

# Henry M. Jackson High School



We are **Proud**, we are **Aware**, we are **Kind**

We Are  
**PAK**

## STUDENT HANDBOOK

**2020-2021**

Version 1.0 (September 9, 2020)

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<http://www.everetsd.org/jacksonhigh>



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## PAK VALUES

The JHS PAK values were created by students at Jackson to show what's important about how we should treat each other in different settings around the school. Our values are:

**P**ROUD: Take actions that reflect well on you and your school

**A**WARE: Look out for safety and opportunities

**K**IND: Be inclusive and helpful

### Nominations for PAK Awards

Have you seen a student, teacher, office worker, custodian, or anyone else at Jackson show what it means to be Proud, Aware, and/or Kind? Now you can celebrate their actions with our [online nomination form](#) so they will be eligible to win fame and prizes!

### The Mission of Jackson High School

Our mission is to provide a rigorous curriculum that sets high standards and prepares all student for the future.

### Everett Public Schools Mission

Inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

*Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Designated to handle inquiries about nondiscrimination policies are:*

*Affirmative Action Office – Mary O'Brien, [mo'brien@everetsd.org](mailto:mo'brien@everetsd.org), 425-385-4106*

*Title IX Officer – Randi Seaberg, [rseaberg@everetsd.org](mailto:rseaberg@everetsd.org), 425-385-4104*

*504 Coordinator – Dave Peters, [dpeters@everetsd.org](mailto:dpeters@everetsd.org), 425-385-4063*

*ADA Coordinator – Kelly Clevenger, [bclifford@everetsd.org](mailto:bclifford@everetsd.org), 425-385-5250*

*Address: 3900 Broadway, Everett, WA 98201*

## Anti-Racist Statement

EVERETT SCHOOL DISTRICT NO. 2

### RESOLUTION NO. 1237

# Affirming our Commitment to Condemning Racism and Supporting Peaceful Protest

**A RESOLUTION** of the Board of Directors of Everett Public Schools in response to the death of George Floyd, condemning racism and supporting peaceful protest.

**WHEREAS**, on May 25, 2020 the life of George Floyd was tragically taken by four Minneapolis police officers; and

**WHEREAS**, the unjust death of George Floyd has highlighted the continued racism and unequal justice that still exists in our nation; and

**WHEREAS**, the students of Everett Public Schools have been exposed to this traumatic event through graphic visual displays of people in positions of authority committing violent crimes; and

**WHEREAS**, the subsequent public displays of both peaceful and violent demonstrations throughout our country, as well as displays of unprovoked violence by law enforcement at those demonstrations, have impacted the students and staff of Everett Public Schools; and

**WHEREAS**, the Board of Directors recognizes its responsibility to provide an environment which educates and teaches our students that we can and must uphold the rights and dignity of all members of our communities, and we must never enable those who would act otherwise; and

**WHEREAS**, as educators and educational leaders we are committed to action in assisting the Everett Public Schools community to process these events within our core values of Equity, Diversity, Collaboration, Respect, Integrity, Passion and Learning; and

**WHEREAS**, as we move forward and continue striving for social justice and racial equity, let these words by Rev. Martin Luther King Jr. be on the forefront of our minds "Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that."

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors reemphasizes the importance of its board policies and the associated administrative procedures focused on each student's equitable access to education:

1. Mourns the death of George Floyd and joins the call for justice;
2. Supports Black students, staff and families during this time of turmoil;
3. Supports those in Everett Public Schools who wish to protest peacefully without fear of intimidation;

4. Does not support returning hate with hate or violence with violence;
5. Condemns acts of violence and damage to public and private property;
6. Commits to finding actionable ways to make our school district more just for everyone; and
7. Stands proudly for racial equality and safety for all of our students and staff; and

**BE IT FURTHER RESOLVED**, does hereby charge the superintendent to strengthen anti-racism and equity policies and training for all staff and students.

**ADOPTED** this 9th day of June, 2020, and authenticated by the signatures affixed below.

#### ATTESTED BY:

\_\_\_\_\_  
**Ian B. Saltzman**  
*Secretary, Board of Directors*

**EVERETT SCHOOL DISTRICT NO. 2**  
Snohomish County, Washington

\_\_\_\_\_  
**Caroline Mason, President**

\_\_\_\_\_  
**Pam LeSesne, Vice President**

\_\_\_\_\_  
**April Berg, Director**

\_\_\_\_\_  
**Traci Mitchell, Director**

\_\_\_\_\_  
**Andrew Nicholls, Director**



3900 Broadway, Everett, WA 98201  
425-385-4000 • www.everettsd.org  
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# WHERE DO I GO? WHAT DO I DO? WHEN'S LUNCH?

## Remote Bell Schedules



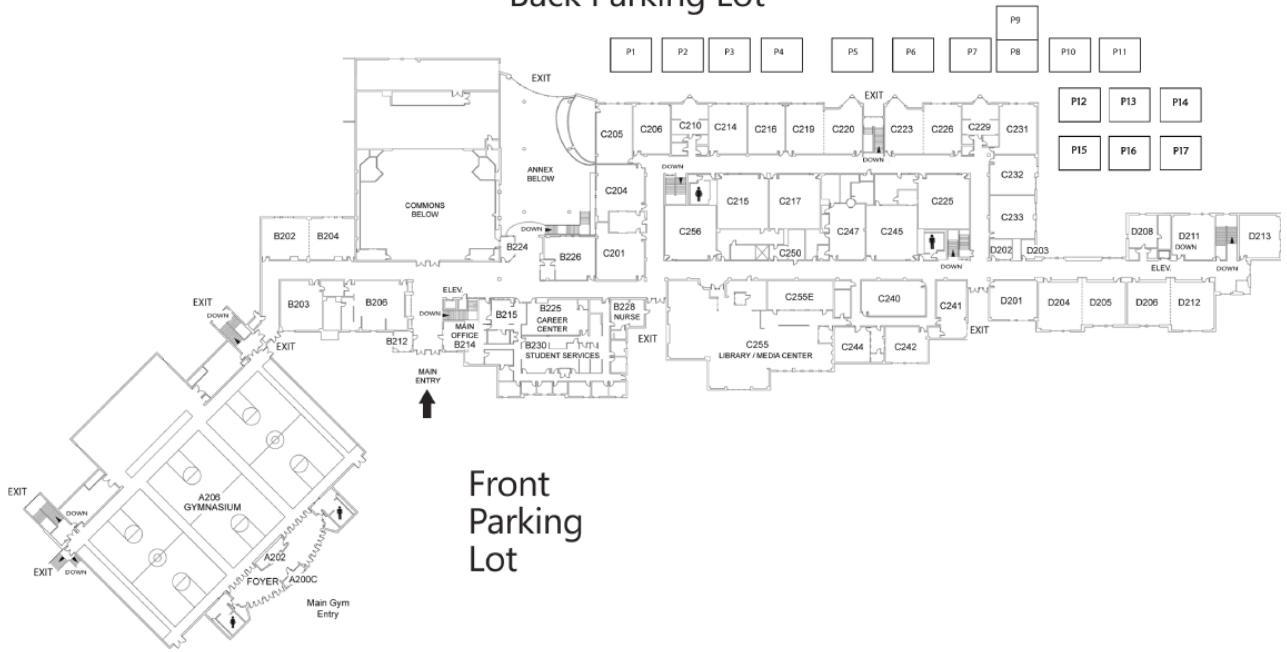
<b>"A" Day Monday, Thursday</b>		<b>"LIW* - "C" Day Wednesday</b>		<b>"B" Day Tuesday, Friday</b>	
Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.	Teacher office hours	7:30 – 8 a.m.
1st	8 – 9:45 a.m.	Building professional learning	8 – 8:40 a.m.	4th	8 – 9:45 a.m.
<i>Passing Time</i>		LIW	8:40 – 9:55 a.m.	<i>Passing Time</i>	
<i>Passing Time</i>		1st	10 – 10:35 a.m.	<i>Passing Time</i>	
2nd	10 – 11:45 a.m.	2nd	10:40 – 11:15 a.m.	5th	10 – 11:45 a.m.
<i>Passing Time</i>		<i>Passing Time</i>		<i>Passing Time</i>	
Lunch	noon – 12:30 p.m.	3rd	11:20 – 11:55 a.m.	Lunch	noon – 12:30 p.m.
<i>Passing Time</i>		<i>Passing Time</i>		<i>Passing Time</i>	
3rd	12:45 – 2:35 p.m.	Lunch	12 – 12:30 p.m.	6th	12:45 – 2:35 p.m.
<i>Passing Time</i>		<i>Passing Time</i>		<i>Passing Time</i>	
Teacher office hours	2:35 – 3 p.m.	4th	12:35–1:10 p.m.	Teacher office hours	2:35 – 3 p.m.
		5th	1:15–1:50 p.m.		
		<i>Passing Time</i>			
		6th	1:55 – 2:30 p.m.		
		Teacher office hours	2:30 – 3 p.m.		
<p>*LIW - Learning Improvement Wednesday. Students engage in teacher-directed independent learning. Class period structure is in background so as to: 1) allow for teachers and students to connect in predictable time slots (if teachers schedule a live activity), and 2) provide structure for students to organize their teacher-directed independent learning throughout the day.</p>			<p>*LIW Hours Staff Day: 7:30 a.m. – 3 p.m. Student Day: 10 a.m. – 3 p.m.</p>		

