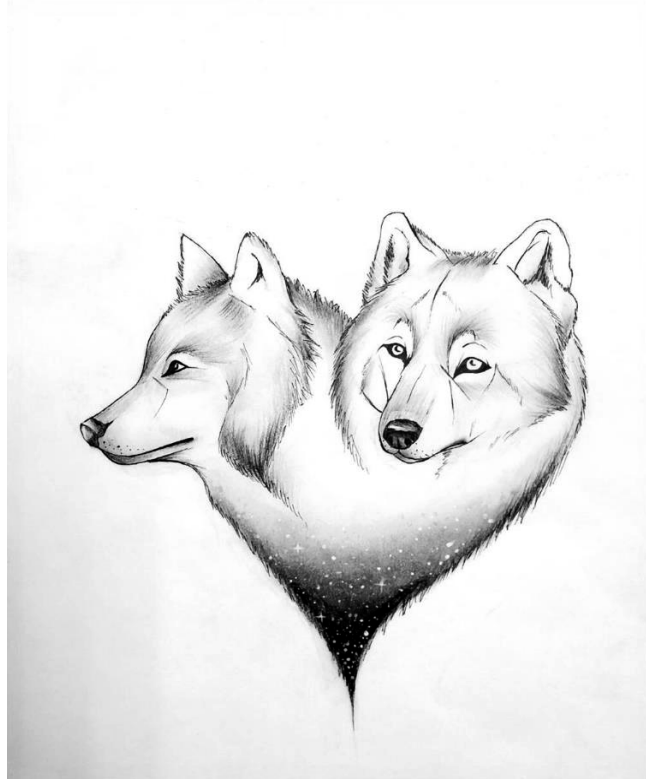


# **Henry M. Jackson High School**



## **STUDENT HANDBOOK**

**2018-2019**

**1508 136<sup>th</sup> St. SE  
Mill Creek, WA 98012**

**Office: 425.385.7000**

**Fax: 425.385.7002**

**<http://www.everettsd.org/jacksonhigh>**



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# Henry M. Jackson High School

*\*Receiving this handbook acknowledges that students are responsible for knowing and complying with the regulations set forth by Henry M. Jackson High School and the Everett School District.*

*\*Students are also responsible for knowing and complying with the language that is in the Everett Public Schools Student Responsibilities and Rights handbook even if it isn't outlined in the school handbook.*

## **Mission Statement**

**Our mission is to provide a rigorous curriculum that sets high standards and prepares all students 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:*

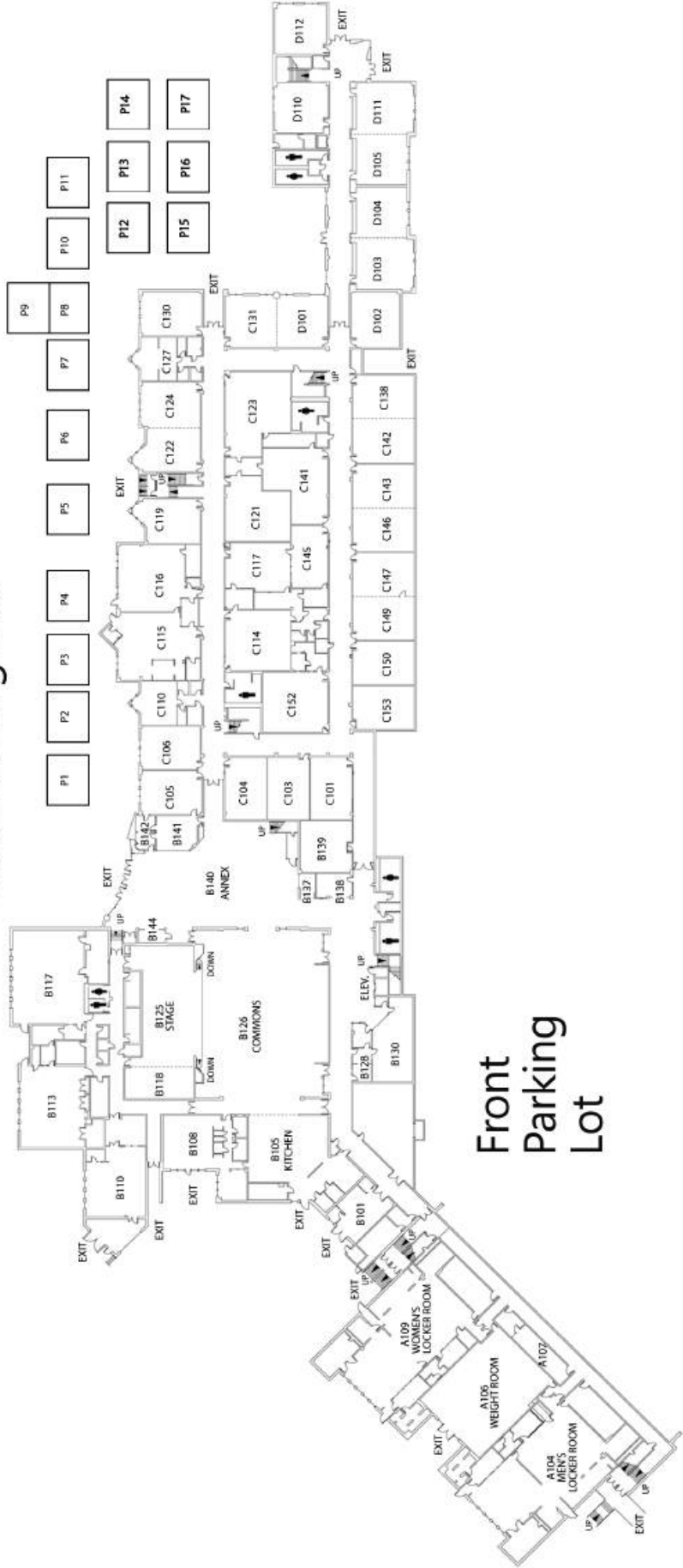
*Affirmative Action Office – Mary O'Brien, [MO'brien@everettsd.org](mailto:MO'brien@everettsd.org), 425-385-4106  
Title IX Officer – Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104  
504 Coordinator – Becky Ballbach, [rballbach@everettsd.org](mailto:rballbach@everettsd.org), 425-385-4063  
ADA Coordinator – Becky Clifford, [bclifford@everettsd.org](mailto:bclifford@everettsd.org), 425-385-5250*

