

# Henry M. Jackson High School



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

We Are The  
**P A C K!**

## STUDENT HANDBOOK 2024-2025

1508 136<sup>th</sup> St. SE, Mill Creek, WA 98012  
Office: 425.385.7000  
Fax: 425.385.7002



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

## Table of Contents (Hyperlinked for your convenience)

PACK VALUES .....	6
Anti-Racist Statement.....	7
Bell Schedule.....	8
Map of H. M. Jackson High School.....	9
FAQs.....	10
Attendance questions .....	10
I am worried about myself or a friend .....	10
I want to meet new friends. How do I get involved? .....	10
I need help with technology/my computer.....	10
I need help with home internet/wifi/hotspot .....	10
I need help with schoolwork .....	10
I am not feeling well.....	10
I have questions about my grades.....	10
I need help with food, clothing, housing.....	11
I need help with transportation/busing.....	11
I have questions about my schedule .....	11
I am concerned about substance use by myself and/or others. ....	11
I don't feel safe at school. I am being harassed, intimidated, or bullied. ....	11
If you or someone you know is a victim of sexual abuse or assault .....	11
Contact my teachers, counselor, administrator.....	11
Pay a fine .....	11
Check out or return my library books.....	12
Apply for Free or Reduced Lunch.....	12
Sign up for a sport.....	12
Join a club .....	12
Get a delivery.....	12
Lost and found .....	12
PACK Behaviors .....	12
Assembly expectations .....	12
Athletics, Clubs, and Activities.....	13
Behavior Expectations for School-Sponsored Events .....	14
Requirements to Participate in Athletics, Clubs, and Activities.....	14
Athletics Participation.....	15
To participate in sports at Jackson High School you must complete the following:.....	15
To get the forms you need and to ask questions, contact the Athletics Secretary or call 425-385-7018. ....	15

Attendance Policies .....	16
Attendance Definitions.....	16
Attendance Procedures Reporting an Absence .....	17
Pre-arranged Absences .....	18
Student Tardies/ Student Conductor System .....	18
Early Dismissal.....	18
Make-up Procedures .....	18
Attendance Record Access .....	18
Truancy (BECCA) Petitions.....	18
Other Attendance Policies.....	19
Computer use requirements and expectations .....	20
Credits, Schedules, and Graduation.....	20
Schedule correction policy .....	20
Schedule corrections will <i>NOT</i> 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 correction cannot occur.....	20
Fees and Fines .....	20
Library Information .....	21
Lunch and the Cafeteria .....	21
Off campus guidelines.....	21
Parking .....	21
Purchasing a Parking Pass .....	22
Parking Guidelines .....	22
Fines for parking violations may be issued for those students who do not have a pass, who park in the wrong lot, or for students who engage in dangerous behavior (e.g. speeding). .....	22
Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB).....	23
What is HIB? .....	23
How can I make a report or complaint about HIB? .....	23
What happens after I make a report about HIB? .....	23
What is the investigation process? .....	23
What are the next steps if I disagree with the outcome? .....	23
Our School Stands Against Discrimination .....	24
What is discriminatory harassment?.....	24
What is sexual harassment? .....	24
What should my school do about discriminatory and sexual harassment? .....	24
What can I do if I'm concerned about discrimination or harassment? .....	24
What happens after I file a discrimination complaint? .....	25

Our Schools are Gender-Inclusive.....	26
Safety .....	27
Evacuation Procedures Preparation .....	27
When the Evacuation Alarm sounds: .....	27
Earthquake Procedures.....	27
After the tremor of an actual quake has stopped (if safe to do so):.....	27
Bomb Threat Procedures Preparation .....	28
Shelter-in-Place Drill .....	28
Lockout Procedures .....	29
Textbook return policy.....	30
Visitor rules .....	30
<b>STUDENT CONDUCT.....</b>	<b>31</b>
Overview.....	31
Discipline options.....	32
Due Process .....	32
Search and seizure.....	33
Rule infractions may include, but are not limited to:.....	33
Arson .....	33
Assault/fighting.....	33
Bathrooms.....	34
In the Bathroom Without a Pass or With the Wrong Pass .....	34
Bathroom Stall Single Occupancy .....	34
Bus conduct .....	34
Academic dishonesty.....	36
Controlled substances .....	36
Disruptive behavior.....	37
Dress code .....	37
PEDs (Personal Electronic Devices) .....	37
Forgery .....	38
Harassment/Intimidation/Bullying.....	39
Identification .....	39
Indecent Speech/Expression.....	39
Off-Campus Violations.....	40
Public Displays of Affection .....	40
Sale of Items at School .....	40
Technology .....	40
Theft .....	40