# Map of H. M. Jackson High School



HENRY M. JACKSON HIGH SCHOOL  
UPPER LEVEL

## Back Parking Lot

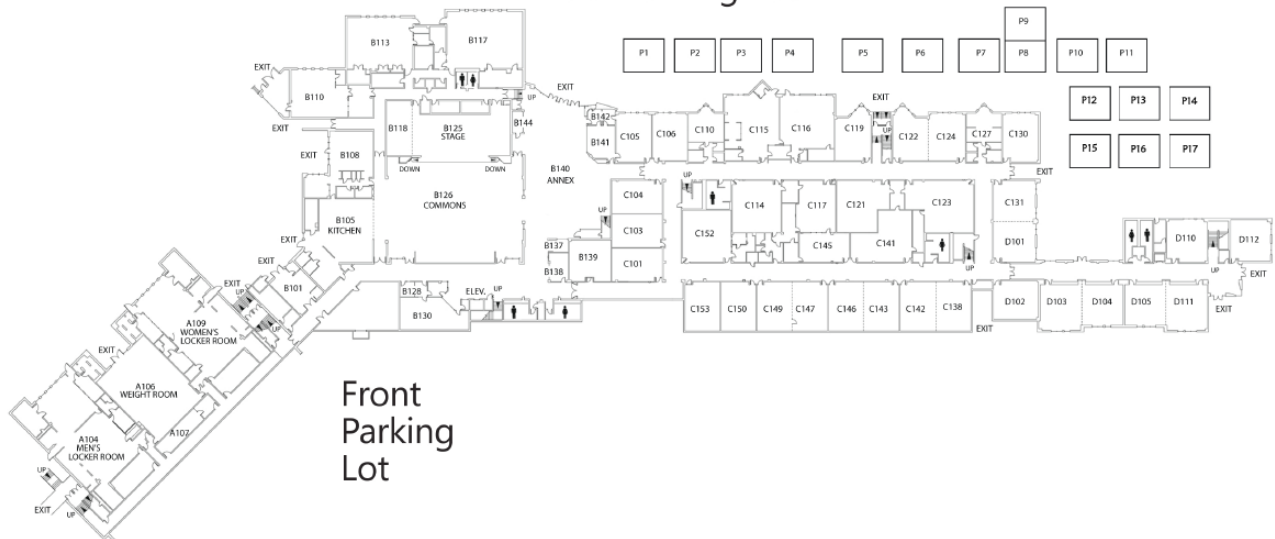


## Front Parking Lot



HENRY M. JACKSON HIGH SCHOOL  
LOWER LEVEL

## Back Parking Lot



## Front Parking Lot



## IF I NEED HELP WITH... I CAN GO TO...

### **Attendance questions**

See the [attendance policies](#) section for the most asked questions, including how to excuse an absence.

You can go to the attendance office, room B224.

You can email the attendance secretary at [jhsattendance@everettsd.org](mailto:jhsattendance@everettsd.org)

You can call the attendance secretary at 425-385-7033

### **I am worried about myself or a friend**

Most importantly, tell someone! If they don't know how to help, they can still help you find the person who knows what to do. It is not up to you to solve a problem all by yourself. Often, the greatest sign of maturity is knowing when to ask for help.

For many problems, a good place to start is our counseling center, B230, or call 425-385-7010. Even if they can't help, they can help you find the person who can.

### **I want to meet new friends. How do I get involved?**

You can start by joining one of our many clubs or teams!

Check out the [club list](#) or [team list](#), and check out the guidelines for joining [ASB athletics, clubs, and activities](#).

### **I need help with technology/my computer**

Find tech help on the [Family Tech Support](#) page and fill out [Technology Help Request](#) form.

If your laptop is broken, make an appointment with our technician by filling out this [booking form](#).

### **I need help with home internet/wifi/hotspot**

Make an appointment with our technician by filling out this [booking form](#).

### **I need help with school work**

The first and best thing to do is to contact your teacher. By telling them that you need some help, you are also telling them that you care about their class!

You can also get help from several other individuals and organizations. Contact Mr. Briggs [mbriggs@everettsd.org](mailto:mbriggs@everettsd.org) about a peer tutor from National Honors Society. You can also contact Mr. Gadek [jgadek@everettsd.org](mailto:jgadek@everettsd.org) and Mr. Turner [pturner@everettsd.org](mailto:pturner@everettsd.org) about finding a member of Link Crew who can help you out.

### **I am not feeling well**

Let your teacher know and then go check in at our counseling center, B230, or call 425-385-7010. Our health room is part of our counseling center.

### **I have questions about my grades**

The first and best thing to do is to contact your teacher through [canvas](#), or by finding their email on our [website directory](#). You can also talk to your [counselor](#).

### **I need help with food, clothing, housing**

Please contact your [counselor](#) or our JHS Family Advocate, Alyssa Campbell 425-385-7150

**I need help with transportation/busing**

Ask at the front office for the transportation form. This is most often used by Sno-Isle or ROTC members driving to and from Campus or Everett High School, but if that's not what you need the front office staff can help you find the right solution.

**I have questions about my schedule? What classes do I take?**

Check in at our counseling center, B230, or call 425-385-7010. You can also reach out to your [counselor](#).

**I am concerned about substance use by myself and/or others.**

Most importantly, tell someone! It is not up to you to fix this all by yourself.

You can speak confidentially with our intervention specialist Lynn Lauzon [llauzon@everettsd.org](mailto:llauzon@everettsd.org) or 425-385-7178.

You can also make an anonymous report to our tip line at:

Text or call 855-637-2095

Email [1350@alert1.us](mailto:1350@alert1.us)

Online <https://everett-wa.safeschoolsalert.com/>

**I have witnessed substance use**

Tell someone right away. You can report this to any trusted adult or fill out an incident statement in the main office. You can also make an anonymous report to our tip line at:

Text or call 855-637-2095

Email [1350@alert1.us](mailto:1350@alert1.us)

Online <https://everett-wa.safeschoolsalert.com/>

**I don't feel safe at school. I am being harassed, intimidated, or bullied.**

Tell a trusted adult right away! You can report this to any trusted adult or fill out an incident statement in the main office. You can also make an anonymous report to our tip line at:

Text or call 855-637-2095

Email [1350@alert1.us](mailto:1350@alert1.us)

Online <https://everett-wa.safeschoolsalert.com/>

**I need a break**

Let your teacher know and develop a plan that will give you what you need without drawing attention or interrupting class. You may also want to reach out to your [counselor](#).

**Interpretation services**

Let them know at the counseling center, B230, or call 425-385-7010. You can also let your [counselor](#) know.

**Check my email**

Read [this information](#) about accessing your student email.

**Contact my teachers, counselor, administrator**

You can find contact information for all staff on our [website directory](#).

**Pay a fine**

See our ASB bookkeeper in room B128 or call 425-385-7009.

