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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/Collecti on-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

January 14: School Board Meeting, 4:30 p.m., Board room A & B

January 16: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

January 22: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

January 23: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 28: School Board Meeting, 4:30 p.m., Port Gardner B

January 30: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

March 20: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

February 11: School Board Meeting, 4:30 p.m., Board room A & B

February 11: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, Everett HS, Region Two, Penny Creek

February 13: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

March 4: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner B

March 5: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

March 6: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

March 11: School Board Meeting, 4:30 p.m., Board room A & B

March 20: 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***

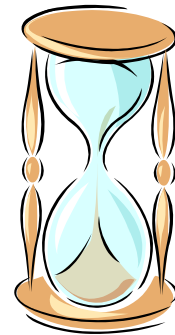
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

December 13, 2024

To: All Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **Immigration Enforcement Policies & Procedures**

Introduction

This memo summarizes the provisions related to immigration enforcement as outlined in [Policy 4300](#) (Community Relations; Limiting Immigration Enforcement in Schools) and [Procedure 4411P](#) (Working Relationships with Law Enforcement, et al) within Everett Public Schools (EPS). These policies and procedures reflect the district's commitment to ensuring a safe and inclusive environment for all students regardless of immigration status.

Policy 4300: Community Relations and Immigration Enforcement

Policy 4300 focuses on fostering positive relationships between EPS and the broader community. It ensures that the district upholds principles of equity, inclusion, and protection for all students and their families, regardless of immigration status.

Key Points Related to Immigration Enforcement:

1. Equal Access to Education

Policy 4300 emphasizes that all students, regardless of immigration status, are entitled to a public education. The district ensures that immigration status will not be a barrier to enrollment, participation in school activities, or access to educational services. EPS adheres to federal and state laws that guarantee students' rights to a free and appropriate public education, irrespective of their or their family's immigration status.

2. Limitations on Immigration Enforcement in Schools

EPS complies with state law, which places stringent requirements on agents from immigration enforcement agencies (such as U.S. Immigration and Customs Enforcement (ICE)) before they can access our students. Immigration enforcement officers will not be allowed to conduct enforcement actions (e.g., arrests or questioning) on school grounds or at school events without proper legal authorization, such as a valid warrant or court order. This policy ensures that the school environment remains focused on education, not immigration enforcement.

3. Protection of Student Data

EPS safeguards the privacy of student information. The district will not disclose information about a student's immigration status to immigration authorities unless legally required to do so. This ensures that students and their families can trust that their personal information is protected and will not be used for purposes unrelated to their education.

Approved for Distribution _____

Peter Scott

4. **Parental and Family Engagement**

The district encourages families, regardless of immigration status, to be actively involved in their children's education. Family participation in school activities, conferences, and decisions will not be hindered by concerns about immigration enforcement.

5. **Providing a Safe and Welcoming Environment**

The district is committed to creating a safe and welcoming school environment for all students. Policy 4300 promotes inclusivity and cultural respect, making it clear that students and families from immigrant backgrounds are valued members of the school community.

Procedure 4411P: Working Relationships with Law Enforcement

Procedure 4411P provides guidance on how immigration enforcement matters are handled within the district. All administrators and staff are required to follow the procedures in 4411P, with increased familiarity on Section VI (Interview of Student Sought by Immigration Agents). Key points of emphasis include:

1. Everett Public Schools' obligation to educate does not consider immigration status. Therefore, the district will not ask for, or record, a student's or family member's immigration status. If a student or family member self-discloses their immigration status, no record shall be kept of the disclosure.
 2. If an immigration agent requests access to a student or a school site, staff shall deny immediate access, alert the principal or designee, and forward the request to the superintendent and/or general counsel for review.
 3. The superintendent and/or general counsel shall ask for the immigration agent's credentials, ask the agent why the agent is requesting access, and ask to see a warrant.
 4. To be valid, the warrant must state the purpose of the interview, identify the search location, reference a specific person, include an accurate date, and be signed by a federal or state judge.
 5. Immigration agents must also provide written authority, instructing them to enter district property, and stating the purpose of the entry from one of the following: Immigration and Customs Enforcement (ICE), the Assistant Director of Operations, Homeland Security Investigation (HIS), the Executive Associate Director (EAD) of HIS, the Assistant Director for Field Operations, Enforcement and Removal Operations (ERO), or the EAD of ERO.
 6. Upon receipt and examination of the required information, the superintendent and/or general counsel will determine whether immigration agents will be allowed to contact or question the individual named on the warrant and will communicate that decision to the principal or designee.
 7. The superintendent and/or general counsel or designee will make a reasonable effort to notify the parent/guardian of the interview.
 8. The superintendent and/or general counsel, principal or designee will ask to be present during the interview and ensure the agents are not given access to information, records, or areas beyond that specified in the warrant.
-

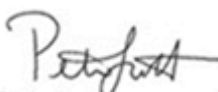
Conclusion

Everett Public Schools is committed to protecting the rights and well-being of all students, and on this topic in particular by limiting immigration enforcement on school grounds in compliance with the law. The relevant policy and procedure ensure that immigration status will not interfere with a student's access to public education and that the district will not voluntarily cooperate with immigration authorities without proper legal authorization. The overarching goal is to provide a safe, welcoming, and inclusive environment where all students can learn and thrive.