Tobacco/Vape Products use or possession .....	40
Vandalism.....	41
Weapons, ammunition, dangerous instruments .....	41
School Contacts .....	42
Athletic Programs & Coaches .....	43



## PACK VALUES

The JHS PACK values were created by students at Jackson to identify how we should treat each other at Jackson to build a true sense of belonging and safety for all. At Jackson, we want every student to embody these values.

### A Timberwolf is:

**P**ROUD: Be proud of who you are and your school community

**A**WARE: Be aware of others as well as how you may impact them

**C**OURAGEOUS: Be brave in your actions with the confidence you can persevere

**K**IND: Be inclusive and remember that we ALL belong here

## Anti-Racist Statement

### EVERETT SCHOOL DISTRICT NO. 2

## RESOLUTION NO. 1237

# Affirming our Commitment to Condemning Racism and Supporting Peaceful Protest

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

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

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

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

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

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

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

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

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

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

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

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

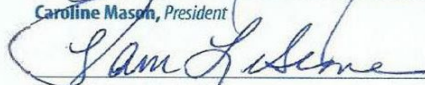
**ADOPTED** this 9th day of June, 2020, and authenticated by the signatures affixed below.

#### ATTESTED BY:

  
Ian B. Saltzman  
Secretary, Board of Directors

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

  
Caroline Mason, President

  
Pam LeSesne, Vice President

  
April Berg, Director

  
Traci Mitchell, Director

  
Andrew Nicholls, Director



3900 Broadway, Everett, WA 98201  
425-385-4000 • [www.everettsd.org](http://www.everettsd.org)  
FOLLOW US @   

## Bell Schedule

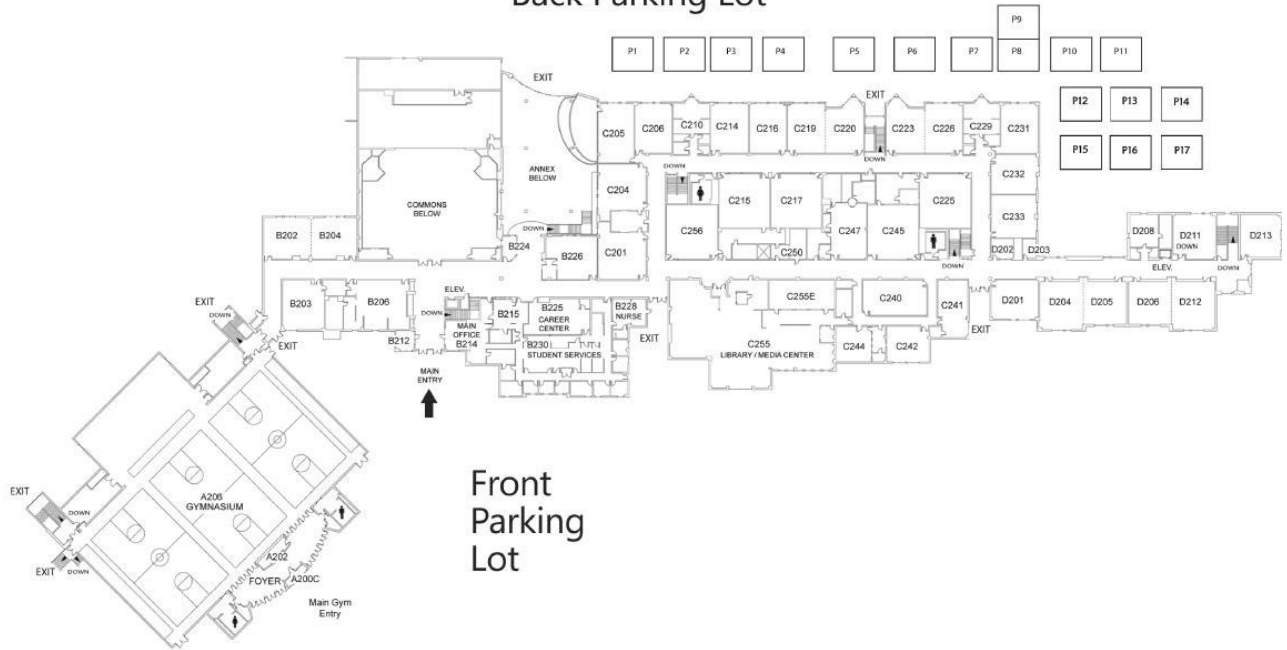
REGULAR		THURSDAY – PACK TIME		LIF	
1st Bell	7:25	1st Bell	7:25	1st Bell	7:25
1st	7:30 – 8:25	1st	7:30 – 8:20	1st	7:30 – 8:13
2nd	8:30 – 9:25	2nd	8:25 – 9:15	2nd	8:18 – 9:01
3rd	9:30 – 10:30	PACK TIME	9:15 – 9:50	3rd	9:06 – 9:51
1st lunch 10:35-11:05	4th 10:35 – 11:30	3rd	9:55 – 10:45	1st lunch 9:56-10:26	4th 9:56 – 10:39
4th 11:10-12:05	2nd lunch 11:35-12:05	1st lunch 10:50-11:20	4th 10:50 – 11:40	4th 10:31-11:14	2nd lunch 10:44-11:14
5th	12:10 – 1:05	4th 11:10-12:05	2nd lunch 11:45-12:15	5th	11:19 – 12:02
6th	1:10 – 2:05	5th	12:20 – 1:10	6th	12:07 – 12:50
Buses Depart	2:12	6th	1:15 – 2:05	Buses Depart	12:57
		Buses Depart	2:12		