**Check out or return my library books**

You can return a library book any time at the quick drop box in front of the library, room C255. See [Library Information](#) for more about open hours and other opportunities in the library.

**Get my lunch. Where do I sit?**

See our [Lunchroom information](#) for more.

**Apply for Free or Reduced Lunch**

You can get the paperwork from our front office or on [our website](#).

**Sign up for a sport**

Check out the [team list](#), and check out the guidelines for joining [ASB athletics, clubs, and activities](#).

**Join a club**

Check out the [club list](#), and check out the guidelines for joining [ASB athletics, clubs, and activities](#).

**Start a new club**

Check out the [club list](#) and the guidelines for joining [ASB athletics, clubs, and activities](#). You will need an advisor, the signatures of 25 students who are potentially interested, and a draft of your club constitution. For help with this, you can talk to any member of the ASB student leadership or our ASB advisor, Mr. Gadek [jgadek@everettsd.org](mailto:jgadek@everettsd.org).

**Get a delivery**

The school will not make deliveries to classrooms. The office will only accept deliveries (balloons, flowers, etc.) from guardians that are listed in the student's file. Your guardian needs to coordinate with you that there is something for you in the office and it will be your responsibility to pick it up. Deliveries from businesses or people not listed as guardians will be denied.

**Find a lost item**

Think twice before bringing valuable items to school! Lost items that are recovered will be in the main office. Items not claimed within 30 days become the property of Jackson High School.

## WHAT ARE THE...

### PAK Behaviors


The PAK behaviors were developed by a diverse group of Jackson students in collaboration with Jackson staff to represent how the PAK values (Proud, Aware, Kind) should look in different environments.

At the beginning of the year or semester, teachers should share and explicitly discuss the Classroom Expectations with students and develop agreement on how these should play out in your classroom.


# Classroom PAK

Proud	Aware	Kind
Respectfully listen to others' thoughts and opinions	Know how your words and actions impact others	Be inclusive with everyone
Put forth your best effort	Follow the rules of each classroom	Laugh WITH others not AT others
Celebrate everyone's accomplishments	Classroom time, not phone time	Accept and encourage others

# Halls/Commons PAK

Proud	Aware	Kind
Clean up after yourself and others	Walk at a reasonable pace to avoid traffic jams	Wave to people you know, say hello to people you don't know
Got PDA? Go away!	Know how your words and actions impact others	Call out bullying
	Keep outer doors closed (except during passing periods)	Wait your turn in line (We're all hungry, y'all!!)

# Bathrooms/Locker Rooms PAK

Proud	Aware	Kind
Clean up after yourself and others	Go. Flush. Wash. Leave.	Call out bullying
Body positivity!		Stalls aren't for stalling
It's not cuul to juul at schuul		Respect time and privacy of others

## **Assembly expectations**

Assemblies are provided for the students' benefit, often at a significant financial expense. They are part of the regular school day and are viewed as a class period. All students are expected to attend the assemblies unless an alternative has been prearranged by staff and approved by an administrator.

## **Athletics, Clubs, and Activities**

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, that address the subject matter that is actually taught or soon will be taught in a regularly-offered course: if the subject matter of the activity concerns the body of courses as a whole; if participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include but not be limited to music groups, language clubs, newspaper, yearbook, literary magazine, debate, etc.

Extra-curricular activities are those that are sponsored by the school district as supportive of the educational goals of the district and enriching to the students, but not meeting the definition of co-curricular activities. Such clubs and activities would include but not be limited to Honor Society, service clubs, Chess Club, etc.

All students participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of the Everett School District or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply further reasonable and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance.

JHS requires that in order to participate in or travel to (if the travel includes missing school) any competition against another school, the student(s) must be passing *all* of their regularly scheduled classes. If they do not meet this requirement, they are not eligible to compete.

### **Requirements to Participate in Athletics, Clubs, and Activities**

All school rules and regulations apply at all school-sponsored events, regardless of location, date, or time.

Students removed from an extra-curricular activity (fighting, inappropriate language, lack of sportsmanship, under the influence of drugs and/or alcohol) will be required to have a meeting with their parents and grade level administrator as soon as possible. Students who are removed from an extra-curricular activity are subject to being denied the privilege to attend future extra-curricular activities as well as other consequences that will be discussed at the meeting.

Athletic event ( <i>away</i> ) – students with ASB card .....	\$3.00
Athletic event ( <i>home</i> ) – students with ASB card .....	FREE
Athletic event – students without ASB card / adults .....	\$6.00
Athletic event – children 12 and under / senior citizens .....	\$3.00

These ticket prices do not apply to post season play.

### **Athletics Participation**

#### ***School Board Policy 2151***

**PHILOSOPHY-** Participation in school sponsored athletics is a privilege. Lessons learned through participation in athletics will assist students in their preparation for life after high school. By participating in athletics, students will learn cooperation, respect, sportsmanship, hard work, and commitment to others.

**PURPOSE-** The Everett Public Schools' athletic code outlines the rules and guidelines that must be followed by students participating in the District athletics, dance and cheerleading programs. Following the code makes the students responsible for their eligibility, accountable for their actions, and prescribes fairness to all participants. Athletes receive the athletic code of conduct in their registration paperwork and mark paperwork to indicate they have read it and understand the code.

#### **To participate in sports at Jackson High School you must complete the following:**

- Physical—A current physical must be on file with the JHS athletics department. Physical must NOT expire during the sport season.
- Rank One Forms—complete online at [www.everettschools.rankonesport.com](http://www.everettschools.rankonesport.com)
- Informed Consent

- Athletic Emergency Information
- Athletic Eligibility Questionnaire
- Insurance—All athletes must have insurance coverage. The JHS athletic department has insurance packets available, if your student is not covered.
- Athletic Fee—A \$100 athletic fee (per sport) must be paid before the first contest.
- ASB Card—An ASB card must be purchased before the first contest.

**To get the forms you need and to ask questions, contact the Athletics Secretary or call 425-385-7018.**

## **Attendance Policies**

### ***School Board Policy 3122***

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level and continue through middle school and into high school until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period and be ready to engage in the learning process when the school day or period officially begins.

Any student arriving late to school should sign in at the attendance office. All absences are cleared through the attendance office, not through their teacher. Please see below for attendance reporting procedures.

### **Attendance Definitions**

**Attendance during distance learning:** To be marked present, you must participate in live (synchronous) class sessions, do work on Canvas, contact the teacher, or otherwise show that you have participated in class that day.

**Tardies:** Students are marked as tardy if they arrive after the second bell, and before the halfway point of the class period.

**Absences (For a Period):** Washington State law defines an absence as missing 50% or more of a class.

**Absences (Full Day):** By state law, a student is reported as absent for a full day if the student is marked absent in half or more of the periods in that student's school day. Therefore, a student missing 3 or more periods on a regular, 6-period day will be reported as absent for the full day.

**Unexcused Absences:** Any absence from school is unexcused unless the parent/guardian submits the necessary information to meet state law requirements for excused absences. Absences will not be excused if the necessary information is not submitted within 30 days of the absence.

**Excused Absence:** By state law, absences must meet certain criteria to be excused. Parents/guardians may ask for an absence to be excused by submitting the required information as defined by the state. Please see below for attendance reporting procedures. School activities are not considered to be absences for the purpose of reporting to the state.

**Truancy:** A student out of class without an authorized pass during class time is considered truant. Truancy (skipping class) will result in disciplinary action. Forged notes/messages will result in discipline for truancy and/or altering of records.

## **Attendance Procedures**

### **Reporting an Absence**

For absences to be considered excused, **we require a completed email (preferred) or note** signed by the student's parent or legal guardian. Parents can also call our attendance office at (425) 385-7033 and leave a message. Emails should be sent to [jhsattendance@everettsd.org](mailto:jhsattendance@everettsd.org).