Required Action:

- **Closely review** both Policy [4300](#) and Procedure [4411P](#).
- Ensure members of your **office professionals team** and your **counselors** have read and understand both Policy 4300 and Procedure 4411P.
- In your school newsletters, summarize for **all staff** what they need to know about the legal limitations on immigration enforcement on campus and their respective roles in complying with Policy 4300 and Procedure 4411P.

Approved for Distribution _____



Peter Scott



Response/Action Required

December 13, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **January Core Value Champions**

Thank you for submitting your monthly December Core Value Champions nomination by next Friday (**it must be submitted before break**)—[December's link](#).

January's Core Value is Passion. Please nominate your student by Friday, January 24. [Nominate via this link](#).

Board Meeting Recognitions Schedule:

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	March 11, 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 Friday, January 24. The January Core Value is Passion. [Please use this form](#).

Approved for Distribution: _____


Harmony Weinberg



Response/Action Required

December 13, 2024


To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **January Newsletter Schedule**

Due to the winter break schedule, the District Family Newsletter will be sent on Tuesday, January 7, and schools will send their school newsletters on Wednesday, January 8.

Required Action:

Please send your school newsletters to families on Wednesday, January 8.

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.



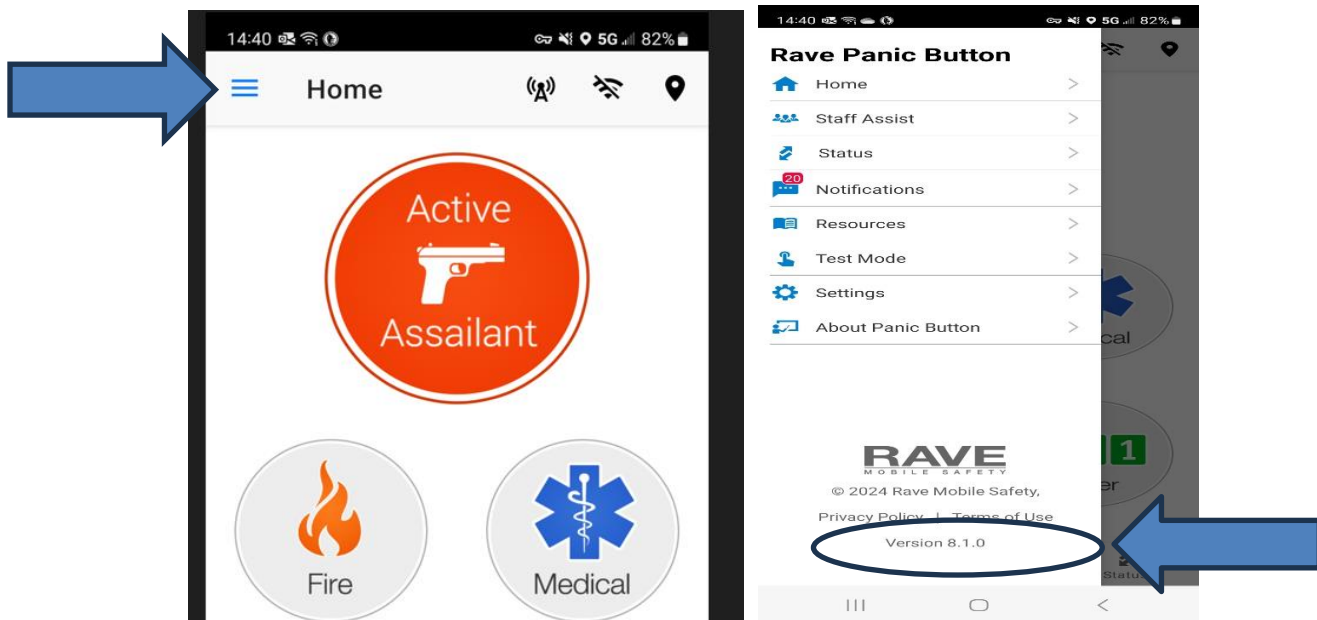


December 13, 2024

To: School Administrators and Office Managers
From: Christopher Ferreira, Director, Safety and Security
Regarding: **Required RAVE Panic Button App Update**

Everett Public Schools uses the Rave Panic Button app to communicate emergencies quickly to 911 and registered users.

Starting on **December 19, 2024**, Rave Panic Button will no longer be supporting versions 2.0 and older. To ensure uninterrupted service and enhanced security features, we urge all users to complete the necessary upgrade. Follow the directions below to verify you are running the most current version (*iPhone* is **6.12.1** and *Android* is **8.5**).



- To update your app, simply visit the App Store on your iOS device or the Google Play Store on your Android device, search for the Panic Button app, and tap 'Update'.
- Should you encounter any issues while updating or have any questions regarding the new version, please do not hesitate to reach out to the Rave support team at rave.techsupport@motorolasolutions.com.