*Lunch is based on 4<sup>th</sup> period classes.*

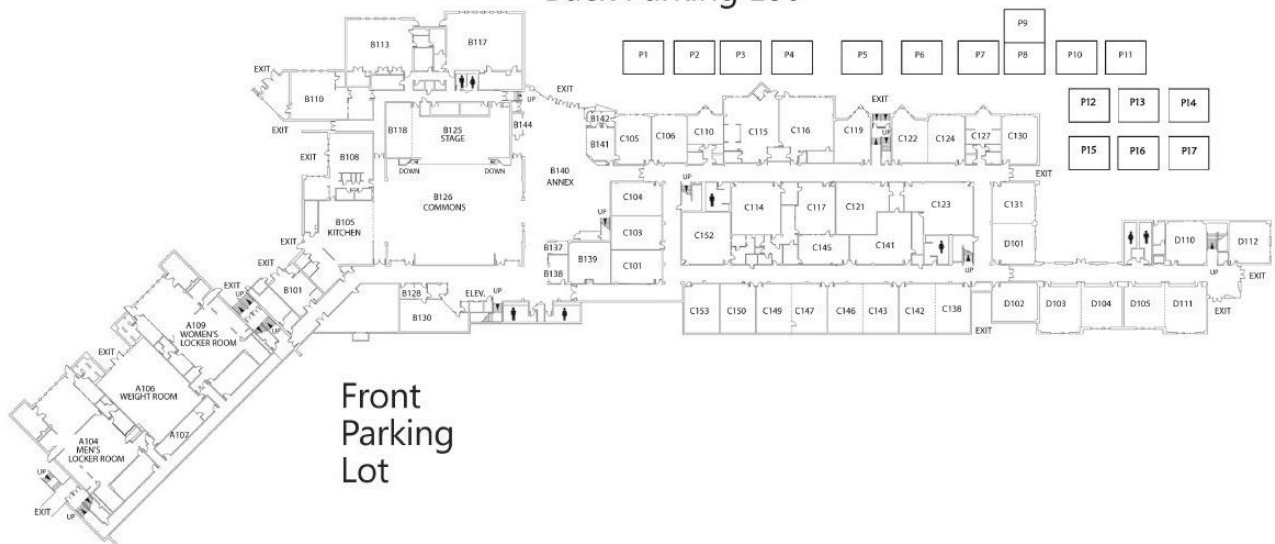




## Back Parking Lot



## Back Parking Lot



## FAQs

### **Attendance questions**

See the attendance policies section for the most asked questions, including how to excuse an absence. You can go to the attendance office, room B224. You can email the attendance secretary at [jhsattendance@everettsd.org](mailto:jhsattendance@everettsd.org) or you can call the attendance secretary at 425-385-7033.

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

If you have an issue of concern about yourself or another student, contact our counseling center via [email](mailto:email), phone at 425-385-7010 or request a pass to visit the counseling center in B 230.

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

You can start by joining one of our many clubs or teams! Please reach out to Mr. Gadek [jgadek@everettsd.org](mailto:jgadek@everettsd.org) or Ms. Mason [mmason2@everettsd.org](mailto:mmason2@everettsd.org) or visit our website for current clubs at JHS <https://www.everettsd.org/Page/38057>

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

Find tech help on the [Family Tech Support](#) page and fill out [Technology Help Request](#) form. If your laptop is broken, make an appointment with our technician, Ms. Grothaus, by going to the Library.

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

Make an appointment with our technician in the library.

### **I need help with schoolwork**

The first and best thing to do is to contact your teacher. By telling them that you need some help, you are also telling them that you care about their class! You can also get help from several other individuals and organizations. Contact Ms. Organ [worgan@everettsd.org](mailto:worgan@everettsd.org) about a peer tutor from National Honors Society. You can also contact Mr. Gadek [jgadek@everettsd.org](mailto:jgadek@everettsd.org) and Mr. Turner [pturner@everettsd.org](mailto:pturner@everettsd.org) about finding a member of Link Crew who can help you out. You can also contact Mr. Cain [acain@everettsd.org](mailto:acain@everettsd.org) in the counseling center who will connect you with Key Club tutors.

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

Let your teacher know and then go check in our Health Room, located in the Counseling Center in B 230, or call 425-385-7010.

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

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

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