Please submit the following information:

<b>H.M. Jackson High School</b> <b>REQUIRED INFORMATION FOR EXCUSED ABSENCE</b>
Student name (last, first):
Student ID number:
Date(s) of absence(s):
Class period(s) being excused:
Reason for absence (see excusable reasons below):
Signature of parent/guardian (only required for paper note):

Absences due to the following reasons may be excused:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible.
2. Family emergency including, but not limited to, a death or serious illness in the family.
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
4. Court, judicial proceeding, court-ordered activity, or jury service.
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
6. State-recognized search and rescue activities consistent with RCW 28A.225.055.
7. Absence directly related to the student's homeless or foster care/dependency status.
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian or emancipated youth.

### **Pre-arranged Absences**

Pre-arranging an absence is recommended whenever the parent knows in advance that a student will be absent for more than 2 days. Everett Public Schools allows a maximum of 5 pre-arranged absence days for travel/vacation per school year. Steps to pre-arranging an absence are as follows:

- Obtain a *Pre-Arranged Absence* form from the attendance office or the JHS website
- Circulate the absence form among the student's teachers for signature and for indication of what extent the student's grades may be affected
- Obtain parent/guardian and administrator signature
- Return the form to the Attendance Office prior to the absence

### **Early Dismissal**

A signed parent or legal guardian note with the reason and time the student needs to leave campus early must be submitted to the attendance office in the morning before school. The student will receive an early dismissal slip to show their teacher. Students must sign out in the main attendance office before leaving campus. If returning, the student must sign back in at the attendance office.

### **Other Attendance Policies**

1. Teachers will provide make-up or alternate assignments as necessary for students to demonstrate achievement of the class objectives whether the absences are excused or unexcused. Students are expected to complete those assignments within a reasonable time period.

2. When teachers include participation/attendance as part of a grade for a course, they will state in their course syllabus how student attendance relates to the instructional goals of the course and include attendance and/or participation as a part of the grading for that course.
3. Absences, both excused and unexcused, that affect academic progress will result in interventions as determined by the school including but not limited to parent contact, parent-student-teacher conferences, and assignment of required make-up work and/or time.
4. It is the collective responsibility of parents, students, and teachers to evaluate the effects of these absences on students' grades and progress, and to recognize that not all learning experiences or participation experiences can be replicated in an alternate assignment.

### **Make-up Procedures**

If you have an excused absence, you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. At a minimum, students will have an equal number of school days to make up the work as they were absent. Additional makeup time may be provided at the discretion of the teacher of each respective class. **Schoolwork missed due to truancy or other unexcused absence** is considered late. This includes homework, quizzes, tests, projects, labs, presentations.

### **Attendance Record Access**

Student attendance and grade information is available to students and their parents/guardians online through the Learning Management System (LMS): <http://www.everettsd.org/Page/4701>. Students and parents may also request a printout of the student's current attendance record from the Attendance Office secretary.

### **Truancy (BECCA) Petitions**

In order to keep students in school, the Washington State Compulsory Attendance Law requires schools to file a petition with the courts when students have reached 7 unexcused absences in one month, 10 within the current school year, or when excessive excused absences are having profound effects on the student's academic achievement (RCW 28A.225.010).

### **Disciplinary Consequences**

Discipline for students who have excessive absences or tardies may include, but are not limited to, Administrative Conference, detention, loss of off-campus privileges, or loss of eligibility for a parking permit.

## **Computer use requirements and expectations**

To enhance education in a 21<sup>st</sup> century environment, Everett Public Schools will issue each student a laptop for school use. Students are expected to bring this laptop to each class, charge it fully each night, and abide by the district's [Student Technology Use Agreement](#). Because these devices will be installed and updated with software required for courses, personal electronic devices are not acceptable substitutes for school-issued laptops.

For more information, please see the [Technology Handbook for Parents and Students](#).

## **Credits, Schedules, and Graduation**

### **Graduation requirements**

Students enrolled in college coursework, including community colleges, vocational technical colleges, four-year colleges, universities, or approved private schools in the state of Washington, and other schools or institutions, which are approved by the district after evaluation for a particular course offering, are eligible to receive high school credit. **Prior permission is required** from the principal or designee for students who are enrolled in approved college programs. Credit must be on transcript **prior** to graduation for student to walk.

### **Waiver request for credit**

For a student to receive consideration for any waiver to a graduation requirement for a non-PE\* course:



1. The student must write a formal request of the waiver to the student's counselor prior to the start of his/her senior year
2. The counselor will check to verify the courses that need to be completed for the student to graduate. The counselor will also verify that there is not sufficient room in the student's full-day schedule for the course to be taken.

After the counselor considers these two factors the counselor will submit the student's request to the principal with the counselor's recommendation. The principal will then consider the request and will make the determination if the waiver will be granted. Students need to be aware that any change to their senior schedule may impact the decision to grant the waiver to the graduation requirement.

\*For a Physical Education (PE) waiver, students must apply for and complete the Everett Public Schools "[Alternative Program to Meet Physical Education Requirement](#)." Application packets and information are available in the Main Office.

### **Schedule change policy**

Assuming there is space available, schedule changes may *only* be made for the following reasons:

1. You are a senior, and you need the class as a graduation requirement.
2. You previously failed the course with the same teacher.
3. You failed a prerequisite course (e.g. math or science) and need to retake the pre-requisite course.
4. You haven't taken a prerequisite course for a class you are now scheduled to take.
5. There was a technical error with your schedule.
6. You were placed in a class for which you didn't pre-register, and there is room in another course of interest.



**If you do not fit the above criteria, a schedule change cannot occur.**

Schedule changes will ***NOT*** be made based on lunch, period, teacher preference or changing mind. Your schedule reflects what you signed up for during spring pre-registration. If you do not fit the above criteria, a schedule change cannot occur.

It is expected that if a student has a conflict with a specific teacher, he/she needs to meet with the teacher/parent/administrator to work out a solution to the conflict.

### **Dress Code Requirements**

See [Dress Code](#) in the conduct section.

### **Fees and Fines**

Grades, transcripts, and/or diplomas will be withheld until all unpaid fines are settled. Students also will not be able to purchase dance tickets, parking passes and sign up for clubs and/or athletics if there are fines. A charge for lost or damaged materials or equipment may be appealed to the Superintendent. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for short-term suspension (district policy #3322). When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension (district policy #3323).

### **Library Information**

Hours: 7:00-2:45 pm daily.

Passes required when coming without your class.

- Please sign-in when entering the Library.

- **NOTE:** If you are on campus without a scheduled class for that period, you must have a pass from the Counseling secretary.

Library expectations:

- The Library is a working classroom all 6 periods. Honor other students' rights to a quiet study/work environment.
- **No food zone.**
- Lunch time use: when space is available.
- Printers: check with the librarian before printing.
- PLEASE check the morning announcements, website and signs on the library door for lunchtime availability.

## Lunch and the Cafeteria

During lunch, food and drink should be limited to the Commons and Annex area in Building B. **Hallways in buildings A, B, C, D, and in the music and drama areas behind the Commons/Stage are closed to students during their lunch period. Students should remain in the commons and annex area only during lunch. Restrooms located in commons/annex should be used by students at lunch.** There may be occasional circumstances that call for students to use their lunch time in a classroom; prior permission is required from a supervising teacher for a student to eat lunch in a classroom.

Food may be purchased from the cafeteria (prices below) or from the Student Store just outside the cafeteria. Vending machines with healthy snacks and beverages are available on campus as well.

Meal	Student Full Price	Student Reduced	Adult
Breakfast	\$1.50	\$.00	\$2.00
Lunch	\$3.00	\$.40	\$4.00 w/ beverage \$3.75 no beverage

Students may *pre-pay* by adding money to their account to be used for food services. Pre-paying helps save daily time in the lunch lines and helps motivate students to use the funds for their intended purpose. **Checks or cash may be deposited with a cashier at the cafeteria registers.**

[Mealpay Plus](#) is an online prepayment system that allows parents several conveniences. Once a Mealpay Plus account is set up for a student parents are able to view their child's account balance at no charge, view their child's purchase history at no charge, and make credit card or debit card deposits into their child's account, **for a fee.** To start, go to [www2.mypaymentsplus.com/welcome](http://www2.mypaymentsplus.com/welcome)

## Off campus guidelines

H.M. Jackson High School has a **general Closed-Campus** policy. This means that once students arrive on campus, they are to remain on campus until the end of the school day or until the school has received appropriate authorization to release the student. (See "LUNCH" for more information about the **limited Open-Campus privileges** during the lunch periods for Junior and Senior students who qualify.)

