



THE SCOOP

MONDAY, JANUARY 27, 2025

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EASY LINKS

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for 2024-25
for 2025-26
Nov 1–March 14
Feb 3–March 3

[Important CiHS \(College in the High School\) Deadlines for 2024-25](#)
[College in the High School Teacher Application](#)
Late Fee Charged (\$40 per exam) for Ordering AP Exams
Student Registration Open for SEM2 UW in the High School Classes

This Week

M–W, Jan 27–29
Tues, Jan 28
Wed, Jan 29
Thurs, Jan 30

Fri, Jan 31

after school–3:15pm | [Peer Tutoring in JHS Library](#)
[SEM1 Finals](#): Periods 1 & 4 (no special schedule)
[SEM1 Finals](#): Periods 2 & 5 (no special schedule)
[SEM1 Finals](#): Periods 3 & 6 (no special schedule)
No PACK Time Due to SEM1 Finals
End of SEM1
Teacher Work Day – NO STUDENTS

The Next Few Weeks

Mon, Feb 3
Wed, Feb 5

Thurs, Feb 6

Fri, Feb 7

Wed, Feb 12

Thurs, Feb 13

SEM2 Begins
3pm | [SEM1 Grades “Push” from Gradebooks into TAC](#)
late afternoon | [DeeAnn Will Email Teachers When TAC Is Open](#)
[MLK Assembly](#)
No PACK Time Due to Assembly
ELIF
3pm | [TAC Closes for SEM1 Grades Review/Corrections](#)
8–11am | [ASVAB](#), Career Center (prior registration in the Career Center required):
[ASVAB Fact Sheet](#) | [ASVAB Career Exploration Program Overview](#)
PACK Time: ASB Exec Board Elections (Grades 9–11) | Senior Photo, Gym

Fri, Feb 14	ELIF Athletics Grade Checks
Mon/Tues, Feb 17–18	Mid-Winter Break including Presidents Day – NO SCHOOL
Thurs, Feb 20	before school Teachers Pick up Reg Supplies in Conf Rm B225 PACK Time: 2026 Registration Kick-off Video (grades 9–11) PACK Time: HS&B Tasks Reminder (seniors only) 60 minutes Staff Extension: SAT Training
Fri, Feb 21	ALIF: Collaborate to Assess

jump to [Looking Ahead](#)

PACK Time Anonymous Survey

JLC has created a subcommittee to re-assess PACK Time and would appreciate if you took this [quick survey](#) so we can add your voices to the conversation. This survey is completely anonymous because we want your **honest** feedback about how PACK Time is currently being used and what it could look like in the future.

Thank you to the 50+ of you who have already responded—the more voices we get, the better! [Kyle Mitchell](#)

SEM1 Grading Info & Timeline

Click [here](#) for the full Jan. 24 email from [DeeAnn](#) with all the info, instructions, and timeline for SEM1 final grading.

PPT from Jan 21 Staff Extension

Following are links to the PowerPoint from our January 21 staff extension—both the PPT and a PDF in case that's what you prefer:

[Student and Staff Supports \(PPT\)](#)
[Student and Staff Supports \(PDF\)](#)

Also, here is the link to the MTSS feedback form. It's only a few questions; apologies that we did not have time to complete it during the extension, but your perspective is highly appreciated!

<https://forms.gle/nrUbemUHY2dVF8yg6>

MLK Assembly Note

Here is a quick note on the MLK assembly from BSU. The assembly is still happening, just on a different date than usual, and with a broadened message. 😊 We will communicate the assembly schedule soon! Thank you! [Madeline](#)

*This year's MLK assembly will take place on **Thursday, February 6!** We adjusted the date to accommodate the schedule of a guest speaker we're incredibly excited about. The assembly will focus on honoring the legacy of Dr. Martin Luther King Jr., celebrating Black History Month, and recognizing other cultural and historical contributions.*

With the theme "Youth as Change-makers," we aim to highlight how young people have the power to create meaningful change in their communities and beyond. We look forward to seeing you there for this inspiring and empowering event!