We want to help! If you need some support with food, clothing, personal necessities such as toiletries, Orca tickets, or other supports, please contact your counselor or our JHS Family Advocate, Claudia Childers [cchilders@everettsd.org](mailto:cchilders@everettsd.org).

**I need help with transportation/busing**

Ask at the front office for the transportation form.

**I have questions about my schedule**

QR codes are posted around the building which will connect you with the counseling center schedule request.

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

You can speak confidentially with our intervention specialist who is located in D 203.

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

Tell a trusted adult or staff member right away! You can report this to any trusted adult or fill out an incident statement in the main office. You can also make an anonymous report to our tip line using the QR codes posted around the building.

**If you or someone you know is a victim of sexual abuse or assault**

If you or someone you know is a victim of sexual abuse or assault, tell a trusted adult or staff member right away! You can report this to any trusted adult or fill out an incident statement in the main office. Follow this QR code below for information, resources. and support.

**Contact my teachers, counselor, administrator**

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

**Pay a fine**

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


### **Check out or return my library books**

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

### **Apply for Free or Reduced Lunch**

Numerous services, including reduced fees on lunch, reduced or dismissed fees for exams such as AP, access to scholarships, club and sport fees and expenses, are available to those families who qualify due to their financial circumstances. If you do not know if you qualify, please connect with the ASB Secretary and she will help you. You can get the paperwork from our front office or on [our website](#).

### **Sign up for a sport**

Click on the following link to check out the JHS athletics webpage. Information about what you need to fill out to register in  FINAL FORMS, sports offered, season and practice information, and much more is outlined throughout this page:

<https://www.everettsd.org/domain/57>. If you have any questions, please contact the Athletic Secretary, Ms. Leuck at [mleuck@everettsd.org](mailto:mleuck@everettsd.org) or the Athletic Director, Mr. Heinz at [ehinz@everettsd.org](mailto:ehinz@everettsd.org).