This also means that **visitors** to JHS must check in with the main office to receive authorization to enter our campus. A student may leave campus only with signed parent consent, and the student must sign out through the attendance office.

## Limited Open-Campus Lunch

Open Campus is a privilege available to **Juniors and Seniors** meeting the following requirements:

1. No more than 5 days of marked unexcused attendance, AU/AUL/NC/TRU/TU, in **4<sup>th</sup> and 5<sup>th</sup> periods combined** in the previous semester
2. No in- or out-of-school suspensions in the previous semester
3. Parent permission
4. Limited open-campus lunch **can be revoked** if a student violates the above-mentioned requirements.

### **How To Apply For Open Campus**

1. Complete the Open Campus Permission Form – Student & Parent/Guardian signatures
2. Turn in to the Scoop wall by the cafeteria or Mrs. Monten in the front office
3. Open Campus sticker placed on ASB Card by Coach Nick or Kristina Monten
4. Open Campus sticker must be shown when you leave campus
5. Open Campus sticker good for the full year with an option to apply second semester

### **Questions about Open Campus Pass**

For more information about the Open Campus policy, including answers to frequently asked questions, please see the JHS website under “School Information,” or contact Mrs. Monten in B240 or at x7020.

### **Parking**

- Parking is a *privilege* and may be revoked without a refund for excessive tardies and unexcused absences. Students who reach 5 unexcused absences or tardies to their first class of the day will have their parking permit pulled for two weeks. If a student reaches 8 unexcused absences or tardies, his or her parking permit will be pulled permanently.
- There are three types of student parking permits issued: Main Lot, Part-time lot and Upper Lot. Students will be assigned a parking space and are only permitted to park in that space. Part-time students will have a permit to park in the northwest parking lot only (no assigned spaces).
- All junior and senior students who are enrolled in a zero-hour class and who purchase a parking permit will be issued a Main Lot permit. Note: Zero-hour Juniors will be guaranteed a Main Lot permit only while enrolled in a zero-hour class.
- Seniors will be given preference in purchasing Main Lot permits. Juniors will be entered into a lottery for the remaining main lot and upper lot spaces.
- Sophomore students will be eligible to purchase Upper Lot parking permits beginning second semester *if* spaces are available.

### **Purchasing a Parking Pass**

1. All outstanding fines and fees must be paid prior to purchasing a parking permit.
2. Complete the “JHS Vehicle Registration” form. Make sure it is signed by you and your parent/guardian.
3. Provide a copy of your valid driver’s license (copies will not be made at the school).
4. Provide a current copy of vehicle insurance (copies will not be made at the school).
5. Each vehicle the student will be parking on campus must be registered. Please have vehicle information ready at the time of purchase (license plate number, make, model, color).
6. The parking fee is \$45.00 for a Main Lot Pass and \$30.00 for an Upper Lot Pass per year.

**Please make checks payable to: “HM Jackson High School”**

Note: Parking permits cannot be issued to or held for students who do not have the required paperwork completed at the time of purchase.

### **Parking Guidelines**

- Your parking permit is restricted to the stall number designated on the hanger. The hanger must be positioned on the rear-view mirror with the number clearly visible from the front and back of the car.
- The sharing of a parking permit with another student or its use on a car that is not registered with JHS is prohibited. Violations may result in a fine, loss of permit and/or loss of future permit eligibility.
- Parking permits cannot be transferred or sold from one student to another. Violations may result in a fine, loss of permit and/or loss of future permit eligibility.
- Parking with the use of a “counterfeit” parking permit will result in discipline and may include a fine, loss of permit and/or loss of future permit eligibility.
- Students are not permitted to park at Heatherwood Middle School, or in staff, visitor, or handicap labeled parking areas. Violations may result in a fine, loss of permit and/or loss of future permit eligibility.

- Parking penalties will also apply for any car parked in a spot not registered with the ASB office, not authorized by their permit, or for any car not parked within the lines of a single spot.

### **Fines for Parking Violations**

\$50.00 for EACH offense. After your 2<sup>nd</sup> offense, your vehicle may be towed off campus at your expense.

## **Safety**

Despite occasional high-profile tragedies, children in the United States are safer in schools than outside them. Contributing to this is the emphasis on awareness and preparation for possible disasters and threats to safety by all staff and students.

### **Evacuation Procedures**

#### **Preparation**

1. Review the evacuation maps posted near the door of your classrooms.
2. 2-3 students will be assigned to close the classroom windows in response to the evacuation alarm.
3. Make sure you know the PLANNED route from each of your rooms to the football field.



#### **When the Evacuation Alarm sounds:**

1. Students closest to the windows should close them.
2. Students and staff should take coats and purses with them IF they can grab them without delaying their departure.
3. One of the responsible students identified earlier should lead the class out the nearest available exit.
4. The teacher will exit LAST making sure his/her room and hall is empty.
5. The teacher will bring with them their yellow backpack and a current attendance list.
6. A GREEN CARD will be taped to the door to indicate the room is OK; the door will be LOCKED and CLOSED. The RED CARD will be used to indicate a problem. This will facilitate the "sweep."
7. The class will proceed quickly and quietly to the football field staying on the right-hand side of the double yellow line.
8. On the evacuation field, students should line up with their **3<sup>rd</sup> period class** by teacher assigned numbers along the fence.
9. An assigned student will hold up the teacher's name card.
10. The teacher will highlight the names of students missing from 3<sup>rd</sup> period.
11. On request, the teacher will submit the 3<sup>rd</sup> period attendance to the runner.
12. At the end of the evacuation, the staff will lead the students back to class staying on the left of the double yellow lines.

### **Earthquake Procedures**



#### **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

#### **After the tremor of an actual quake has stopped:**

1. An announcement will be made with known information about the earthquake.
2. When instructed to do so, students and staff will carefully evacuate to the football field, taking coats, purses and emergency yellow backpacks along.
3. Once on the football field, students will report to their 3<sup>rd</sup> period teacher.
4. As soon as students are assigned a staff member, those who need to will report to their building response teams.
5. Staff with students will keep them informed and listen to their concerns.
  - Facts will be passed from the command center to the support teams
  - Fear, nausea, shakiness, numbness, distractibility, fatigue, inability to sleep and emotional outbursts are all valid reactions which the staff will expect and understand
  - Re-entry will only happen after the building has been declared structurally sound

- Note that no one should leave school until released by the emergency team

**Bomb Threat Procedures**

**Preparation**

1. Review the evacuation maps posted near the door of your classrooms.
2. 2-3 students will be assigned to close the classroom windows in response to the evacuation alarm.
3. Make sure you know the PLANNED route from each of your rooms to the football field.

**Scenario 1:** The administration and/or police department determine that a specific area of the school needs to be evacuated. Those classes will be moved to an alternative location. The remainder of the school will function as normal.

**Scenario 2:** The administration and/or police department determine an entire building evacuation needs to take place. Evacuation procedures should be followed.

**Lockout Procedures**

<b><u>Modified Lockout</u> <u>Yellow</u></b>	<b><u>Lockout</u> <u>Orange</u></b>	<b><u>Run, Hide, Fight</u> <u>Red</u></b>
Used if there is a potential threat in the community but <b>NOT</b> near the school.	Used if there is a potential threat in the community <b>near</b> the school.	Used if there is an armed intruder <b>inside</b> the building.
<ul style="list-style-type: none"> <li>• An administrator will advise over the intercom that we are going into a modified lockout, code yellow.</li> <li>• As a teacher, check the halls for students and get any students into your classroom. Lock the doors and windows and then continue teaching.</li> <li>• You will hear “all clear” when the lockout is over.</li> </ul>	<ul style="list-style-type: none"> <li>• An administrator will advise over the intercom that we are going into lockout, code orange.</li> <li>• As a teacher, check the halls for students and get any students into your classroom. Lock doors, cover windows, turn off any lights and have students sit out of sight silently.</li> <li>• You will hear “all clear” when the lockout is over.</li> </ul>	<ul style="list-style-type: none"> <li>• Any teacher can advise of this over the intercom and should state there is an armed intruder by ___ <b>(classroom the teacher is announcing from), code red.</b></li> <li>• As a teacher, determine based on location of announcing room if you should barricade your classroom or evacuate.</li> <li>• In the event of an armed intruder, there will be no all-clear announcement over the intercom. <b>Police will have taken over and will be going room to room to evacuate.</b></li> </ul>

Except during passing periods, **please do not open a locked door for anyone, even if it is a student you know!** Administrators and security will be happy to assist with this.