Guidelines for Staff on Immigration-Related Concerns

I am writing to share information about policies and procedures related to immigration status that could impact our staff, students, and families. At Everett Public Schools, we are a place where every child is valued, every family is supported, and every student has the right to an excellent education.

The Office of Superintendent of Public Instruction (OSPI) has released updated guidelines which reminds Washington state school districts about their legal obligations and practices around student education.

While we highly recommend [reviewing the entire document](#), the key parts for staff include the following:

SCHOOL STAFF WILL:

- Enroll and provide services to all students, regardless of immigration or citizenship status.
- Collect only data and records required for enrollment purposes.
- Be aware that schools have no legal authority to enforce U.S. immigration laws.
- Follow policies and procedures that align with state laws for responding to immigration enforcement actions impacting your school campus.
 - [Board Policy 4300: Limiting Immigration Enforcement in Schools](#)
 - [Procedure 4411P: Working Relationships with Law Enforcement](#)

SCHOOL STAFF WILL NOT:

- Deny admission or continuing enrollment to a student based on the student's citizenship status.
- Require or create an impression that birth certificates or social security numbers are required for enrollment or continuing enrollment.
- Engage in any practices to "chill" the right of access to school.
- Require students or parent(s)/guardian(s) to disclose or document their immigration status.
- Make inquiries of students or parent(s)/guardian(s) that may expose their undocumented status.
- Allow immigration enforcement access to information, records, students, or school campuses without a valid court order, judicial warrant, or other legal requirement.

We have shared this information with our families. If you have questions or need additional resources, please reach out to your building principal or direct supervisor.

Thank you for your work to support all our students and families.

Sincerely, Dr. Ian B. Saltzman, Superintendent

Preparing for Synergy

from January Doc's Dugout

Everett Public Schools is preparing to transition to our new student information system, Synergy, which will play a vital role in the daily operations of our schools. This system is designed to enhance how we manage student data, streamline processes, and improve efficiency across the district.

To support staff through this important transition, the LITS team is finalizing training plans for Synergy users. Training sessions will take place in late May and early June, with options designed to accommodate busy schedules, including flexible times, locations, and formats. Teacher-specific training is scheduled during one of the Teacher LID days in August, with teacher trainers receiving preparation in April to ensure they are ready to support their colleagues. Find more details on the [Synergy implementation webpage](#). We are committed to making this transition as smooth as possible and providing the resources you need to succeed.

Handwritten Gratitude Letters

This article laments the loss of handwriting for many reasons. It's a good (albeit long) read. After reading it, I thought it might be cool during PACK Time to have students handwrite elaborate gratitude letters to people in their lives. If others agree, we could do it before Valentine's Day, Mother's Day, or any day, actually. We hit two birds with one stone: handwriting practice and learning how to express gratitude to ones we care about. [Eric Bush](#)

<https://www.theguardian.com/news/2025/jan/21/signature-moves-are-we-losing-the-ability-to-write-by-hand>

District Van Usage

This is a friendly reminder to all JHS staff members who use our district vans: It is a requirement to fill the vans after every use. Lately we've been having issues with the vans coming back with no gas or halfway

filled. Please help us with ensuring that everyone has a smooth start to their scheduled trip; nobody wants to get into a van with no gas. Thank you, [Jennifer Richardson](#)

Missing Items from the Main Office

I would like to ask that you please don't take stuff from people's workspaces: pens, staplers, label makers, paper, etc. The main office staff have been missing items recently. Thank you, [Sukawt](#)

P.S.: If anyone has seen our label maker; we are missing both. Could you please return as soon as possible? Thanks so much! [Jennifer L.](#)

February 20 PACK Time

On Thursday, February 20, PACK Time will kick off our **2025-26 registration season**. As we've done in past years, 2nd period teachers will distribute materials (transcript, catalog, advisory schedule) to their current 9th–11th grade students and then show the video presentations provided by the counseling team. Registration materials, videos, and resources are available via the JHS Counseling "[2025-26 Course Registration \(forms, videos, FAQ's & calendar\)](#)" link.