### **Join a club**

Join one of our many clubs or teams! Please reach out to Mr. Gadek [jgadek@everettsd.org](mailto:jgadek@everettsd.org) or Ms. Mason [mmason2@everettsd.org](mailto:mmason2@everettsd.org) or visit our website for current clubs at JHS <https://www.everettsd.org/Page/38057>

### **Get a delivery**

The school will not make deliveries to classrooms. If you have something you need to drop off for a student, please bring it to the main office. **The main office will only accept deliveries from guardians that are listed in the student's file. We do not take deliveries of food!**

### **Lost and found**

Lost items that are recovered will be in the main office.

### **PACK Behaviors**

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

### **Assembly expectations**

Assemblies are provided for the students' benefit. 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. Students should not leave school during assemblies unless your parent/guardian has pre-arranged for your departure through the attendance office.

## Athletics, Clubs, and Activities

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, that address the subject matter that is actually taught or soon will be taught in a regularly-offered course: if the subject matter of the activity concerns the body of courses as a whole; if participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include but not be limited to music groups, language clubs, newspaper, yearbook, various performing arts, 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. Please see the excerpt from our [Athletics Activities Code](#):

*Academic Standards-After satisfying the initial eligibility requirements, I must be passing (no grade of F) all scheduled classes to remain fully eligible during the season. My academic progress will be checked every two (2) weeks. The first grade check will occur the week that includes October 1. If I have earned an F grade in any class, I will be placed on academic probation beginning the following Monday for the remainder of the season. I may continue to practice and compete. My grade improvement will be verified by a progress tracking sheet initiated by me and submitted to the athletic coordinator. If I am still failing any class at a subsequent grade check, I will move to academic suspension status beginning the following Monday. I can continue to practice with my team but I cannot compete until I am passing all classes. If I am failing two (2) classes at any grade check, I will automatically move to academic suspension status per the WIAA scholarship rule.*

## **Behavior Expectations for School-Sponsored Events**

The essential elements of character-building and ethics in interscholastic athletics are embodied in the concept of seven core principles: sportsmanship, discipline, leadership, teamwork, responsibility, dedication, and respect. In an effort to demonstrate sportsmanship in the stands we ask all spectators to adhere to these 4 basic guidelines.

1. I will appreciate all good plays and players whether they compete for my team or my opponent. This means we will actively cheer for our players and not cheer against individuals or specific participants, including any opposing players (no names, no numbers!).
2. I will be positive and use respectful language toward players, coaches, officials, and other spectators.
3. I will respect the abilities and sensitivities of our opponents and officials, regardless of the outcome of the contest.
4. I will remember that my actions reflect on myself, school, and the community.

Violations of these expectations may result in your removal from the event and your ability to attend future events.

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

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

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

Athletic event ( <b>away</b> ) – students with ASB card	\$5.00
Athletic event ( <b>home</b> ) – students with ASB card	FREE
Athletic event – students without ASB card / adults	\$7.00
Athletic event – children k - 5 with adult / senior citizens	\$5.00

These ticket prices do not apply to post season play.

## **Athletics Participation**

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

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

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

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

- ☐ Physical—A current physical must be on file with the JHS athletics department. Physical must NOT expire during the sport season.
- ☐ Final Forms registration—complete online by clicking [FINAL FORMS](#)
- ☐ Informed Consent (within Final Forms registration)
- ☐ Athletic Emergency Information (FF)
- ☐ Athletic Eligibility Questionnaire (FF)
- ☐ Insurance—All athletes must have insurance coverage. The JHS athletic department has insurance packets available, if your student is not covered.
- ☐ Athletic Fee—A \$100 athletic fee (per sport) must be paid before the first contest.
- ☐ ASB Card—An ASB card must be purchased before the first contest.

Please contact the athletics office to learn more about reduced fees or waivers for any of the above costs.

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

## Attendance Policies

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

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

Any student arriving late with a note to school should sign in at the attendance office. Students without a note should report directly to class. All absences are cleared through the attendance office, not through their teacher. Please see below for attendance reporting procedures.