**Students Age 18 and Older**

*School Board Policy 3600*

**Access to Educational Records**

- As long as the student remains a dependent of his/her parents for income tax purposes (“dependent student”), the parents continue to have access to the student’s records. The student’s consent is not needed.
- An 18-year-old student also has access to his/her educational records.

**Attendance Reporting**

- Parents are not required under state attendance laws to make children over the age of 18 attend school.
- Schools should continue to report dependent student absences to parents regardless of the student’s age.
- Notes excusing absences for dependent students must come from the parent

### **Permission Slips**

- Schools should continue to require that parents sign permission slips for dependent students.

### **Student Discipline**

Schools should continue to notify parents of dependent students of the imposition of student discipline. *(A student age 13 or older may consent to outpatient treatment for drug/alcohol dependency without parental authorization.)*

### **Textbook return policy**

Schools are expected to ensure that textbook inventories are maintained at a sufficient level that will provide every student access to a textbook. To meet that goal Everett Public Schools have instituted a policy that:

*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.*

### **Visitor rules**

For the security of our students and staff, **ALL visitors must check in at the Main Office to receive a visitor's pass which must be clearly worn while on campus. Non-authorized or identifiable visitors will be considered trespassing, and the police will be notified.**

To help maintain an educational environment, **student visitors are NOT** allowed on campus during school hours. Adult visitors must check in with the main office for a visitor's pass. Except during passing periods, **please do not open a locked door for anyone, even if it is a student you know!** Administrators and security will be happy to assist with this.

# STUDENT CONDUCT

## Overview

It is the intent of the students and staff at Henry M. Jackson High School to create a safe environment where learning is built on trust and honors diversity. It is our belief that individuals have the right to be treated with respect and dignity and have the responsibility to treat others in the same way. Any person or persons who act in such a way as to initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on or near school grounds, or at any school sponsored event, or who disrupt the school environment, will be subject to disciplinary action consistent with JHS and Everett School District disciplinary policies and regulations.

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses has/have occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation as a first occurrence. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Every case is considered on its individual merit. The goal of the progressive discipline approach at school is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

## Discipline options

Students are expected to comply with all school board policies, state laws, and the district's established bus policies. The transportation department imposes discipline which may result in loss of riding privilege. In case of short-term or long-term suspensions, parents will be notified by telephone and by letter. During such suspensions, students cannot be on any school district property or attend any school events. Suspensions are assigned in units of 24-hour days. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning. In order to minimize absence from school, in-school suspension may be used as an alternative to short term suspension. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator and in accordance with the policies and procedures of Everett Public Schools.

- Admin Conference (ADM):
- Lunch Duty: Students report to an adult the last 10 minutes of lunch to help clean up the cafeteria.
- Lunch Detention (LD) Student reports to Main Office for 25 minute monitored study hall during scheduled lunch (student brings lunch).
- Detention: (ASD) Up to 1 hour as assigned starting immediately after school; students will be in a monitored study hall.
- Friday School: (FRI) Up to 1 hour and 45 minutes as assigned starting immediately after school on LIFs. Students will be in a monitored study hall and/or help clean up campus.
- In-School Suspension: (ISS) Students are allowed to come to school but report to a separate classroom to be monitored. Students do not go to regular classes or lunch. (School Board Policy 3314)
- Short-Term Suspension (SSU): The removal of a student from one or more classes for a period of 1-10 school days. (School Board Policy 3321)
- Long-Term Suspension (LSU): The removal of a student from one or more classes for a period of 11-90 days. (School Board Policy 3323)
- Expulsion (EX): Means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through WAC 392-400-480 (School Board Policy 3300)
- Emergency Expulsion: (EEX) The removal of a student from school for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others. (School Board Policy 3323)

## Due Process

No student shall be deprived of the right to an equal educational opportunity without due process. (Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to

educational opportunity is administered in accordance with these principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.) Optional

### **Search and seizure**

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function.

- a. **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.
- b. **General Inspection** – School authorities may make general inspections of lockers or desks for the purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance at any time without prior notice and without reasonable suspicion. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.
- c. **Locker/Desk/Storage Area Inspections** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container.

### **Rule infractions may include:**

#### **Arson/fireworks/incendiary devices**

ARSON: Intentionally setting a fire will result in suspension or expulsion and a law enforcement referral.

FIREWORKS and INCENDIARY DEVICES: The possession or use of fireworks or incendiary devices (defined as any object that may cause a fire, including but not limited to lighters and matches) at school or school functions is a violation and will result in school discipline up to expulsion.

#### **Assault/fighting**

A student shall not intentionally cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person. Fighting will be defined as a verbal or physical altercation between students causing a disruption of the educational process.

#### **Recording a fight**

Any student **participating in, promoting, escalating, recording and/or posting video of a fight** shall be subject to disciplinary action. Infractions for fights are cumulative throughout a student's high school years for the purpose of progressive discipline. Assault/fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting (length depending on level of participation and severity) and may be expelled for assault.

#### **Bathroom stall single-occupancy**

There is no legitimate reason for more than one person to be in a bathroom stall at a time and many bad reasons to do so. When more than one student enters a single bathroom stall at one time, all of the students committing this infraction will be subject to disciplinary action.

#### **Bus conduct**

##### ***School Board Policy 3244***

While riding buses to or from school, students shall observe all school rules, in addition to the following specific rules affecting conduct and safety on buses. Denial of the privilege of riding the bus may result from violation of any of these rules.

1. Students must obey the driver promptly and willingly.
2. Outside of ordinary conversation, classroom conduct must be observed.
3. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of windows.



4. No student shall open a bus window on the school bus without first getting permission from the driver
5. No student shall at any time extend his or her head, hands, or arms out of the windows whether the school bus is in motion or standing still.
6. Students must have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps or pins extending from their clothing.
7. Students must see that their books and personal belongings are kept out of the aisles.
8. No student will be allowed to talk to the driver more than is necessary.
9. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
10. Students must cross the highway only in front of the school bus.
11. Students must not stand or play in the roadway while waiting for the bus.
12. Students who have to walk some distance along the highway to the bus loading zone must walk on the left side facing the oncoming traffic.
13. Drivers must see that students do not change seats while en route to and from school without his/her permission. Each student may be assigned to a seat by the driver or school authorities.
14. No student may sit in the driver's seat, nor may any student sit to the left or to the right of the driver interfering with him or her in any manner.
15. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
16. Students are to refrain from eating on the school bus.

*The driver should report all cases of disobedience to the proper school authorities. Students removed from a bus for disciplinary reasons cannot ride any bus until given permission by school authorities.*

### **Academic dishonesty**

The definitions for academic dishonesty listed below are taken from WAC 504-25-310:

**Cheating** is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage. Cheating includes, but is not limited to, communicating improperly with others, especially other students, during tests or the preparation of assignments for classes; copying from books, notes or other sources during a test when this is not permitted; copying from another student's work (reports, laboratory work, computer programs, files, etc.); making improper use of calculators or other devices during a test; illegitimately procuring or using copies of current examinations; allowing a substitute to take an examination or write a paper for oneself.

**Plagiarism** is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources. A teacher who suspects plagiarism will ask the student to supply the source material. The student will be allowed 48 hours to gather his/her sources.

**Complicity in academic dishonesty** A student is guilty of complicity in academic dishonesty if he or she intentionally or knowingly helps or attempts to help another or others to commit an act of academic dishonesty of any of the types defined above. Complicity in academic dishonesty includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the scheduled time of a test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.

