
STUDENT HANDBOOK HIGHLIGHTS 2016-2017

Henry M. Jackson High School



CONTACTS – PG. 6

Who to Contact



Henry M. Jackson High School

1508 136th Street SE ▪ Mill Creek, WA 98012
Phone (425) 385-7000 ▪ Fax (425) 385-7002
Information Line (425) 385-7011

This information is accurate as of August 2016 and is subject to change.

Administrative Team

Dave Peters	Principal
Shaun Monaghan (12 th grade)	Assistant Principal
Michelle Renee (11 th grade)	Assistant Principal
Blythe Young (10 th grade)	Assistant Principal
Niki Cassaro (9 th grade)	Assistant Principal

Counselors

Leslie Tucker (A – Co)	385-7026
Leiann DeVelder (Cr - F)	385-7093
Connie Sperry (G - Kh)	385-7023
Sarah Williams (Ki – M)	385-7024
Paul Turner (N – Sa)	385-7027
Birgitte McIntosh (Sc – Z)	385-7025

Administrator Support

Kristina Montan	385-7020
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Health Room

Angie Sagendorf	385-7006
Joan Sanders, R.N.	385-7006

Success Coordinator

Jennifer Linder	385-7049
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Pyramid of Interventions

Jean Sarcletti	385-7070
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Secretaries

Office Manager, Sukawt Al-Mansouri	385-7001
Front Office, Vera Olson	385-7003
Athletics, Lindsay Petrick	385-7018
Registrar, Anne Bellrichard	385-7015
Counseling Office, Gina Strom	385-7010
Attendance	385-7033
ASB Treasurer, Linda Auchterlonie	385-7009
Computer/Records, DeeAnn Williamson	385-7021
Library, Jean Reiersen	385-7013
AP Coordinator/Variances, Lori Wirtz	385-7108

School Psychologist

Ginger Alonzo	385-7022
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Speech Language Pathologist

Rebecca Wynne	385-7004
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Drug & Alcohol Intervention

Lyn Lauzon	385-7178
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Testing Coordinator

Rhea Soma	385-7037
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Career Center

Marianne Allen	385-7028
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Activities Coordinator

Alan Briggs	385-7105
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ASB Officers

President	Dartagnan Phan
Vice President	Erik Haugen
Secretary	Emily Balogh
Treasurer	Jack Ellis
Activities Coordinator	Chris Cavazos
Public Relations	Nate Yoon

Junior Class Officers

Class Advisors	Lauren Dandridge
President	Alyssa Mannetti
Vice President	Kate Moon
Secretary	Gabi Hofer
Treasurer	Josie Ong
Activities Coordinator	Lauren McNutt

Senior Class Officers

Class Advisors	Sheryl Mason
President	Alyssa Weed
Vice President	Elizabeth Arias
Secretary	Mara Popescu
Treasurer	Tamar Simon
Activities Coordinator	Katie Rawlins

Sophomore Class Officers

Class Advisor	Sabrina Cook
President	Kaamna Rishi
Vice President	Ida Shabanzadegan
Secretary	Crystal Le
Treasurer	Mikayla Hubbard
Activities Coordinator	Molly Jo Meyers

BELL SCHEDULES – PG. 7

Henry M. Jackson High School Bell Schedules

2016-2017

Regular Bell Schedule

1 st Lunch (Based on 4th Period Teacher)		2 nd Lunch (Based on 4th Period Teacher)	
First Bell	7:25	First Bell	7:25
1 st Period	7:30 – 8:25	1 st Period	7:30 – 8:25
2 nd Period	8:30 – 9:25	2 nd Period	8:30 – 9:25
3 rd Period	9:30 – 10:30	3 rd Period	9:30 – 10:30
Lunch	10:35 – 11:05	4 th Period	10:35 – 11:30
4 th Period	11:10 – 12:05	Lunch	11:35 – 12:05
5 th Period	12:10 – 1:05	5 th Period	12:10 – 1:05
6 th Period	1:10 – 2:05	6 th Period	1:10 – 2:05
Buses Depart	2:12	Buses Depart	2:12