### **Attendance Definitions**

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

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

Remember that you always have access to course materials through Canvas and should check Canvas when absent to see if there is work you can complete.

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

Absences due to the following reasons may be excused:

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

### **Student Tardies/ Student Conductor System**

Students who arrive late to class without a note may enter their student ID number in any of our Student Conductor kiosks to generate a tardy ticket. This ticket is required to enter class. Generating a ticket automatically notifies the student's parents/guardians, but this system does NOT enter a tardy mark in the official attendance system. Only teachers or the attendance secretary enter tardies or absences into the official record.

### **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.

### **Make-up Procedures**

If you have an absence, you must see your teachers upon your return to school to determine make-up work.

### **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, 15 within the current school year, or when excessive excused absences are having profound effects on the student's academic achievement (RCW 28A.225.010).

### **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.



## Computer use requirements and expectations

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

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

## Credits, Schedules, and Graduation

All information about credits and graduation can be found in our course catalog which can be accessed through our website at any time. If you still have questions, contact your counselor.

## Schedule correction 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 prerequisite course.
4. You haven't taken a prerequisite course for a class you are now scheduled to take.
5. There was a technical error with your schedule.
6. You were placed in a class for which you didn't pre-register, and there is room in another course of interest.



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

**Schedule corrections 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 correction 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.

## Fees and Fines

Diplomas, yearbooks, and certain other student privileges will be withheld until all unpaid fines are settled. A charge for lost or damaged materials or equipment may be appealed to the principal. When damages are \$600 or less, a parent and/or student has a right to appeal the fine to the principal. Fines over \$600 may be appealed to the regional superintendent. All appeals must be received in writing (e.g. written note, email, fax). A final decision on all appeals shall be communicated to the student or their parents/guardians in writing. (district policy #3520).

## Library Information

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

- Passes required when coming without your class.
- Please sign-in when entering the Library.
- The Library is a working classroom all 6 periods. Honor other students' rights to a quiet study/work environment.
- Lunch time use: when space is available.
- Printers: check with the librarian before printing.
- PLEASE check the morning announcements, website and signs on the library door for lunchtime availability.

## Lunch and the Cafeteria

During lunch, food and drink should be limited to the Commons and Annex area in Building B. **Hallways and 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. There may be occasional circumstances that call for students to use their lunch time in a classroom; prior permission is required from a supervising teacher for a student to eat lunch in a classroom. Your fourth period class determines your lunch period.

## Off campus guidelines

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. Visitors must check in with the main office to receive authorization to enter our campus. During lunch students are allowed to go off campus for lunch but must return to campus on time for their next period. Lunch detentions will be issued to those student who do not follow these expectations.

## Parking

- Parking is a *privilege* and may be revoked without a refund for repeated parking violations. For example, continuously parking in a spot that is not yours and speeding through the parking lot or bus lanes.
- There are two types of student parking permits issued: Main Lot and Upper Lot. Students may park anywhere in their assigned lot.
- 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 permits. Juniors will be entered into a lottery for the remaining main lot and upper lot spaces.
- Sophomore students will be eligible to purchase Upper Lot parking permits beginning second semester *if* spaces are available.

## **Purchasing a Parking Pass**

1. All outstanding fines and fees must be paid prior to purchasing a parking permit.
2. Complete the "JHS Vehicle Registration" form. Make sure it is signed by you and your parent/guardian.
3. Provide a copy of your valid driver's license (copies will not be made at the school).
4. Provide a current copy of vehicle insurance (copies will not be made at the school).
5. Each vehicle the student will be parking on campus must be registered. Please have vehicle information ready at the time of purchase (license plate number, make, model, color).
6. The parking fee is \$35.00 for a pass.

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 hanger must be positioned on the rear-view mirror with the number clearly visible from the front and back of the car.**
- A parking pass entitles you to park in either student lot (main lot or upper lot). Spots are not numbered or reserved for individual passes, so arrive early if you have a preferred spot.
- 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.
- 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.
- 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 may be issued for those students who do not have a pass, who park in the wrong lot, or for students who engage in dangerous behavior (e.g. speeding).**

# **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

## **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

## **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!) You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer who supports prevention and response to HIB: Dani Mundell, [DMundell2@everettsd.org](mailto:DMundell2@everettsd.org), 425-385-4260.