*Address: 3900 Broadway, Everett, WA 98201*



HENRY M. JACKSON HIGH SCHOOL  
LOWER LEVEL

Back Parking Lot

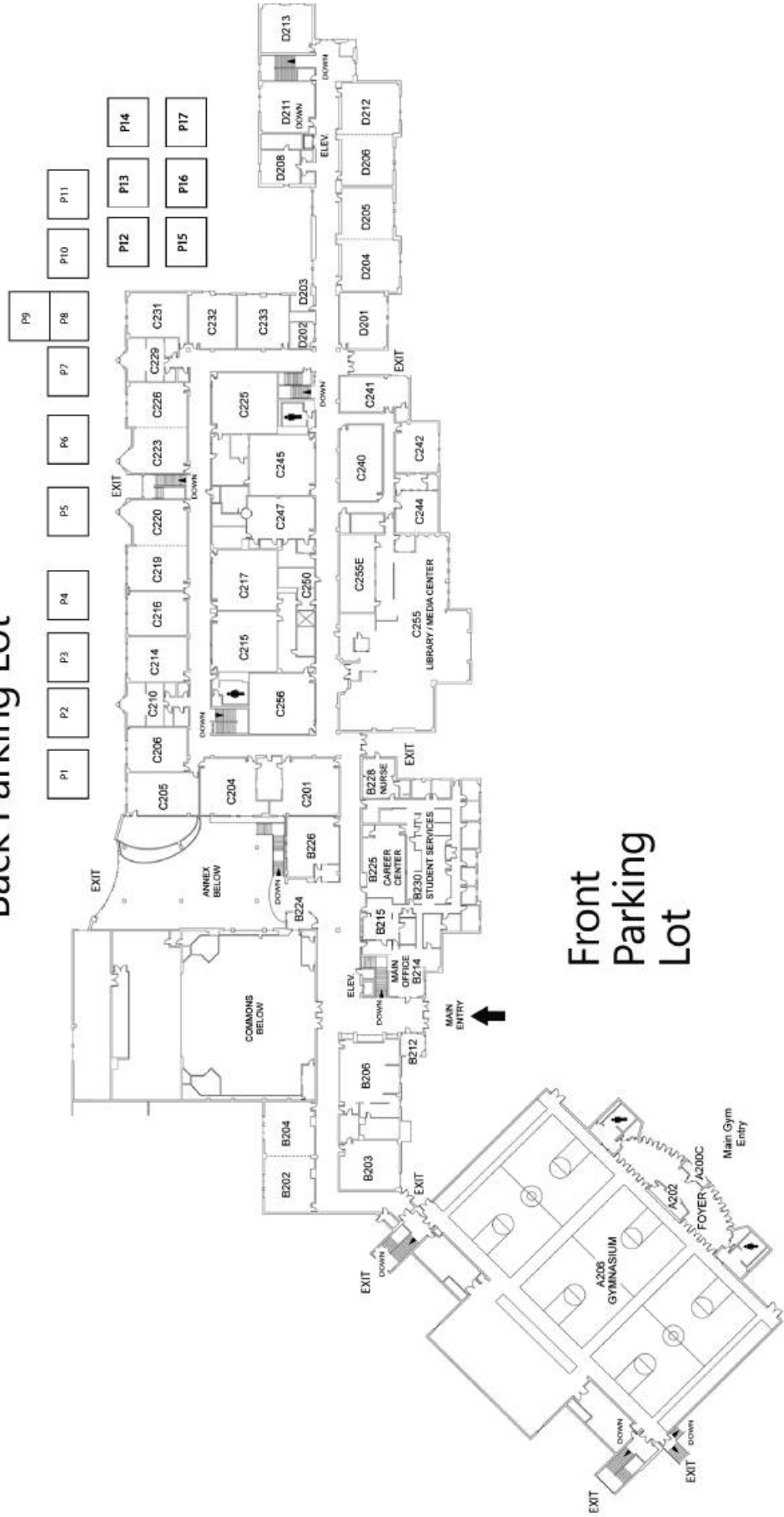


Front  
Parking  
Lot



HENRY M. JACKSON HIGH SCHOOL  
UPPER LEVEL

Back Parking Lot



Front  
Parking  
Lot

## Who to Contact—JHS Staff and Student Officers



### 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  
Blythe Young (12<sup>th</sup> grade)..... Assistant Principal  
Sechin Tower (11<sup>th</sup> grade)..... Assistant Principal  
Shaun Monaghan (10<sup>th</sup> grade)..... Assistant Principal  
Michelle Renee (9<sup>th</sup> grade) ..... Assistant Principal

