Communications staff will email this to school newsletter editors, but please share this with staff members who publish items for your school. Thank you.

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 and ADA Coordinator

Chad Golden
PO Box 2098, Everett WA 98213
425-385-4100
CGolden@everettsd.org

Section 504 Coordinator

Dave Peters
PO Box 2098, Everett WA 98213
425-385-4063
DPeters@everettsd.org

Gender-Inclusive Schools Coordinator


Joi Odom Grant
PO Box 2098, Everett WA 98213
425-385-4137
JGrant@everettsd.org

PRINT DOCUMENTS:

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 and ADA Coordinator, Chad Golden, 425-385-4100, CGolden@everettsd.org; **Section 504 Coordinator**, Dave Peters, 425-385-4063, DPeters@everettsd.org; **Gender-Inclusive Schools Coordinator**, Joi Odom Grant, 425-385-4137, JGrant@everettsd.org.

Approved for Distribution:


Harmony Weinberg

ONLINE DOCUMENTS:

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 and ADA Coordinator, [Chad Golden](#), 425-385-4100; **Section 504 Coordinator**, [Dave Peters](#), 425-385-4063; **Gender-Inclusive Schools Coordinator**, Joi Odom Grant, 425-385-4137, JGrant@everettsd.org.

Required Action:

Please use the following updated nondiscrimination statement in all publications, including school newsletters, brochures, pamphlets, flyers, etc.

Approved for Distribution:


Harmony Weinberg



INFORMATION ONLY

Materials in this section, while they do not require building response, contain valuable information for district programs, projects, and building operations.





Information Only

August 30, 2024

To: High School Principals and Assistant Principals
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Regarding: **Guaranteed Admissions Program – Update for 2024-25**

We are excited to share that Everett Public Schools will be participating in the following guaranteed college admissions programs to help high school seniors meet their college and career goals:

- The [Guaranteed Admission Program](#) with six participating Washington four-year, public institutions (Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington Tacoma, Washington State University and Western Washington University)
- The [Automatic Admission Partnership](#) with Pacific Lutheran University
- The Guaranteed Admission Program with [Saint Martin's University](#)

The initial launch into Guaranteed Admissions Program (GAP) during the 2022-23 school year required families to opt-in to participate in the program through a form on the website.

For the 2024-25 school year, high school seniors and their families will have the opportunity to opt-out as part of the annual completion of the [FERPA](#) form. All students who have not opted-out will participate in the program and, if a student meets college admissions criteria, the student will be guaranteed admission to all the participating postsecondary institutions.

For more information, please see the [Guaranteed Admission Program webpage](#) on the district website.

Questions? Contact the College and Career Readiness Department at 425-385-4065 or ccr@everettsd.org.

Approved for Distribution:

Shelley Boten



Information Only

August 30, 2024

To: All Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Springboard Curricular Materials – Update for 2024-25**

Last year, we learned that the Springboard curricular materials will “sunset” in the spring of 2026. This means that teachers will still have access to the online materials and student workbooks for the 2024-25 school year.

Here are some important updates for your information:

- If your teachers requested workbooks, they have been ordered and will be delivered to your school site.
- All ELA teachers and students have access to the Springboard online materials
- There are some updates to the associated programs that Springboard has contracted with in the past:
 - Zinc – no changes. Still accessible via the Springboard online platform
 - Quill – still accessible but only via the Quill.org website with Google login
 - Revision Assistant – no longer accessible
- We are working with the parent company to see if we can extend access for the next two years. Updates forthcoming.

This information will be shared with ELA teachers next week.

Please reach out to Kalle Spear kspear@everettsd.org with questions.

Approved for Distribution:

Shelley Boten



Information Only

August 30, 2024

To: Elementary & Middle School Administrators and Office Managers
From: Dave Peters, Director of Student Support Services
Regarding: **RULER & Second Step Access for New and Current Users**

RULER and Second Step account access for new and current users was refreshed centrally through Student Support Services on August 27. Users new to each school should have received an email from both platforms with login instructions.



Due to the timing of onboarding, there may be a few new staff members across the district who may not have yet been added to respective school accounts. For school users who do not yet have an account – or for other account access issues – you may contact [Lindsey de Carteret](#) or [Dave Peters](#) for support.

[RULER Online](#) Dashboard Access | *All school and district staff*

[Second Step](#) Dashboard Access | *Administrators, counselors, and teachers*

Approved for Distribution _____

Peter Scott