A calendar invite has gone out, and a video link will be added to the invite before Mid-Winter Break.

If you are a 2nd period teacher and you're going to be absent on Feb. 20, please be sure to share this info with your guest teacher.

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**

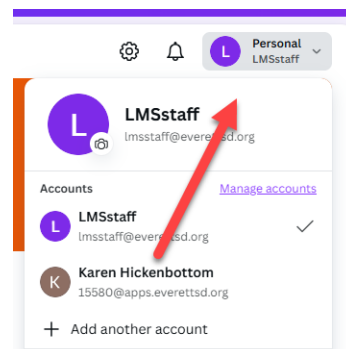
Canva for Education District Access

Technology can be a useful tool for being productive and efficient, but one of its superpowers is to allow us to create and innovate. Canva is a powerful graphic design tool that has made it easy for anyone to create professional-looking presentations, graphics, flyers, images, logos, and more. Visuals are an important way to engage students, staff, and community members in your message.

To support student and staff creativity and productivity, we are going to be making the full Canva for Education tool accessible for all staff and students over the next few weeks. **This version is the same as the Pro version but it's free for education.** You will not need to renew any Pro licenses in the future if you switch to using the Canva for Education version.

When we make the switch, current Canva users will be able to move between their current account and their new district account by clicking on their profile and switching between them on the drop-down.

Admin, teachers, and students will be put in teams by school. Any paras or staff not assigned to schools will be in a Staff & Admin team. Being in a team allows you to share designs with others or to collaborate. We'll also be setting up the integration with Canvas so you can assign Canva projects directly from your Canvas course.



You will still have access to Adobe Spark and other Adobe Creativity tools but adding Canva will provide some choice. Canva is also being integrated into tools like Parent Square, Book Creator, and more so look for it to show up in more places.

Peer Tutoring Available

As we get close to the end of the semester, you may know some students who need some extra help. We will have peer tutors for all subjects standing by. Please reach out to individual students and suggest that they come get help to end the semester strong.

Where: JHS Library
Time: after school through 3:15pm
(out in time to catch the activities bus for those who need it)
Days: Monday through Thursday, **January 13–16**
Tuesday through Thursday, **January 21–23**
Monday through Wednesday, **January 27–29**

To make this sustainable beyond the end of this semester, we are hoping for a good showing of students looking for help. We are also developing other ways and times of the day to provide new teacher tutoring opportunities, and I'll release more about that soon.

Please encourage individual students to come in! [Sechin](#)

Finals Schedule

As in recent years, we will not have a change in bell schedule for finals. For those of you who give finals (you are not required to do so!), your team leaders and administrators ask that you space them out accordingly so as not to overwhelm students on any given day:

Tuesday, **January 28**: Periods 1 and 4
Wednesday, **January 29**: Periods 2 and 5
Thursday, **January 30**: Periods 3 and 6

S/U Grades – Important!

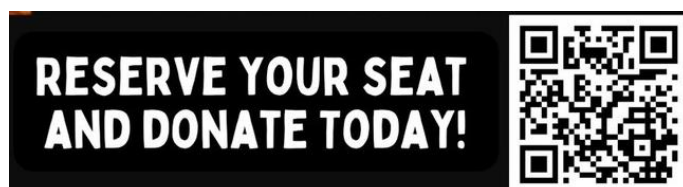
It is CRUCIAL that all students who qualify for S/U grading have the appropriate grades throughout the semester. As we approach the end of the grading period, this is a good time to double check that these are correct. Please review IEPs and change grades in the gradebook immediately if they need it. Consult a student's case manager if you have questions.