#### Counselors

Leslie Tucker (A – Co) ..... 385-7026  
San Le (Cr - F) ..... 385-7093  
Connie Sperry (G - Kh)..... 385-7023  
Sarah Williams (Ki – M)..... 385-7024  
Paul Turner (N – Sa) ..... 385-7027  
Leiann Greg (Sc – Z)..... 385-7026

#### Administrator Support

Kristina Monten .....385-7030  
TBD..... 385-7030

#### Health Room

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

#### Success Coordinator

Jennifer Linder ..... 385-7049

#### Pyramid of Interventions

.....

#### Activities Coordinator

Jason Gadek ..... 385-7067

#### ASB Officers

President.....Mikayla Hubbard  
Vice President .....Pranav Shekar  
Secretary .....Hannah Han  
Treasurer .....McKenna O'Bryant  
Activities Coordinator..... Kristina Johnson  
Public Relations ..... Haley Pistole

#### Junior Class Officers

Class Advisors .....Bridget Shee/Katie Nickel  
President..... Emily Kunz  
Vice President ..... Nate Jones  
Secretary .....Ryan Rutherford  
Treasurer .....Ahmed Ghaddah  
Activities Coordinator..... Alex Higgins-Sanchez

#### Secretaries

Office Manager, Sukawt Al-Mansouri..... 385-7001  
Front Office, Jennifer Hastings..... 385-7003  
Athletics, Stephanie Kushian..... 385-7018  
Registrar, Anne Bellrichard ..... 385-7015  
Counseling Office, Gina Strom..... 385-7010  
Attendance, Kelly Soros ..... 385-7033  
ASB Treasurer, Shipley Anand ..... 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

#### Speech Language Pathologist

Rebecca Wynne ..... 385-7004

#### Drug & Alcohol Intervention

Lyn Lauzon..... 385-7178

#### Testing Coordinator

Rhea Soma ..... 385-7037

#### Career Center

Marianne Allen ..... 385-7028

#### Senior Class Officers

Class Advisors ..... Sabrina Cook/Katie Akesson  
President ..... Molly Jo Myers  
Vice President..... Kylie Byrd  
Secretary ..... Abby Morrow  
Treasurer..... Rosa Woolsey  
Activities Coordinator .....Zenden Nhangkar

#### Sophomore Class Officers

Class Advisor..... Doug Hall  
President ..... Jack Reihing Vice President  
..... Lauryn Ewing  
Secretary ..... Ashlyn Cheng  
Treasurer..... Anhad Sidhu Activities Coordinator  
..... Ashlyn Pistole

# Henry M. Jackson High School

## Bell Schedules

**2018-2019**

### Regular Bell Schedule

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

### Learning Improvement Friday Schedule

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

### Early Release

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

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

# Athletics, Clubs, and Activities

## JHS Club List: 2018-2019

### MONDAY

Club Name	Advisor	Place	Time
National Honor Society	Briggs, Alan	Annex	2:10 pm
Theatre Society (1 <sup>st</sup> Monday of the Month)	Marshall, Brian	B110	2:05 pm
FIRST Robotics	Thorleifson, Maggie	Library	6:00-8:00 pm
Dance Team	Buettner, Lisa	Annex	5:30-7:30 pm
German (Every other Monday)	Hesse, Jennifer	P2	2:10 pm
Yearbook	Johnson, Tami	C121	2:15 pm
Model UN	Shee, Bridget	C130	2:10 pm
Random Acts of Kindness	Briggs, Alan	Activities Center	2:10 pm

### TUESDAY

Club Name	Advisor	Place	Time
Gay-Straight Alliance	Hesse, Jennifer	P2	2:15 pm
Cooking (every other Tuesday)	Andersen, Monica	B206	2:10 pm
Link Crew (1 <sup>st</sup> Tuesday every month)	Gadek, Jason Turner, Paul	Commons	2:10 pm
Dance Team	Buettner, Lisa	Annex	5:30-7:30 pm
TSA	Baker, Judy	Library	2:10 pm
Astronomy	Cox, Natascha	C247	2:10 pm

### WEDNESDAY

Club Name	Advisor	Place	Time
French (every other Wednesday)	Grindstaff, Teri	P6	2:10 pm
MIT Launch	Kalina, Deb	C124	2:10 pm
American Sign Language	Grindstaff, Teri	P7	2:10 pm
Science & Research	Tanner, Carole	C217	2:10 pm
Battle of the Books	Moore, Emily	Library	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch
German (every other Monday or Wednesday)	Hesse, Jennifer	P2	2:10 pm
Multi-Cultural	Smith, Rose	C201	2:10 pm
Sports Medicine (1 <sup>st</sup> & 3 <sup>rd</sup> Wed. of Month)	Black, Brenda	B203	7:00 am
HI-Q	Armstrong, Monica	D211	2:10 pm
Project Green	Trueit, William Walters, Gail	C215	2:10 pm
Girls Who Code	Thorleifson, Maggie	C240	2:15 pm

