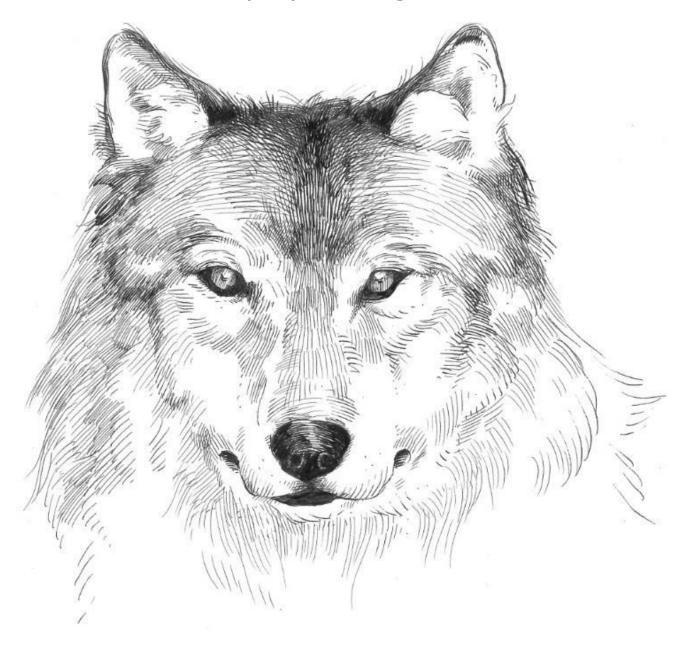
STUDENT HANDBOOK HIGHLIGHTS 2016-2017

Henry M. Jackson High School



CONTACTS – PG. 6

Who to Contact



Henry M. Jackson High School

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

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

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Administrative Team		Secretaries	
Dave Peters	Principal	Office Manager, Sukawt Al-Mansouri	385-7001
Shaun Monaghan (12th grade)	Assistant Principal	Front Office, Vera Olson	
Michelle Renee (11th grade)	Assistant Principal	Athletics, Lindsay Petrick	385-7018
Blythe Young (10th grade)	Assistant Principal	Registrar, Anne Bellrichard	
Niki Cassaro (9th grade)	Assistant Principal	Counseling Office, Gina Strom	
(g)		Attendance	
Counselors		ASB Treasurer, Linda Auchterlonie	
Leslie Tucker (A – Co)	205 7026	Computer/Records, DeeAnn Williamson	
Leiann DeVelder (Cr - F)	395 7003	Library, Jean Reiersen	
		AP Coordinator/Variances, Lori Wirtz	
Connie Sperry (G - Kh)			
Sarah Williams (Ki – M)		Cohool Devokologist	
Paul Turner (N – Sa)		School Psychologist	205 7022
Birgitte McIntosh (Sc - Z)	385-7025	Ginger Alonzo	385-7022
Administrator Support		Speech Language Pathologis	t
Kristina Monten	385-7020	Rebecca Wynne	385-7004
Health Room			
Angie Sagendorf		Drug & Alcohol Intervention	
Joan Sanders, R.N.	385-7006	Lyn Lauzon	385-7178
Success Coordinator		Testing Coordinator	
Jennifer Linder		Rhea Soma	385-7037
Demonial of Intermentions		Career Center	
Pyramid of Interventions			
Jean Sarcletti	385-7070	Marianne Allen	385-7028
	Activitie	es Coordinator	
	Alan Briggs	385-7105	
	Alan Diiggs	303-7103	
ASB Officers		Senior Class Officers	
President		Class Advisors	
Vice President		President	
Secretary		Vice President	
Treasurer	Jack Ellis	Secretary	
Activities Coordinator	Chris Cavazos	Treasurer	Tamar Simon
Public Relations	Nate Yoon	Activities Coordinator	Katie Rawlins
Junior Class Officers		Sophomore Class Officers	
Class Advisors	Lauren Dandridse	Class Advisor	Sabrina Cook
President		President	
Vice President		Vice President	
Secretary		Secretary	
Treasurer		Treasurer	
Activities Coordinator		Activities Coordinator	
Activities Coordinator	Lauren Ivicivutt	Activities Coordinator	Mony Jo Meyers

BELL SCHEDULES – PG. 7

Henry M. Jackson High School Bell Schedules

2016-2017

Regular Bell Schedule

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

Learning Improvement Friday Schedule

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

Early Release

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

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

CLUBS & ACTIVITIES – PG. 8

Clubs and Activities

Activities Director Alan Briggs



Art - TBD

Badminton - David Hutt

Band / Pep Band - Lesley Moffat

Cheer- Meghan Emery

Choral - Craig Schell

Creative Writing - TBD

Dance Team - Aireal Hart

DECA - George Brush

FCCLA - Monica Lochrie

FIRST Robotics - Maggie Thorleifson

French - Teri Grindstaff

German - Jennifer Hesse

Global Outreach - TBD

GSA - Kathi Guffey

HiQ - Sinead Pollom

Key Club - Deb Kalina



Mock Trial - Judy Baker

Model United Nations - Bridget Shee

Multicultural - Rose Smith

National Art Honor Society - TBD

National Honor Society - Alan Briggs

Project Green - Gail Walters

Science Research Club - TBD

Sound Crew - Alan Briggs

Sports Medicine - Brenda Black

Student Store - George Brush & Deb Littler

Students Helping Animals – TBD

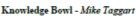
TSA (Tech. Students Assn.) - Judy Baker

Theater Society - Brian Marshall

Wolfpack - Alan Briggs

Yearbook - Tami Johnson





LINK Crew - Jason Gadek & Paul Turner

Math Honor Society - Margaret Armstrong



Class Advisor – Freshmen Jason Gadek

Class Advisor – Sophomores Sabrina Cook

Class Advisors - Juniors Lauren Dandridge

Class Advisor - Seniors Sheryl Mason

ATHLETICS - PG. 9

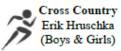
Athletic Programs

Athletic Director: Blythe Young Athletic Secretary: Lindsay Petrick

Fall Athletics & Varsity Coaches



Football Joel Vincent



Boys Tennis David Hutt



Volleyball Mindy Staudinger Girls Swim & Dive Drew Whorley Girls Soccer Sarah Smart