## **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five (5) school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two (2) school days. This response should include:

- A summary of the results of the investigation;
- A determination of whether the HIB is substantiated;
- Any corrective measures or remedies needed; and
- Clear information about how you can appeal the decision.

## **What are the next steps if I disagree with the outcome?**

**For the student designated as the "targeted student" in a complaint:**

If you do not agree with the school district's decision, you may appeal against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3204](#) and [Procedure 3204P](#).

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Click on the links to review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

### **What is sexual harassment?**

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Click the link to review the district’s Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I’m concerned about discrimination or harassment?**

**Talk to a coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

#### Concerns about discrimination:

Civil Rights Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

#### Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Chad Golden, Executive Director of Human Resources, 425-385-4100, [CGolden@everettsd.org](mailto:CGolden@everettsd.org), PO Box 2098, Everett WA 98213

#### Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, [DPeters@everettsd.org](mailto:DPeters@everettsd.org), PO



Concerns about discrimination based on gender identity: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one (1) year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation;
- A determination of whether the school district failed to comply with civil rights laws;
- Any corrective measures or remedies needed; and
- Notice about how you can appeal the decision.

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to a hearing officer designated by the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sexual Harassment [Procedure 3205P](#).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) and the HIB [Procedure 3204P](#) to **fully resolve your complaint**.

### **Who else can help with HIB or Discrimination Concerns?** **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [OCR@ed.gov](mailto:OCR@ed.gov)
- Phone: 800-421-3481

### **Our Schools are Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, [jgrant@everettsd.org](mailto:jgrant@everettsd.org), PO Box 2098, Everett WA 98213

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

## **Safety**

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

## **Evacuation Procedures**

### **Preparation**

Review the evacuation maps posted near the door of your classrooms. 2-3 students will be assigned to close the classroom windows in response to the evacuation alarm. 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 their 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 **2<sup>nd</sup> period class** by teacher assigned yard lines on the field.
9. An assigned student will hold up the teacher's yard stick with name.
10. The teacher will highlight the names of students missing from 2<sup>nd</sup> period.
11. On request, the teacher will submit the 2<sup>nd</sup> period attendance to the runner.
12. At the end of the evacuation, the staff will lead the students back to class staying out of the road except to cross in the designated area.

## **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 (if safe to do so):**

1. An announcement will be made with known information about the earthquake.
2. When instructed, 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 2<sup>nd</sup> period teacher.
4. 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.

### **Shelter-in-Place Drill**

This is a drill we practice in case of a chemical spill or some kind of severe weather occurrence.

Procedure:

You will hear the command to "Shelter-in-Place". Your teacher will make sure that the door is locked (magnet removed), the windows are closed and you put something underneath the door (preferably duct tape) to keep any kind of fumes from entering the classroom. In a real event, our school heating systems, and air conditioning systems would all be turned off. Your teachers will keep you in the classroom until the ALL CLEAR is announced over the intercom.



## Lockout Procedures



# BUILDING SAFETY GUIDE

DEPENDENT ON THE SCENARIO FAMILIES WILL RECEIVE COMMUNICATION UPDATES  
FROM THE SCHOOL OR THE DISTRICT COMMUNICATIONS DEPARTMENT

LOCKOUT	LOCKDOWN	RUN, HIDE, FIGHT
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.
<b>2 STEP PROCESS</b>  1. An administrator will advise over the intercom that we are going into a <b>LOCKOUT</b> .  2. Staff, check the halls for students and get any students into nearby classrooms. Lock the doors and windows and instruction will continue.  (Please note class periods may be extended)	<b>2 STEP PROCESS</b>  1. An administrator will advise over the intercom that we are going into a <b>LOCKDOWN</b> .  2. Staff, check the halls for students and get any students into nearby classrooms. Lock doors, cover windows, turn off any lights and have students sit out of sight silently.  (Please note class periods may be extended)	<b>3 STEP PROCESS</b>  1. Any staff member can announce via intercom that <i>there is an armed intruder by (location the staff member is announcing from).</i> <b>RUN, HIDE, FIGHT</b>  2. Based on the location of the intercom message staff should decide to barricade or evacuate.  3. If in the event of an armed intruder, there will be <b>NO ALL-CLEAR</b> announcement over the intercom. Law enforcement officials will take over the site and clear locations individually.