### THURSDAY

Club Name	Advisor	Place	Time
Revive	Schwenke, Troy	P15	2:15 pm
Creative Writing	McEntire, Torri	P5	2:10 pm
Latino Leadership	Reiman, Maria	C101	2:10 pm
FCCLA	Andersen, Monica	B206	2:05 pm
Math Honor Society	Armstrong, Margaret	D211	2:10 pm
Art Club (every other Thursday)	Smith, Kaja	C116	2:10 pm
Key Club (every other Thursday)	Kalina, Deb	C218	2:10 pm
Game Club	Hall, Doug	C143	2:10 pm
HOSA- Future Health Professionals	Acheson, Erin	C128	2:10 pm
Dance Team	Buettner, Lisa	Annex	5:30-7:30 pm
Improv	Marshall, Brian	B110	2:15
Knowledge Bowl	Taggart, Mike	D204	2:10 pm
Spirit Club	??	C247	2:10 pm
Mock Trial	Akesson, Katie Lockman, Jim	P14	2:10 pm
Chess Club	Cox, Natascha	C247	2:10 pm



# Athletic Programs & Coaches

*Athletic Director: Blythe Young    Athletic Secretary: Stephanie Kusha*

## Fall Athletics & Varsity Head 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 Head Coaches

**Girls Basketball**  
Corey Gibb

**Boys Basketball**  
Steve Johnson

**Wrestling**  
Matt McClinchy

**Boys Swim & Dive**

**Girls Bowling**



Drew Whorley

Daniel Eng

## Spring Athletics & Varsity Head Coaches

**Track**  
Erik Hruschka (Boys)  
Steve Till (Girls)

**Golf**  
David Hutt (Boys Interim)  
Kevin Mackay (Girls)

**Baseball**  
Kirk Nicholson



**Boys Soccer**  
TBD

**Girls Tennis**  
Judi Montgomery

**Fastpitch**  
Kyle Peacocke

**Cheer**  
Meghan Emery

**Athletic Trainer**  
Brenda Black



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## 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!*



# General Information

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## **Assemblies**

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**

### *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.

## **Attendance Policy**

### *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.

### Definitions

**Tardies:** Students are marked as tardy if they arrive before the halfway point of the class period.

**Absences (For a Period):** Everett Public Schools 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 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 and will result in discipline and reduction of credit. 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, detention, loss of off-campus privileges, or loss of eligibility for a parking permit.

## **Campus Boundaries & Policies**

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" on page 19 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.

## **Co-Curricular & Extra-Curricular 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.

### **Community College Course Information**

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.

### **Computer Use and School-Issued Laptops**

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 "acceptable use" policy. 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.

### **Dances**

Only JHS students with school ASB or ID cards will be admitted into school dances. All guests must have a signed guest pass and picture ID with them. By entering a school dance, you commit to the following expectations:

- **Maintain School Appropriate Dress**
- **No Grinding (defined as pelvis to pelvis or pelvis to rear with no separation)**

Parent phone call and removal from the dance (possible exclusion from future dances) will result if these expectations are not followed. No refunds will be given.

Students removed from a dance (fighting, inappropriate language, inappropriate dancing, 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 a dance are subject to being denied the privilege to attend future dances as well as other consequences that will be discussed at the meeting. **If you are unclear about these expectations, please ask for clarification before entering the dance. Thank you in advance for creating an environment that makes all JHS students feel welcome!**

### **Deliveries**

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. The guardian needs to coordinate with the student that there is something for the student in the office and it will be the students' responsibility to pick it up. Deliveries from businesses or people not listed as guardians will be denied.

### **Fees for Extra-Curricular 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

## 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

- 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 or drink zone.**
- Lunch time use: when space is available
- Printers:
  - If printing your **own** work (essays, completed reading logs, etc.), there is no charge.
  - Printing from a teacher's web page or other sources results in a charge of \$0.10 per page. This includes printing your grades, applications, or other personal papers.

PLEASE check the morning announcements, website and signs on the library door for lunchtime availability.

## Lockers

Lockers are available for student use free of charge throughout the school year. School lockers remain the property of the school, and school authorities have a responsibility and right to examine the contents of these lockers for reasons of health, safety, and security.

## Lost & Found

It is strongly recommended that students not bring items of value 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.

## Lunch

During lunch, food and drink should be limited to the Commons and Annex area in Building B. Food and drinks are NOT allowed to be consumed in the hallways during lunch. There may be occasional circumstances that call for students to use their lunch time in a classroom; permission is required from a supervising teacher for a student to eat lunch in a classroom. **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.**

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**. For more information, go to <https://www2.mypaymentsplus.com/welcome>

## Limited Open-Campus Lunch

Open Campus is a privilege available to **Juniors (2020) and Seniors (2019)** meeting the following requirements:

1. No more than 5 days on which an unexcused absence or 10 tardies is recorded from 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. Submit forms to Mr. Gadek for Mr. Tower's signature
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 one semester, and must be renewed each semester

### **Frequently Asked Questions**

For more information about the Open Campus policy, including answers to frequently asked questions, please see the JHS website under "School Information," or contact Mr. Gadek or an ASB officer.