Winter Athletics & Varsity coaches

Girls Basketball
Duane Morris

Boys Basketball Steve Johnson Wrestling Sherm Iversen

Boys Swim & Dive Drew Whorley

Girls Bowling Daniel Eng



Spring Athletics & Coaches

Track Erik Hruschka (Boys) Steve Till (Girls)

> Boys Soccer Brett Norton

Cheer Meghan Emery Golf Jim Anderson (Boys) Kevin Mackay (Girls)

Girls Tennis Judi Montgomery

Athletic Trainer Brenda Black Baseball Kirk Nicholson



Fastpitch Kyle Peacocke



Timberwolves Fight Song



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

ATTENDANCE POLICY - PGS. 10 - 12

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

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

Reporting an Absence:

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

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

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

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

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

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

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

H.M. Jackson High School	
EXCUSED ABSENCE NOTE	
Student name (last, first):	
Student ID number:	
Date(s) of absence(s):	
Class period(s) being excused:	
1 1/ 8	
Phone number where note can be verified:	
Reason for absence:	
reason for dosence.	
Signature of parent/guardian:	

PRINCIPAL'S EXCELLENCE OF ATTENDANCE AWARD

Student demonstrating excellent attendance will receive the Principal's Excellence of Attendance Award.

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

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



CAMPUS BOUNDARIES & POLICIES – PG. 12

JHS operates under a general Closed Campus policy.

This means...

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



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

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

CAMPUS BOUNDARIES & POLICIES: LUNCH – PG. 25

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



SAFETY PROCEDURES - PG. 16 - 17

LOCKDOWN -



- •Get inside nearest lockable room
- •Remain quiet & hidden



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

"This is an Inside Intruder Lock Down"

This indicates an intruder is in the building

"This is a Community Threat Lock Down"

This indicates a potential danger in the local community (i.e. local robbery, armed person in the surrounding area, etc.)

EVACUATION -



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

EARTHQUAKE -



During a drill or actual earthquake students and staff should:

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

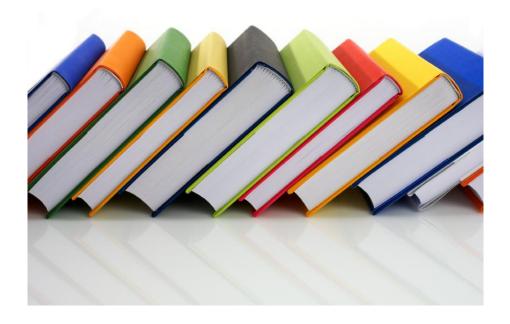
Cover ... their heads with an arm

<u>Hold</u>... onto one leg of a piece of furniture ... or brace themselves in a doorjamb

TEXTBOOK RETURN POLICY

Everett Public Schools Policy

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



VISITORS – PG. 18

Everett Public Schools –

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

STUDENT CONDUCT - PGS. 20 - 21



Assault / Fighting

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



Cheating / Plagiarism

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

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



Complicity in Academic Dishonesty

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

STUDENT CONDUCT - PG. 22



Controlled Substances (Alcohol/Drugs)

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



Dangerous Weapons

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



Authority to Conduct a Search

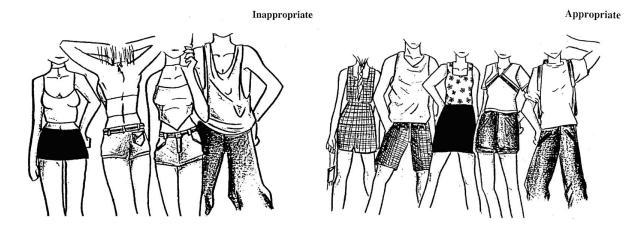
The law allows school authorities to search students, their lockers, their motor vehicles, and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.

STUDENT CONDUCT - PGS. 22 - 23



Dress Code

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





Distributive Behavior

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

STUDENT CONDUCT - PGS. 23 - 24



Forgery

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



Identification

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

STUDENT CONDUCT - PG. 24



Harassment/Intimidation/Bullying

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

STUDENT CONDUCT - PGS. 23 - 24



Inappropriate Speech/Expression

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



Off-Campus Violations

 Appropriate behavior is expected at all schoolsponsored events regardless of location



Disciplinary co

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

STUDENT CONDUCT - PGS. 25 - 26



Technology Misuse/Damage

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



Tobacco Use/Possession

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



Vandalism

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

GRADUATION REQUIREMENTS - PGS. 27 - 29

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



EVERETT PUBLIC SCHOOLS STUDENT RESPONSIBILITIES AND RIGHTS HANDBOOK

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





THANK YOU FORYOUR ATTENTION!