Please contact Christopher Ferreira or Anna Jacobsen at ext. 5228 if you need additional information.

Approved for Distribution

Peter Scott



December 13, 2024

To: Principals and Assistant Principals
From: Cathy Woods, Regional Superintendent
Regarding: **Everett PTSA District Impact Report for 2023-24**

On behalf of the Everett PTSA Council...

Each year Everett PTSA Council gathers information from all 27 local PTAs in the district and develops the District Impact Report. For the 2023-24 school year report, our PTAs continue to support their school communities with classroom and school grants, school and staff support, family and community support, PTA programs and events, leadership opportunities and so much more.

The Everett PTSA Council is proud of the support our PTAs were able to provide to our district community during the 2023-24 school year honoring the PTA's mission to be a powerful voice for children, a relevant resource for families, schools and communities, and a strong advocate for the well-being and education of all children.

Spotlights from 2023-24 include:


- \$737k total spent supporting school communities.
- \$611k total fundraised.
- \$5650 spent on the Shoe Fund, doubling from last year.
- An amazing 576 total PTA events.

Thank you for supporting our PTA leaders and volunteers in making them effective partners with our schools and fostering parent and family engagement at all levels. For more information, visit the [Everett PTSA District Impact Report for 2023-24](#).

For questions, please contact Co-Presidents Valerie Cunningham & Nicole McKnight, Everett PTSA Council 7.3 at president@everettptsacouncil.org.

Thank you again for supporting your local PTAs!
[Everett PTSA District Impact Report for 2023-24](#)

Approved for Distribution:


Cathy Woods



December 13, 2024

To: All Principals
From: Anthony Anderson, Director of CTE, Choice Programs, and PE/Health
Regarding: **CTE Winter Updates**

CTE Reporting

The CTE team will be reaching out to your teachers next week regarding their required reporting of Industry Recognized Certification (IRC) and Work Based Learning (WBL) data.

- Per OSPI, Washington state CTE Program Standards define and require **WBL** as a component of **all CTE programs**. WBL data must be reported:
 - once each semester for semester long courses
 - one per year for yearlong courses
- Per OSPI, Washington state CTE Program Standards require all CTE Preparatory courses to offer at least one (IRC) unless they offer a CTE Dual Credit or other college credit. IRC data must be reported:
 - once per semester for semester long courses
 - once per year for yearlong courses

CTE Family and Community Expo

The CTE Ambassadors, with support from the CTE Department, are hosting a CTE Family and Community Expo

- **When** - Thursday, January 23 from 5:30-7:00pm
- **Where** - The Community Resource Center

This event is intended to give all students and families in grades 5 through 9 a chance to learn more about the programs and clubs available to them as they move up to middle and high school.

CTE teachers and CTSO/CTE Club advisors will be invited to present course information and benefits, and live presentations from various CTSOs will occur throughout the event.

More information will be coming out after winter break for dissemination to your families and teachers.

Approved for Distribution:

Shelley Boten



December 13, 2024

To: All Principals
From: Larry Fleckenstein, Chief Operating Officer
Regarding: **Policy & Procedure Revisions**

Below, for your information, are recent policy and procedure revisions. Please contact Kellee McManus or myself with any questions.

Policy 3300 and Procedure 3300P Student Discipline

Revisions coordinate with OSPI's emergency rules clarifying and updating [Chapter 392-400 WAC](#) (Student Discipline). The emergency rules are effective immediately and the permanent rules are anticipated to be in effect by the 2025-26 school year.

Some key changes are noted below.

- OSPI replaced the term “discipline” with two new terms: “discretionary discipline” and “nondiscretionary discipline.” OSPI took those terms from [RCW 28A.600.015](#). Because the definition of “discretionary discipline” uses the term “disciplinary action,” examples have been included of what might constitute disciplinary action. Those examples are pulled from [RCW 28A.600.460](#)(1), which states: “Disciplinary action may include but is not limited to: oral or written reprimands; written notification to parents of disruptive behavior, a copy of which must be provided to the principal.”
- The term “other forms of discipline” has been eliminated. Also removed is the requirement for school districts to identify other forms of discipline in their student discipline policies and removed the requirement to attempt other forms of discipline before administering classroom exclusions and emergency removals. However, the term is still used in relation to suspensions and expulsions. For example, a school must still attempt other forms of discipline before short-term suspending a student and must consider other forms of discipline before long-term suspending or expelling a student.
- The term “classroom-exclusion” has been redefined. This redefinition eliminated the requirement that other forms of discipline be attempted before excluding a student from the classroom, changed how long a student could be excluded, and gave school districts discretion about how exclusions are reported.
- Although the requirement that teachers attempt other forms of discipline before excluding students from their classrooms was removed, [RCW 28A.600.020](#)(2) requires them to attempt one or more “alternative forms of corrective action”—unless there is an emergency.

Additional information regarding these changes will be shared with administrators at the January levels meetings.

Approved for Distribution

Larry Fleckenstein