## **Parking for Students**

### **General Information**

- 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 Instructions**

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.

### **Personal Property**

Students shall assume responsibility for all personal items brought to school. Jackson High School and the Everett School District hold no responsibility for any lost or damaged personal property. Skateboards and roller blades may not be used on campus. Electronic devices, while they may be approved for educational use in specific circumstances, are high theft items.

### **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 3rd 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 <b>by ___ (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>

**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.

**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.

## **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.***

## **Visitors**

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.

## **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.



# Student Conduct

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## 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.

- Lunch Duty: Students report to an adult the last 10 minutes of lunch to help clean up the cafeteria.
- Detention: Up to 1 hour as assigned starting immediately after school; students will be in a monitored study hall and/or help clean up campus.
- Friday School: 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.
- Saturday School: 8:00am-11:30am on Saturdays; monitored study hall; may include campus clean-up. Failure to serve Saturday School may result in a 2-day Short Term Suspension.
- In-School Suspension: 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 (STS): The removal of a student from one or more classes for a period of 1-10 school days. Missed school work is available upon request. (School Board Policy 3321)
- Long-Term Suspension (LTS): The removal of a student from one or more classes for a period of 11-90 days. Missed school work is NOT available for Long Term Suspension. (School Board Policy 3323)
- Emergency Expulsion: 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.

### **SEARCH AND SEIZURE: *School Board Policy 3232***

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.

### **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. Any student **involved in fighting, promoting fighting or viewing the fight** shall be subject to disciplinary action. Fighting will be defined as a verbal or physical altercation between students causing a disruption of the educational process. Fights are cumulative throughout a student's high school years. 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.

\*Students participating in or promoting a food fight are subject to disciplinary action, including, but not limited to suspension. \*

### **Bus Guidelines**

#### ***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.*

## **Cheating / Plagiarism / Complicity / Altering Records**

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.

**Disciplinary consequences for cheating and plagiarism in which the integrity of a student's grade is significantly undermined** may include, but not limited to, in-school suspension, with an opportunity to redo the test or major assignment.

**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 in-school suspension.

**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.

**Disciplinary consequences for complicity** will result in disciplinary action that may include detention, suspension, and up to expulsion depending on the impact and scope of the complicity.

**Altering records** includes, but is not limited to, unauthorized manipulation of a grade in a teacher's gradebook in written or electronic form, unauthorized changes in attendance records, and unauthorized modifications to signed academic documentation.

**Disciplinary consequences for altering records** can include automatic loss of credit for the respective class and/or disciplinary action up to expulsion depending on the type and extensiveness of the offense. This applies to students directly involved in altering records as well as students who had knowledge of, and benefited from, the alterations.

## **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, will be grounds for initiation of one or more of the following consequences:

#### **A. First Offense**

Long-term suspension of 45 days (possible expulsion for extreme offenses) and a law enforcement referral. This may be reduced to a 5-day suspension (with the remaining 40 days held in abeyance) if the student participates in a Youth Drug/Alcohol Assessment and Treatment program **and** follows through with all recommendations. The initial assessment must take place within 5 days of the offense. If the student does not satisfactorily comply with the recommendations from the treatment facility, the remaining 40 days of suspension will be reinstated.

#### **B. Subsequent Offenses**

Long-term, balance of semester suspension or expulsion, referral to law enforcement agency

## **Weapons, Ammunition and 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***

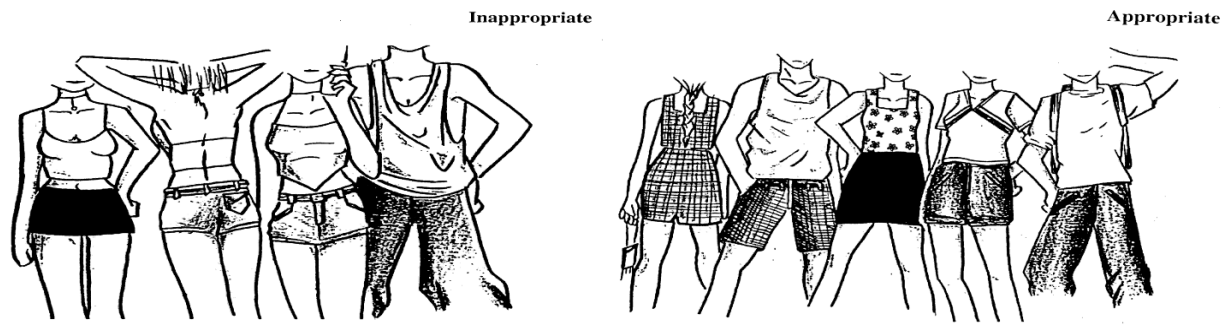
Students' clothing (including hats) must be respectful, free of intimidation, and considerate of health and safety issues. Clothing is considered inappropriate when it displays profanity, violence, alcohol, drugs, tobacco-related messages or is of a sexual nature, etc. Undergarments are not to be exposed. 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.

