

## Library (425) 385-7008

- Library hours: 7:00 am—2:30 pm (or 3:00 pm if staffing is available) & during lunches.
- Library Website:  
**Catalog** (Destiny) - access personal account, search, place holds, create resource lists & credible websites.
- **Library Databases**  
*ABC CLO, CultureGrams, eLibrary, Global Issues in Context, Opposing Viewpoints ProQuest, World Book*, and much more!
- Reading lists and many websites for personal reading suggestions.
- *Battle of the Books*: Students read September to March. Teams of up to 5 are formed. Local battle in early March. Top 3 teams battle the top 3 teams from Cascade High School and Everett High School. The 2016-17 book titles are available on library website. Battle meetings held during lunch. Start reading!
- Nooks for reading and Flip cameras for filming student projects are available for check out.



## How to Access Online Grades

1. Visit Everett Public Schools website:  
[www.everettsd.org](http://www.everettsd.org)

2. Select icon for "Grades and More"

3. Enter login and password

Questions or need access email?

[LMS@everettsd.org](mailto:LMS@everettsd.org)

## The Den

- Operated by the marketing class.
- JHS spirit wear may be purchased here daily, cash or check.
- P.E. bundles (JHS shirts, shorts and bag): \$25/bundle or \$10/item.
- A la carte menu items, cash only.
- Money earned supports DECA and ASB.

## The Annex/Henry's Cafe

- Quick lunch options: Grab & Go salads, protein packs, deli sandwiches, pretzel sandwiches, yogurt parfaits, and a la carte foods.
- Pre-pay ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) or purchase on the spot.
- Ample lunch seating for all students in Annex/Commons.

## The Commons

- Breakfast served daily at 7:00 a.m.
- At least seven lunches served daily including made-to-order salad entrees.
- Pre-pay ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) or purchase on the spot.
- Serves as a Multi-Purpose Room for meetings and performances.

## ASB (425) 385-7009

- Students make payments for ASB Cards, ID cards, yearbook, parking permits and all school activities.
- ASB Card is needed to participate in sports, clubs, and ASB activities.
- School fines paid here.

## Daily Announcements/Scoop

A link to the Daily Announcements and The SCOOP for Parents can be found on the Jackson High School "Home" page.

## Useful Information

### Your Kids

### Won't Tell You

### A Parent's Guide to JHS



## Henry M. Jackson High School

**1508 136th Street S.E.  
Mill Creek, WA 98012  
(425) 385-7000**

**[www.everettsd.org/jacksonhs](http://www.everettsd.org/jacksonhs)**

Revised for 2016 ~ 2017 School Year

## Main Office 425-385-7000

- Administrators, Office Manager, Main Office Secretary, Athletic Secretary
- Drop off for lunches, school books, etc.
- Athletic Information: Pick up and drop off athletic forms.
- Visitor must sign in and receive visitor badge.

## Attendance Office 425-385-7033

[jhsattendance@everettsd.org](mailto:jhsattendance@everettsd.org)  
Kelly Soros

### Reporting an Absence

**Excused absence** requires a note signed by a parent or legal guardian within **two** days upon student returning to JHS.

- Excused absence form available online at [www.everettsd.org/jacksonhigh](http://www.everettsd.org/jacksonhigh)  
Click on "Our School" and then "Attendance Reporting"
- Or email excused absence to [jhsattendance@everettsd.org](mailto:jhsattendance@everettsd.org).

**Pre-Arranged Absence** forms for absences lasting more than one day should be completed and submitted to the Attendance Office for the following: College visits, family trips/vacations, medical leave, school-initiated activities. Pre-Arranged Absence Forms are due to the Attendance Office **three** days prior to the absence.

- Pre-Arranged Absence Form available online at [www.everettsd.org/jacksonhigh](http://www.everettsd.org/jacksonhigh)  
Click on "Our School" and then "Family/Personal Pre-Arranged Absence Form"

### Late Arrival

Late arriving students must sign in at the Attendance Office and submit an excuse note signed by a parent or legal guardian. If student has no written note, student will be directed to sign in and go straight to class. Student has **two** days to submit an excused absence note.

## Attendance Office (Continued):

### Early Release (Sign Out/Sign In)

- Student must submit to the Attendance Office a written note signed by the parent or legal guardian with the time and reason for the early release. Students will receive an Early Release slip to show their teacher(s) and will need to **sign out** in the Attendance Office before leaving the JHS campus. If student returns the **same day**, student must **sign back** in at the Attendance Office.
- In the event of an unplanned early release, parent/guardian must come to the Attendance Office with photo I.D. to pick up student. Please do not call JHS to limit classroom interruptions.

## Career Center 425-385-7028

- Melissa Allen, Career Center Specialist  
[Melissa.Allen@everettsd.org](mailto:Melissa.Allen@everettsd.org)
- Post-secondary options
  - Student community volunteer opportunities
  - PSAT/SAT information
  - Scholarship information
  - Open to all students

# The Jackson Way

🐾 Pride 🐾 Excellence 🐾 Character

## A Culture of Caring

## Parent to Parent

**JHS PTSA:** General info and monthly *Wolf Tracks* e-newsletter. [www.hmjacksonptsa.org](http://www.hmjacksonptsa.org)

**JHS Parent Link:** Ask questions, parent to parent. [jhsparentlink@gmail.com](mailto:jhsparentlink@gmail.com)

## Counseling Center 425-385-7010

Gina Strom, Counseling Secretary  
[GStrom@everettsd.org](mailto:GStrom@everettsd.org)

Students are assigned alphabetically to a guidance counselor for individualized support with academic and general well-being. Students stay with the same counselor all four years.

- Translators available for meetings at parent/guardian request.
- Students may come in to see their Counselor before/after school or during lunches.
- Parent/guardian: Please call the Counseling Secretary to schedule appointments. Drop-in is not recommended.
- Information on homework help, tutoring lists and after-school support is available.
- Schedule Change Policy is strictly adhered to — See the JHS website for clarification.
- **Naviance:** Your personal online college and career planning tool for grades 6-12. Gather information to explore options and make decisions for high school and beyond.

## Health Room (425) 385-7006

Angela Sagendorf, Health Room Assistant  
[ASagendorf@everettsd.org](mailto:ASagendorf@everettsd.org)

Joan Sanders, Registered Nurse  
[JSanders@everettsd.org](mailto:JSanders@everettsd.org)

- A place for students to go to when they feel ill during the school day.
- The health room assistant ensures the health and well-being of each student by issuing physician-approved and documented medication. She also administers appropriate care to students who are not feeling well and contacts parents.
- Ms. Sanders is the administrator in charge of reviewing all health forms, medical notes and issues, and ensures correct documentation is in place.