### **Controlled substances**

**I. Sale, delivery, or distribution of a controlled substance and/or alcohol will be grounds for expulsion.**

II. Possession or use of a controlled substance or drug-related paraphernalia, being under the influence of and/or using marijuana, alcohol, and/or other controlled substance not at the direction of a physician.

### **Weapons, ammunition, dangerous instruments**

Students who carry onto or who possess on school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearms, knives, other dangerous weapons, nun-chu-ka sticks, throwing stars, ammunition, air guns, or other projectiles shall be subject to expulsion. Students who with

malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing an actual firearm shall be expelled for a period of not less than one (1) year. Possession and/or use of light or laser pens by students at school or on school buses could be considered a weapon and are prohibited.

Law enforcement agencies will be contacted in all cases involving dangerous weapons.

### **Disruptive behavior**

Students will be subject to progressive discipline when they are disrupting the educational environment for other students.

### **Dress code**

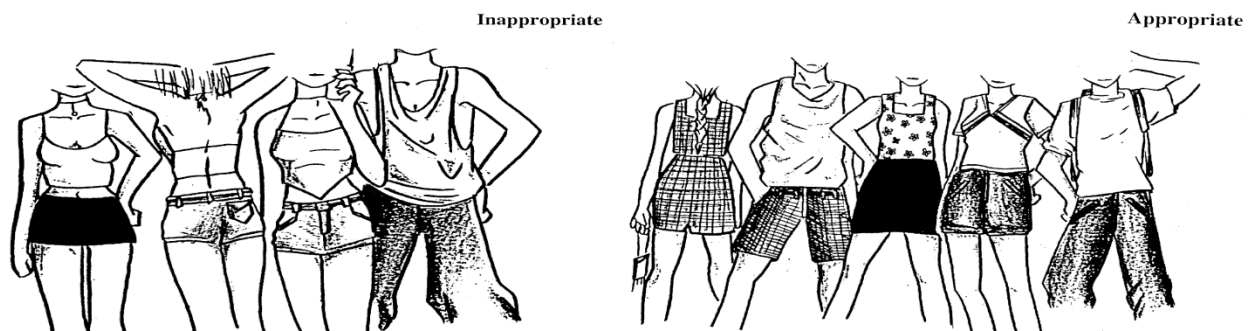
#### ***School Board Policy 3224***

Students' clothing (including hats) must be respectful, free of intimidation, and considerate of health and safety issues. Clothing is considered inappropriate when it displays profanity, violence, alcohol, drugs, tobacco-related messages or is of a sexual nature, etc. Undergarments are not to be exposed. Gang related clothing and accessories are prohibited. Bandanas and long chains off the belt and/or waist are prohibited. Bare feet are not permissible in the building at any time.

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

1. Attire that shows or displays undergarments; inadequately covers chest/breasts, midriff, buttocks or thighs; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
2. Any clothing that would create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence



These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policy 3200.

### **PEDs (Personal Electronic Devices)**

#### ***From School Board Procedure 3246P***

High school students who choose to bring cell phones and other PEDs to school may only use their cell phones and other PEDs during transition periods, at lunch and before/after the school day. Students are expected to silence their cell phones and other PEDs before entering a classroom. Law enforcement will be notified when student conduct using a PED may violate criminal laws.

#### ***School Board Policy 3246***

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences. However, students may use personal electronic devices (PEDs), such as cell phones, tablets, and other mobile devices while on school property or while attending school-sponsored or school-related activities subject to procedures established by the superintendent.

Students are responsible for the PEDs they bring to school. Everett Public Schools shall not be responsible for loss, theft, damage or destruction of devices brought onto school property or to school-sponsored activities or events off school property.

Use of personal electronic devices while on district property is considered a privilege and not a right and may be revoked at any time by a principal, assistant principal, or principal's designee. All authorized use at school shall be in compliance with district policy, school rules and applicable laws. Students will observe the following conditions:

- A. Students shall not use a PED in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others. Disrupting the learning environment means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
  - a. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
  - b. Creating an intimidating, threatening, hostile or abusive educational environment for a student, group of students, or staff members through substantially severe, persistent or pervasive behavior;
- B. Students shall not send, share, view or possess pictures, text messages, emails or other materials depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a PED, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- C. When a school administrator has reasonable suspicion, based on objective and articulable facts, that a student is using a PED in a manner that violates the law, district policy, or school rules, the administrator may confiscate the PED, which will only be returned to the student's parent/guardian;
- D. When a school administrator has reasonable suspicion, based on objective and articulable facts, that a search of a student's PED will reveal a violation of the law, district policy, or school rules, an administrator may conduct a search. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement; and
- E. Students who violate this policy will be subject to disciplinary action.

In the hallways or other common areas, students are allowed to listen to music in portable music devices **using headphones**. Playing music through external speakers in these areas is not allowed. Depending on the level of severity or repeated pattern of use, a warning may be issued, or the speaker/device may be confiscated for the rest of the day and/or for parent pick-up.

### **Forgery**

The illegal production of something, something counterfeit, forged, or fraudulent; i.e., signing someone else's name (teacher, parent, etc.) without authorization (RCW 9A.60.010; 9A.56.010(3); 9A.60.020); duplicating identification symbols (parking passes, ASB/ID cards).

### **Harassment/Intimidation/Bullying**

#### ***School Board Policy 3204***

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and/or bullying of students by other students, staff members, volunteers, parents, or guardians are prohibited.

Harassment, intimidation or bullying means 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 electronic, written, verbal, nonverbal, or physical act:

- Is unwelcome; or
- Physically harms a student or damages the student's property; or

- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying 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 electronic, written, verbal and nonverbal, or physical actions, including social media posts/videos.

H. M. Jackson High School and the Everett School District will take all complaints or harassment, intimidation and bullying seriously and will in a timely manner address all such complaints. Staff members are expected to intervene in school-related harassment, intimidation and bullying and report situations which may require additional intervention.

Students and volunteers are encouraged to report school-related harassment, intimidation and bullying of which they have knowledge. Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a teacher, counselor, or administrator for assistance in resolving the matter.

**Identification**

Students must carry their student ID/ASB card with them at all times when at school or school sponsored events. All students must, upon request, accurately identify themselves to proper (is the word proper necessary?) school authorities (including teachers, substitute teachers, administrators, para-professional educators, librarians, custodians, food service workers, bus drivers, and other Everett Public Schools personnel). When requesting a student's identity, a staff member will first identify him/herself and state their title.

**Indecent Speech/Expression**

The use of any gesture, innuendo, speech, or other expression that is deemed lewd, vulgar, indecent, or obscene while at school or at a school-sponsored event is **not protected under the 1<sup>st</sup> Amendment** and will be subjected to progressive discipline cumulative on a one-year basis.

**Off-Campus Violations**

Any person or persons who act in such a way as to initiate, advocate, or promote activities that threaten the safety or well-being of persons or property in close proximity of school grounds, or at any school sponsored event at another school or venue, or by the nature of the off-campus behavior causes subsequent disruption of the school environment, will be subject to disciplinary action consistent with JHS and Everett School District disciplinary policies and regulations. (Students often want clarification if this means behind the portables, and I say yes. Hard to tell this from the overhead map)



*A student in an unauthorized area during lunch time, (or the school day), will be assigned an after-school detention if not truant from class or a ~~Saturday School~~ if ~~truant from class~~. There is no Saturday school; after school detention*

### **Public Displays of Affection**

Because they are a source of distraction and can be embarrassing or offensive to others, prolonged or intimate embraces are not appropriate on campus. Our actions at school need to support our culture of promoting personal pride and respect for others.

### **Sale of Items at School**

The only sales allowed at school are for purposes specifically authorized by ASB and/or the JHS administration.