## **Electronic Devices**

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

Personal electronic devices (PEDs), such as cell phones, tablets, and other mobile devices are integral tools in our society. They serve as a means of communication, a calendar, camera, organizational tool, a clock, information gathering/research tool, electronic book, note taker, dictation device, music provider, a student engagement tool and many other purposes. It is recognized that many of these purposes are useful in an educational setting. The use of PEDs to benefit student learning is encouraged.

The use of PEDs at Everett Public Schools is considered a privilege, not a right, and may be revoked by a principal, assistant principal, or principal's designee. All authorized use at school shall be in compliance with district policy and school rules.

Students are responsible for the PEDs they bring to the school. Students and guardians should not expect the school to conduct investigations when PEDs are lost. 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.

Students may use their cell phones and other PEDs for personal use during transition periods, at lunch and before/after school. Students are expected to silence their PEDs when entering a classroom. Headset device usage within the classroom will not be allowed unless specifically authorized by the teacher. Devices shall not be used to violate the confidentiality of privacy rights of another individual, including but not limited to, taking, sharing, posting, and/or publishing photographs, audio, and/or video recordings of others without their permission.

Students using PEDs in a manner that disrupts or negatively impacts the educational environment for any student will be subject to progressive discipline. Disciplinary action may include, but is not limited to, losing the privilege of bringing PEDs onto school property, suspension, or expulsion. In addition, a principal, assistant principal, or principal's designee may confiscate the students PED where appropriate, such as when it poses a threat or danger, is used to cheat on assessments and exams, or contains evidence of violation of district policies or school rules. In these instance, the PED shall be returned only to the student's parent/guardian.

Students should use headphones when listening to music in the hallways or other common areas. Playing music without headphones in public spaces and classrooms is prohibited.

## **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).

- Consequences, up to short-term suspension, depend on extent of violation.

## **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.

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.

- A. First Offense:** Review of policy (warning), possible short-term suspension, and referral to law enforcement agency.
- B. Subsequent Offenses:** Short- or long-term suspension or expulsion, referral to law enforcement agency.

## **Identification**

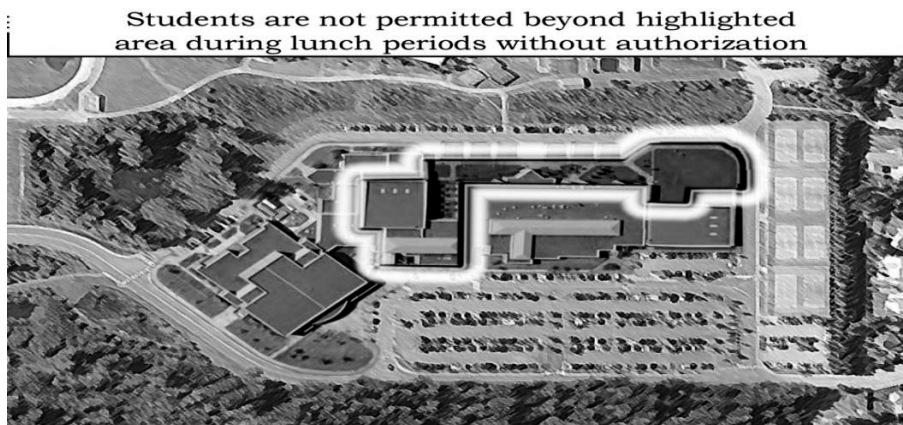
Students must carry their student ID/ASB card with them at all times when at school or school sponsored events. All students must, upon request, accurately identify themselves to proper school authorities (including teachers, substitute teachers, administrators, para-professional educators, librarians, 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. For reasons of overall school building safety, **refusing to accurately identify oneself to a school authority shall result in short-term suspension.**

## **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.



*A student in an unauthorized area during lunch time will be assigned an after-school detention if not truant from class or a Saturday School if truant from class.*

## Portable Music Devices

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.

## 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. Selling items at school without school or district sponsorship is expressly prohibited and may be cause for disciplinary consequences up to, and including, suspension or expulsion.

## Technology

1. Parental approval is required for students to have access to the Internet and e-mail. In the absence of specific consent, the school will assume that access is permitted. Parents may update this status at any time by contacting the Data Processor, Ms. Williamson ([dwilliamson@everettsd.org](mailto:dwilliamson@everettsd.org)) for the necessary paperwork for parent and student signatures.
  2. 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).
  3. 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.
  4. 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 discipline up to short-term suspension and/or loss of computer/network access privileges.

- 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 discipline up to short-term suspension and/or loss of computer/network access privileges.

### **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:

- A. First Offense:** Short-term suspension (5 days) and referral to law enforcement agency
- B. Second Offense:** Short-term suspension (10 days) and referral to law enforcement agency
- C. Subsequent Offenses:** Long-term suspension or expulsion and referral to law enforcement agency

### **Tobacco 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.

- A. First Offense:** In-school suspension for 2 days  
This may be reduced to 1 day with participation in the Third Millennium Curriculum *Parent/guardian will be notified.*
- B. Second Offense:** In-school suspension for 2 days  
*Parent/guardian will be notified.*
- C. Subsequent Offenses:** Progressive discipline, including short-term suspension

### **Vandalism**

Intentional damages to school district property or property of others. Consequences depend on extent of violation up to expulsion and referral to 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.