Learning Improvement Friday Schedule

1 st Lunch (Based on 4th Period Teacher)		2 nd Lunch (Based on 4th Period Teacher)	
First Bell	7:25	First Bell	7:25
1 st Period	7:30 – 8:13	1 st Period	7:30 – 8:13
2 nd Period	8:18 – 9:01	2 nd Period	8:18 – 9:01
3 rd Period	9:06 – 9:51	3 rd Period	9:06 – 9:51
Lunch	9:56 – 10:26	4 th Period	9:56 – 10:39
4 th Period	10:31 – 11:14	Lunch	10:44 – 11:14
5 th Period	11:19 – 12:02	5 th Period	11:19 – 12:02
6 th Period	12:07 – 12:50	6 th Period	12:07 – 12:50
Buses Depart	12:57	Buses Depart	12:57
Learning Improvement Time		1:00 – 2:05	

Early Release

LUNCH			
1 st Lunch		2 nd Lunch	
First Bell	7:25	First Bell	7:25
1 st Period	7:30 – 8:00	1 st Period	7:30 – 8:00
2 nd Period	8:05 – 8:35	2 nd Period	8:05 – 8:35
3 rd Period	8:40 – 9:15	3 rd Period	8:40 – 9:15
5 th Period	9:20 – 9:50	5 th Period	9:20 – 9:50
Lunch	9:55 – 10:25	4 th Period	9:55 – 10:25
4 th Period	10:30 – 11:00	Lunch	10:30 – 11:00
6 th Period	11:05 – 11:35	6 th Period	11:05 – 11:35
Buses Depart	11:42	Buses Depart	11:42

NO LUNCH	
First Bell	7:25
1 st Period	7:30 – 8:05
2 nd Period	8:10 – 8:45
3 rd Period	8:50 – 9:30
4 th Period	9:35 – 10:10
5 th Period	10:15 – 10:50
6 th Period	10:55 – 11:35
Buses Depart	11:42

CLUBS & ACTIVITIES – PG. 8

Clubs and Activities

Activities Director *Alan Briggs*



Art - *TBD*
 Badminton - *David Hutt*
 Band / Pep Band - *Lesley Moffat*
 Cheer - *Meghan Emery*
 Choral – *Craig Schell*
 Creative Writing - *TBD*
 Dance Team – *Aireal Hart*
 DECA - *George Brush*
 FCCLA - *Monica Lochrie*



FIRST Robotics - *Maggie Thorleifson*
 French - *Teri Grindstaff*
 German – *Jennifer Hesse*
 Global Outreach – *TBD*
 GSA - *Kathi Guffey*
 HiQ - *Sinead Pollom*



Key Club - *Deb Kalina*
 Knowledge Bowl - *Mike Taggart*
 LINK Crew - *Jason Gadek & Paul Turner*
 Math Honor Society – *Margaret Armstrong*



Mock Trial - *Judy Baker*
 Model United Nations - *Bridget Shee*
 Multicultural - *Rose Smith*
 National Art Honor Society - *TBD*
 National Honor Society – *Alan Briggs*

Project Green – *Gail Walters*
 Science Research Club - *TBD*
 Sound Crew - *Alan Briggs*
 Sports Medicine - *Brenda Black*
 Student Store - *George Brush & Deb Littler*
 Students Helping Animals – *TBD*
 TSA (Tech. Students Assn.) – *Judy Baker*
 Theater Society - *Brian Marshall*
 Wolfpack - *Alan Briggs*
 Yearbook – *Tami Johnson*



Class Advisor – Freshmen
Jason Gadek

Class Advisor – Sophomores
Sabrina Cook

Class Advisors – Juniors
Lauren Dandridge

Class Advisor – Seniors
Sheryl Mason

ATHLETICS – PG. 9

Athletic Programs

Athletic Director: Blythe Young Athletic Secretary: Lindsay Petrick

Fall Athletics & Varsity Coaches



Football
Joel Vincent



Cross Country
Erik Hruschka
(Boys & Girls)

Boys Tennis
David Hutt



Volleyball
Mindy Staudinger

Girls Swim & Dive
Drew Whorley

Girls Soccer
Sarah Smart

Winter Athletics & Varsity coaches



Girls Basketball
Duane Morris

Boys Basketball
Steve Johnson

Wrestling
Sherm Iversen

Boys Swim & Dive
Drew Whorley

Girls Bowling
Daniel Eng



Spring Athletics & Coaches

Track
Erik Hruschka (Boys)
Steve Till (Girls)

Golf
Jim Anderson (Boys)
Kevin Mackay (Girls)