### **Technology**

1. Students using the Internet are held accountable to Everett Public Schools technology guidelines. The Internet is to be used for school appropriate research only (for more information, refer to Technology Policy 3245 and Procedure 3245P in the district Student Responsibilities and Rights handbook).
  2. Files saved on the server should not include games, applications, or music files unless specifically needed for a class. Students will have accounts locked and be referred to an administrator for abuse of the school network or server.
  3. Students are expected to use their school-provided email account for all school communications.
- Any student using the internet for **purposes not authorized by the classroom teacher** will be subject to progressive discipline and/or loss of computer/network access privileges and/or the deletion of all data on the district device.
  - Any student **copying or downloading non-school authorized games, videos, music files, or applications** to an Everett Public Schools computer or account will be subject to progressive discipline and/or loss of computer/network access privileges and/or referral to law-enforcement agencies and/or the deletion of all data on the district device.

### **Theft**

The act or instance of stealing Everett Public Schools property or stealing personal property at school or at a school-related event. Disciplinary consequences depend on extent and monetary value; examples of consequences may include progressive discipline and/or referral to law-enforcement agencies.

### **Tobacco/Vapor Products use or possession**

The Everett School District promotes and maintains a smoke-free environment. Student possession or use of tobacco and tobacco-like products is prohibited in schools and other district buildings, on district grounds, and in district vehicles at all times. Tobacco and tobacco-like products includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, liquid nicotine, nicotine delivery devices, electronic cigarettes, vapor devices, vapor pens, non-prescribed inhalers, and any other smoking equipment device, material, or innovation. Violations of this rule will result in progressive discipline, including parent/guardian notification and third-millennium curriculum completion, up through possible suspension.

### **Vandalism**

Intentional damages to school district property or property of others. Consequences depend on extent of violation up to expulsion and referral to a law enforcement agency, and will typically include financial or service restitution. Restitution includes, but is not limited to, necessary parts and labor costs to repair or replace property, electronic equipment, computers, or networks.

# School Contacts



## 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 September 2020 and is subject to change.

### Administrative Team

Lance Balla ..... Principal  
Sechin Tower (12th grade)..... Assistant Principal  
Michelle Renée (11th grade)..... Assistant Principal  
Danielle Mundell (10th grade)..... Assistant Principal  
Erik Heinz (9th grade) ..... Assistant Principal

### Counselors

Leslie Tucker (alpha A-Cha) 7026  
Jonathan Gerig (alpha Che-Gou) 7005  
Alfred Caine (alpha Gr-Klo) 7093  
Sarah Williams (alpha Kn-Nau) 7024  
Paul Turner (alpha Nav-Sal) 7027  
Sara Burdick (alpha Sam-Sta) 7023  
Leiann Greg (alpha Ste-Z) 7026

### Administrator Support

Kristina Monten.....385-7020  
Beth Herburger.....385-7020  
Mason Siddick..... 385-7070

### OTG Success Coordinator

Jennifer Linder.....385-7049

### EL Success Coordinator

Jazmyn Allen T.....385-7155

### Special Ed. Success Coordinator

Linda Navran .....385-7098

### Testing Success Coordinator

Erin Thomson.....385-7037

### In School Success (ISS) Room Supervisor

Mason Siddick..... 385-7070

### Secretaries

Office Manager, Sukawt Al-Mansouri ..... 385-7001  
Front Office, Jennifer Richardson ..... 385-7003  
Front Office, Jennifer Larson ..... 385-7017  
Athletics, Melanie Leuck ..... 385-7018  
Registrar, Stephanie Kushan ..... 385-7015  
Counseling Office, Gina Strom ..... 385-7010  
Attendance, Kelly Soros ..... 385-7033  
ASB Treasurer, Shilpy Anand ..... 385-7009  
Computer/Records, DeeAnn Williamson ..... 385-7021  
Library, Rhonda Marlowe ..... 385-7013  
AP Coordinator/Variiances,  
Lori Wirtz..... 385-7108

### Drug & Alcohol Intervention

Lyn Lauzon ..... 385-7178

### School Psychologist

Ginger Alonzo ..... 385-7022  
Rosanna Communi ..... 385-7022

### Speech Language Pathologist

Eva Harris ..... 385-7004  
Rebecca Wynne..... 385-7004

### Career Center

Deron Dahlke ..... 385-7028

### Health Room

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

### School Resource Officer (SRO)

Officer Josh Saga..... 385-7051

**Clubs and Wolf Pack Activities**

Activities Coordinator

Jason Gadek 385-7067

**ASB Officers**

President ..... Arnav Sood  
Vice President..... Kota McCann  
Secretary ..... Alex Uselman  
Treasurer ..... Min Kim  
Activities Coordinator ..... Claire Kim  
Public Relations ..... Rawan Al-Ekaili  
Technology Enhancement ..... Oliver Bailey

**Junior Class Officers**

Class Advisor..... TBD  
President ..... Munder Abukhder  
Vice President..... Phoebe Hong  
Secretary ..... Ciaren Rounds  
Treasurer ..... Christian Flynn  
Activities Coordinat..... Andra Dirtu

**Senior Class Officers**

Class Advisors ..... Greg Poe  
President ..... Jordan Kim  
Vice President..... Julia Raker  
Secretary ..... Abby Pennylegion  
Treasurer ..... Brady Thomas  
Activities Coordinator..... Kaiya McCann

**Sophomore Class Officers**

Class Advisors ..... TBD  
President ..... Sophie Dickert  
Vice President..... Miriam Keuss  
Secretary ..... Ella Klepfer  
Treasurer ..... Jack Turner  
Activities Coordinator ..... Brody Bossert



Art – Kaja Smith

Amnesty International – Tori McEntire

Badminton - David Hutt

Band / Pep Band - Lesley Moffat

Bookworms – Emily Moore

Cheer- Kristine Hale

Chess Club - Natascha Cox

Choral – Craig Schell

Cooking Club – Melissa Sivertson

Creative Writing – Tori McEntire

Dance Team – Ariel Hart

DECA – Daniel Mills

FCCLA - Monica Andersen

FIRST Robotics - Maggie Thorleifson

French - Teri Grindstaff

Game Club – David Heaton-Busch

GSA – Jennifer Hesse

HiQ – Margaret Armstrong

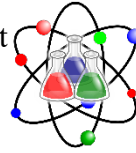
HOSA – Erin Acheson

Howling Fire – Nic Andersen

Improv – Brian Marshall

Key Club - Deb Kalina

Knowledge Bowl - Mike Taggart



LINK Crew - Jason Gadek & Paul Turner

Math Honor Society – Margaret Armstrong

MIT Launch – Deb Kalina

Mock Trial – Judy Baker

Model United Nations - Bridget Shee

Multicultural - Rose Smith

National Art Honor Society – Kaja Smith

National Honor Society – Alan Briggs

Orchestra Club – Melanie West

Project Green – Gail Walters & Megan Klinich

Revive – Troy Schwenke

Safe Club – Scott Dyer

Science Research Club – Carole Tanner

Sound Crew – Craig Schell

Sports Medicine - Brenda Black

Student Store – Daniel Mills & Deb Littler

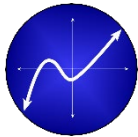
Tabletop Game Club – Megan Klinich

Technology Student Association – Judy Baker

Theater Society - Brian Marshall

Wolfpack - Alan Briggs

Yearbook – Tami Johnson





## Athletic Programs & Coaches

Athletic Director: Dani Mundell    Athletic Secretary: Melanie Leuck

### Fall Athletics & Varsity Head Coaches

Football  
Mason Siddick



Cross Country  
Erik Hruschka  
(Boys & Girls)

Boys Tennis  
David Hutt

Volleyball  
Mindy Staudinger

Girls Swim & Dive  
Drew Whorley

Girls Soccer  
Terry Ryan

### Winter Athletics & Varsity Head Coaches

Girls Basketball  
Corey Gibb

Boys Basketball  
Steve Johnson

Wrestling  
Matt McClinchy

Boys Swim & Dive  
Drew Whorley

Girls Bowling  
Daniel Eng

### Spring Athletics & Varsity Head Coaches

Track  
Erik Hruschka (Boys)  
Steve Till (Girls)

Golf  
David Hutt (Boys)  
Kevin Mackay (Girls)

Baseball  
Kirk Nicholson

Boys Soccer  
Sarah Smart

Girls Tennis  
Judi Montgomery

Fastpitch  
Kyle Peacocke

Cheer  
Kristine Hale

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!