# Resources

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## Online Student Information

The Learning Management System (LMS) is a powerful online tool to help parents stay involved in their students' learning—and to stay in touch with teachers and schools. Students have access to LMS, too, and may monitor their own progress. Using LMS, parents/guardians and students can see attendance, grades, assignments, discipline record, transcript information and standardized test scores.

Everett Public School's online student information system:  
[www.everettsd.org/lms](http://www.everettsd.org/lms)

If you do not have a LMS login ID and password, contact Jackson's Data Processor at 425-385-7021.

If you have trouble logging in after getting your login ID and password, e-mail the LMS team at [lms@everettsd.org](mailto:lms@everettsd.org).

If you log in and don't see all the students you currently have enrolled in Everett Public Schools, contact the school(s) of any student(s) you don't see in LMS.

## Hotlines

There are several hotlines available to JHS students and parents:

### Safety Tip Reporting Service

SafeSchools Alert ..... (855) 637-2095

This service allows students, staff, and parents to submit safety concerns to our administration in four different ways.

- Phone: 855-637-2095
- Text your tip to 855-637-2095
- Email: [1350@alert1.us](mailto:1350@alert1.us)
- Web: <http://1350.alert1.us>

24-Hour Information Line ..... (425) 385-7011

- Updated monthly or more often as needed
- Attendance, Activities/Sports, Directions to JHS, Early Dismissal/School Closures

Anonymous Drug/Alcohol Tip Line ..... (425) 385-7055

- To report information of drug/alcohol use or distribution at school or school-sponsored events
- To request information regarding drug/alcohol intervention services at JHS

Safety Hotline.... (425) 385-5050

- To discuss a concern about safety in Everett Public Schools
- To report a possible threat to safety at JHS
- Those who call may remain anonymous

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## High School Graduation Requirements

The mission of Everett Public Schools is to inspire, educate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society. Therefore, the board of directors has established graduation requirements aligned with those established by the State Board of Education to ensure students are prepared for post-secondary education, training and career with 21st century skills and the foundations needed for lifelong learning.

Graduation requirements comprise three specific categories:

- A. Credits in required subject areas of study;
- B. Mastery demonstrated on Washington State assessments or state-approved alternatives; and

- C. Culminating demonstration of learning and college and/or career planning including the High School and Beyond Plan and Culminating Project.

**Graduation Requirements for the Classes of 2017 - 2020**

The following shall be required of each candidate for graduation who commences the ninth grade on or after July 1, 2013. Students who qualify for special education services may have required classes and state-approved assessments modified or waived as per their Individual Education Plan (IEP).

A. Credits in Required Subject Areas of Study

<b>GRADUATION REQUIREMENTS: Classes of 2017 - 2020</b>			<b>College Ready</b>
<b>Subject</b>	<b>State of Washington Credit Requirements</b>	<b>Everett School District Credit Requirements</b>	<b>4-year colleges recommend the following:</b>
<b>English</b>	<b>4.0</b>	<b>4.0</b>	4 years of English, including AP courses if possible
English 1		1.0	
English 2 or AP Seminar		1.0	
English 3 or AP Seminar		1.0	
English 4/AP/UW		1.0	
<b>Mathematics</b>	<b>3.0</b>	<b>3.0</b>	4 years of consecutive math courses
Algebra 1	1.0	1.0	
Geometry	1.0	1.0	
Algebra 2 w/ Trig	1.0	1.0 <sup>1</sup>	
<b>Social Studies</b>	<b>3.0</b>	<b>3.0</b>	4 years of Social Studies including AP courses if possible
World History	1.0	1.0	
United States History	1.0	1.0	
US Government/Civics	0.5	0.5	
Social Studies Elective	0.5	0.5 <sup>2</sup>	
Washington State History and Government	Non-Credit Requirement	Non-Credit Requirement	
<b>Science</b>	<b>2.0</b>	<b>2.0</b>	4 years of Science including AP courses if possible
Coordinated Science		1.0	
Biology		1.0	
<b>Career and Technical Education (CTE)</b>	<b>1.0</b>	<b>1.0</b>	At least 3 consecutive years of a World Language
<b>Health and Fitness<sup>3</sup></b>	<b>2.0</b>	<b>2.0</b>	
Health	0.5	0.5	
Physical Education	1.5	1.5 <sup>4</sup>	
<b>Fine Arts</b>	<b>1.0</b>	<b>1.0</b>	
Senior Quantitative Elective		Non-Credit Requirement <sup>5</sup>	
<b>College and Career Readiness Seminar</b>		<b>0.5</b>	
<b>Electives</b>	<b>6.0</b>	<b>5.5</b>	
<b>Total Credits</b>	<b>22.0</b>	<b>22.0</b>	