Baseball
Kirk Nicholson



Boys Soccer
Brett Norton

Girls Tennis
Judi Montgomery

Fastpitch
Kyle Peacocke



Cheer
Meghan Emery

Athletic Trainer
Brenda Black



Timberwolves Fight Song



*We are Jackson Timberwolves
And we always strive to win!
We're working hard,
We won't give up –
We'll see them at the end.
The Green and Black will conquer
Over all the rest –
When it comes right down to winning,
The Wolfpack is the BEST!*

ATTENDANCE POLICY – PGS. 10 – 12

Tardies: Tardies are a discipline and safety issue. Students are expected to be in class and ready to learn when the bell rings. Students who arrive to class within 5 minutes of the class' start time will be marked tardy. If the tardiness is excused, it is the student's responsibility to communicate this with the teacher with proper documentation.

Disciplinary Consequences for students who have excessive absences or tardies may include, but are not limited to, detention, loss of or inability to purchase parking permits, and suspension.

Reporting an Absence:

For excused absences, we will require a completed note signed by the student's parent or legal guardian **WITHIN TWO SCHOOL DAYS** of the student's return. An email from the guardian is OK if all the information below is provided. Handwritten notes may be turned in to the attendance office or faxed to (425) 385-7077. Absences will be recorded as unexcused if appropriate documentation is not received. Emails may be sent to jhsattendance@everettsd.org.

The following are absences that may be excused with a parent/guardian-signed verification note:

- Illness/health related issue
- Family emergency/crisis/funeral
- Religious holiday
- Court date
- State recognized search & rescue

The following must be pre-arranged for a student to be authorized to leave campus:

- Post-secondary, technical school, or apprenticeship program visit
- Family trips/vacations
- Routine health care appointments
- School-initiated activities

For effective record keeping, accuracy, and verification, excused absence notes must contain ALL of the following information: 1) student name, 2) student ID number, 3) date(s) of absence(s), 4) reason for absence, 5) phone number where note can be verified, 6) class periods being excused and 7) signature of parent/guardian.

Excused Absence Note forms may be picked up at the Attendance Office or downloaded and printed from the school's website at <http://www.everettsd.org/jacksonhigh>.

H.M. Jackson High School EXCUSED ABSENCE NOTE	
Student name (last, first):	
Student ID number:	
Date(s) of absence(s):	
Class period(s) being excused:	
Phone number where note can be verified:	
Reason for absence:	
Signature of parent/guardian:	

PRINCIPAL'S EXCELLENCE OF ATTENDANCE AWARD

Student demonstrating excellent attendance will receive the [Principal's Excellence of Attendance Award](#).

Students earning this award attend school 96% of the year, excluding school-related absences.

In a 180-day school year, a student receiving this award is absent no more than 7 days.



CAMPUS BOUNDARIES & POLICIES – PG. 12

JHS operates under a general **Closed Campus** policy.

This means...

- Once you arrive on campus, you are to remain on campus until the end of your officially scheduled school day
- Visitors *must* check in at Main Office and receive a Visitors Pass



There will be limited [Open-Campus](#) privileges during the lunch periods for Junior and Senior students who qualify.

- The eligibility requirements and guidelines are listed on pages 14 and 15.

CAMPUS BOUNDARIES & POLICIES: LUNCH – PG. 25

Students are not permitted beyond highlighted area during lunch periods without authorization



SAFETY PROCEDURES – PG. 16 – 17

LOCKDOWN -



- Get inside nearest lockable room
- Remain quiet & hidden

 **SIGNAL** – You will hear one of the following from an administrator over the intercom:

“This is an Inside Intruder Lock Down”
This indicates an intruder is in the building

“This is a Community Threat Lock Down”
This indicates a potential danger in the local community (i.e. local robbery, armed person in the surrounding area, etc.)

EVACUATION -



- Proceed quickly and quietly to baseball field
- Always* line up with your 3rd period class

EARTHQUAKE -



During a drill or actual earthquake students and staff should:

Drop...to their knees under a table or desk

Cover ... their heads with an arm

Hold... onto one leg of a piece of furniture ... or brace themselves in a doorjamb

TEXTBOOK RETURN POLICY

Everett Public Schools Policy

Students have 6 months from the date when a book fine is submitted for the student to return the book and receive a refund. After 6 months the school will be required to purchase a replacement book and for that reason the book fine cannot be revoked or refunded even if the book is returned.