EPS Foundation's Annual Benefit Event Movie Premiere!

You are invited to attend our annual Movie Premiere benefitting the Everett Public Schools Foundation. This year's feature is **Iliana Jones and the Lost Donation**.

Opening night: **Wednesday, March 19**, doors open at 6:30 p.m.
Everett Civic Auditorium, 2415 Colby Ave., Everett

Matinee: **Friday, March 21**, doors open at 9:30 a.m.
CRC, 3900 Broadway, Everett



Check Out January's Family District News

District news is shared with families on the first Tuesday of every month. [Click here](#) to view what our families are reading.

EduBytes Newsletter

Check out the **January** issue of the [EduBytes newsletter](#)!

- Staff Spotlight
- Synergy Updates: *Deadlines May Be Closer than They Appear*
- Instructional Focus of the Month: *Semester Transition Reminders – Gradebook, Crosslisting*
- AI in the Workplace: *Student AI Pilot*
- Supporting Equity with Technology: *Translation Is Everywhere*
- Digital Citizenship & Media Literacy: *Digital Literacy in 5 – I'm Informed*
- Digital Tool Tips: *Using Sweep in the New Outlook to Clean Up Quickly*
- What Changes Are Coming? *Canvas Speed Grader | New Studio Interface | Canva for All*

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](#)

[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](#)

[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

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

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 @ehein4, 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](#))*

Thurs, Feb 27	PACK Time: Evacuation Drill
Feb 28–April 9	Student Registration Open for SEM2 Edmonds College in the HS Classes
Fri, Feb 28	ALIF: Collaborate to Respond
	Athletics Grade Checks
March 4–April 18	Student Registration Open for SEM2 EvCC College in the HS Classes
Wed, March 5	School-Day SAT for Juniors Bell Schedule
Thurs, March 6	PACK Time: Panorama Survey
Fri, March 7	ALIF: Collaborate to Assess
Sun, March 9	Daylight Saving Time Begins – <i>set clocks <u>ahead</u> 1 hour (“spring forward”)</i>
Wed, March 12	Heatherwood Middle School Transition Meetings for 2025-26
Thurs, March 13	PACK Time: Panorama Survey
Fri, March 14	ELIF
	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
Fri, March 21	ALIF: Collaborate to Respond
	10am EPS Foundation Benefit Event Matinee, CRC
March 21 & 22	Spring Play
Thurs, March 27	8:30am–1:30pm EvCC Students of Color Career Conference (<i>advance registration required</i>)
Fri, March 28	End of 3rd Quarter
	ELIF
March 28 & 29	Spring Play
Tues, April 1	Notification of 2025-26 Sno-Isle Student Status
Wed, April 2	Multicultural Night
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
Fri, April 18	ALIF: Collaborate to Assess
Tues, April 22	Staff Extension
Fri, April 25	ELIF
	Athletics Grade Checks
Thurs, May 1	6–7:30pm High School Art Show Award Reception, CRC
Fri, May 2	ALIF: Collaborate to Respond
M–F, May 5–9	AP Exams
Thurs, May 8	PACK Time: SBA Training Test
Fri, May 9	ELIF
	Athletics Grade Checks
M–F, May 12–16	AP Exams
Wed, May 14	60 minutes Staff Extension: SBA Training

Fri, May 16	ELIF
M-F, May 19–23	AP Exams, Late-Testing
Tues, May 20	SBA ELA
Thurs, May 22	SBA Math
Fri, May 23	ELIF
Mon, May 26	Memorial Day – NO SCHOOL
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
Thurs, June 12	Sequoia HS Graduation
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 late afternoon DeeAnn Will Email Teachers When TAC Is Open
Tues, June 17	Early Release Day / Last Student Day End of SEM2 3pm TAC Closes for SEM2 Grades Review/Corrections
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

Gender-Inclusive Schools Coordinator

Joi Odom Grant | 425-385-4137 | JGrant@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