<b>GRADUATION REQUIREMENTS: Classes of 2021 and beyond</b>			<b>College Ready</b>
<b>Subject</b>	<b>State of Washington Credit Requirements</b>	<b>Everett School District Credit Requirements</b>	<b>4-year colleges recommend the following:</b>
<b>English</b>	<b>4.0</b>	<b>4.0</b>	4 years of English, including AP courses if possible
English 1	1.0	1.0	
English 2 or AP Seminar	1.0	1.0	
English 3 or AP Seminar	1.0	1.0	
English 4/AP/UW	1.0	1.0	
<b>Mathematics</b>	<b>3.0</b>	<b>3.0</b>	4 years of consecutive math courses
Algebra 1	1.0	1.0	
Geometry	1.0	1.0	
Algebra 2 w/ Trig	1.0	1.0 <sup>1</sup>	
<b>Science</b>	<b>3.0</b>	<b>3.0</b>	4 years of Science including AP courses if possible
Coordinated Science or 9 <sup>th</sup> Grade Science and Engineering	1.0	1.0	
Biology or AP Environmental Science	1.0	1.0	
Science Elective	1.0	1.0	
<b>Senior Quantitative Elective</b>		Non-Credit Requirement <sup>5</sup>	
<b>Social Studies</b>	<b>3.0</b>	<b>3.0</b>	4 years of Social Studies including AP courses if possible
World History	1.0	1.0	
United States History	1.0	1.0	
US Government/Civics	0.5	0.5	
Social Studies Elective	0.5	0.5 <sup>2</sup>	
Washington State History and Government	Non-Credit Requirement	Non-Credit Requirement	
<b>Visual and Performing Arts</b>	<b>2.0</b>	<b>2.0</b>	
<b>Health and Fitness<sup>3</sup></b>	<b>2.0</b>	<b>2.0</b>	
Health	0.5	0.5	
Physical Education	1.5	1.5 <sup>4</sup>	
<b>Career and Technical Education (CTE)</b>	<b>1.0</b>	<b>1.0</b>	
<b>World Languages</b>	<b>2.0</b>	<b>2.0</b>	At least 3 consecutive years of a World Language
<b>College and Career Readiness Seminar</b>		<b>0.5</b>	
<b>Electives</b>	<b>4.0</b>	<b>3.5</b>	
<b>Total Credits</b>	<b>24.0</b>	<b>24.0</b>	

Footnotes

1. The third credit of high school math is based on the student's High School and Beyond Plan approved by the student and the parent or guardian and a school counselor or school principal.
2. The social studies elective requirement is fulfilled by a social science course defined by the Washington Student Achievement Council as meeting college entrance requirements, e.g., history, anthropology, contemporary world problems, economics, geography, government, political science or psychology.
3. One class must include instruction in cardiopulmonary resuscitation (CPR) and the use of ancillary external defibrillators (AEDs).

4. Up to 1.0 of the physical education requirement may be waived by participating in community or district-sponsored, directed athletics, marching band or military science and tactics.
5. To align with the Washington Student Achievement Council College Admission Standards, students must earn 1.0 credit in a mathematics-based quantitative course during the senior year of high school. This requirement may be met by earning credit in one of the three required mathematics courses; or earning credit in a mathematics-based quantitative course like statistics, applied mathematics, or appropriate career and technical courses; or by earning credit in an algebra-based science course taken during the senior year. Completion of higher-level mathematics prior to the senior year fulfills this requirement (e.g., pre-calculus, mathematics analysis or calculus).

Upon approval by the equivalency course committee, some courses may satisfy more than one graduation requirement. Courses approved for equivalency must align with the state’s essential academic learning requirements, grade level expectations, performance expectations, program standards, classroom-based performance standards, national standards, or college readiness standards as determined by the district. If a student fulfills graduation requirements by using equivalency courses, additional elective courses will be required so that the student earns the 24 credits required for graduation.

B. Washington State Assessments or State-Approved Alternatives

### Certificate of Academic Achievement (CAA) Options 2018-2019 SCHOOL YEAR

	<b>Grade 12 Class of 2019</b>	<b>Grade 11 Class of 2020</b>	<b>Grade 10 Class of 2021</b>	<b>Grade 9 Class of 2022</b>
<b>English Language Arts</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level (administered in Grade 10)--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level (administered in Grade 10)--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>
<b>Mathematics</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level now administered in Grade 10--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>Smarter Balanced</b> at graduation exit exam cut score level (administered in Grade 10)--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>
<b>Science</b>			<b>WCAS</b> (administered in Grade 11)--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>	<b>WCAS</b> (administered in Grade 11)--OR-- <b>College Admissions Test</b> (ACT, AP, IB, or SAT)--OR-- <b>Grades Comparison--OR--Dual Credit--OR--Locally Determined Course and Assessment</b>



Students achieving mastery on all Washington State assessment requirements shall earn a *Certificate of Academic Achievement (CAA)*. Students who qualify for special education services may have state-approved assessments modified to allow the student to earn a *Certificate of Individual Achievement (CIA)*. Modifications must be documented in the student's IEP.

C. Evidence of College and/or Career Planning

- A High School and Beyond Plan as identified by the State Board of Education

# STUDENT SCHEDULE

STUDENT NAME \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

COUNSELOR \_\_\_\_\_ LOCKER # \_\_\_\_\_

## FIRST SEMESTER

PERIOD	SUBJECT	INSTRUCTOR	ROOM

## SECOND SEMESTER

PERIOD	SUBJECT	INSTRUCTOR	ROOM

**Notes:**

**Notes:**

**Notes:**

**Notes:**

**Notes:**