Everett Public Schools –

- ***ALL visitors*** must check in at the Main Office to receive a visitors pass which must be clearly worn while on campus.
- ***Student visitors*** are ***NOT*** allowed on campus during school hours.



Assault / Fighting

- May constitute a crime
- Suspension / Expulsion for participation, promotion, or escalation



Cheating / Plagiarism

Disciplinary consequences for cheating and plagiarism in which the integrity of a student's grade is significantly undermined may include, but is not limited to, short-term suspension, the loss of credit on the assignment and/or loss of credit for the semester in the course in which the cheating or plagiarism occurred, and/or expulsion.

Disciplinary consequences for cheating and plagiarism in which the integrity of a student's grade is not significantly undermined may include, but is not limited to, a grade of zero on the task, detention, and/or short-term suspension.



Complicity in Academic Dishonesty

- Intentionally or knowingly helps or attempts to help other student(s) commit an act of academic dishonesty
- **Disciplinary consequences** may include detention, suspension, and up to expulsion depending on the impact and scope of the complicity.



Controlled Substances (Alcohol/Drugs)

- 45-day suspension for use/possession
- Expulsion for sale/distribution



Dangerous Weapons

- Suspension / Expulsion up to 1 year
- Law Enforcement Agencies will be involved



Authority to Conduct a Search

The law allows school authorities to search students, their lockers, their motor vehicles, and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.

STUDENT CONDUCT – PGS. 22 – 23



Dress Code

- Must adequately / appropriately cover
- Must display school-appropriate messages
- Must be free from creating intimidating / disrupting atmosphere

Inappropriate



Appropriate



Distributive Behavior

- Any behavior that interrupts the education environment for *any* student
- Includes inappropriate use of technology (i.e. cell phones, laptops, etc...)
- Progressive discipline practices will be used



Forgery

- Prohibited on any official school document falsifying parent/staff signature
- Consequences depend on extent -- up to short-term suspension
- Examples: attendance notes, field trip forms, teacher-student contracts, progress reports, permission slips, etc.



Identification

- All students must, upon request, accurately identify themselves to proper school authorities (including teachers, substitute teachers, administrators, para-professional educators, librarians, custodians, food service workers, bus drivers, and other Everett Public Schools personnel).
- **For reasons of overall school building safety, refusing to accurately identify oneself to a school authority shall result in short-term suspension.**



Harassment/Intimidation/Bullying

- Any intentional written, verbal or physical act, including but not limited to one shown to be motivated by **race, color, religion, ancestry, national origin, gender, sexual orientation or mental, sensory, or physical disability, or “other distinguishing characteristics,”** when the intentional written, electronic, verbal nonverbal or physical act:
 - **Is unwelcome**
 - **Physically harms a student or damages the student’s property**
 - **Substantially interferes with a student’s education**
 - **Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment**
 - **Substantially disrupts the orderly operation of the school.**
- Can take many forms, including but not limited to, **slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, verbal and nonverbal, electronic or physical actions.**



Inappropriate Speech/Expression

- Not protected under 1st Amendment at school if:
The use of any gesture, innuendo, speech, or other expression is deemed lewd, vulgar, indecent, obscene or significantly disruptive.



Off-Campus Violations

- Appropriate behavior is expected at all school-sponsored events regardless of location



Theft

- Disciplinary consequences for stealing Everett School District Property or personal property at school depend on extent and monetary value
- Suspensions and referral to law enforcement agency



Technology Misuse/Damage

- Use without authorization or for non-authorized purposes may be grounds for loss of access/privileges, progressive discipline, and financial restitution



Tobacco Use/Possession

- See page 28 for examples of prohibited items
- In School Suspension for first offense
- Progressive discipline involving suspensions for subsequent offenses



Vandalism

- Intentional damage to school district property or property of others
- Consequences include law enforcement involvement, suspension, and financial restitution

GRADUATION REQUIREMENTS – PGS. 27 – 29

For a detailed explanation of graduation requirements, please see pages 27 – 29 of the Student Handbook.



EVERETT PUBLIC SCHOOLS STUDENT RESPONSIBILITIES AND RIGHTS HANDBOOK

- Please read through this handbook – you are responsible for this information!
- Sign (and have your parent/guardian sign) the attached signature page.
- Return the signature page to your 3rd period teacher.





**THANK YOU FOR YOUR
ATTENTION!**