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

### Run, Hide, Fight Drill

This is a drill we practice in case of an armed intruder. You will hear via the intercom that an armed intruder is located at a particular place in the building. Your teacher will decide whether your class will run to the closest exit and then out of the building, or hide in your classroom. **IT IS IMPORTANT THAT YOUR CELL PHONE BE OUT OF SIGHT AND TURNED OFF!** Your cell phone can indicate to the intruder where you are. In the case of a drill, you will hear the **ALL CLEAR** and can return to the building and/or stop hiding.

### **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 requires replacement of school texts that are lost.

### **Visitor rules**

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

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



# STUDENT CONDUCT

## Overview

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

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

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



## **Discipline options**

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

- Admin Conference (ADM):
- Lunch Detention (LD) Student reports to Main Office for 25 minute monitored study hall during scheduled lunch (student brings lunch).
- Restorative Conference (RC): Meetings with student, administrators, and others to develop an understanding of the impact of behaviors and develop a plan to remedy the harm that has been caused.
- In-School Suspension (ISS): Students are allowed to come to school but report to a separate classroom to be monitored. Students do not go to regular classes or lunch. (School Board Policy 3314)
- Short-Term Suspension (SSU): The removal of a student from one or more classes for a period of 1-10 school days. (School Board Policy 3321)
- Long-Term Suspension (LSU): The removal of a student from one or more classes for a period of 11-90 days. (School Board Policy 3323)
- Expulsion (EX): Means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through WAC 392-400-480 (School Board Policy 3300)
- Emergency Expulsion: (EEX) The removal of a student from school for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others. (School Board Policy 3323)

## **Due Process**

No student shall be deprived of the right to an equal educational opportunity without due process. (Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.)



### **Search and seizure**

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

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

### **Rule infractions may include, but are not limited to:**

#### **Arson**

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

#### ***Fireworks and incendiary devices***

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

#### **Assault/fighting**

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

#### ***Recording a fight***

Any student **participating in, promoting, escalating, recording and/or posting video of a fight** shall be subject to disciplinary action. Infractions for fights are cumulative throughout a student's high school years for the purpose of progressive discipline.

Assault/fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting (length depending on level of participation and severity) and may be expelled for assault.

## **Bathrooms**

Student bathroom use should be strictly for the use of using the restroom or washing one's hands (or other clean up necessary). This is not a gathering spot, an eating place, a place to apply makeup (during class time) or any kind of place to be other than the express use listed above.

### **In the Bathroom Without a Pass or With the Wrong Pass**

- **1st Infraction:** Review of expectations. The student will be required to sign a restroom contract, outlining their commitment to following school rules. Parent/guardian will be contacted regarding the incident.
- **2<sup>nd</sup> Infraction:** The restroom contract and expectations will be reviewed, and parent/caregiver will be contacted. An additional intervention such as restorative conference or lunch detention may be applied. Parent/guardian will be contacted regarding the incident.
- **Further Infractions:** If a student is caught a third time in the bathroom without the correct pass, progressive discipline will be applied. The consequence may be a suspension from school for a determined period. The length of suspension will be determined based on the severity of the situation and prior disciplinary history. Parent/guardian will be contacted regarding the incident.

### **Bathroom Stall Single Occupancy**

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

#### **Multiple students in a bathroom stall:**

- **1st Infraction:** 1 day of lunch detention. Parent/guardian will be contacted regarding the incident.
- **2nd Infraction:** 3 days of lunch detention. Parent/guardian will be contacted regarding the incident.
- **Further Infractions:** Progressive discipline may include in-school suspension. Parent/guardian will be contacted regarding the incident.

## **Bus conduct**

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

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

1. Students must obey the driver promptly and willingly.
2. Outside of ordinary conversation, classroom conduct must be observed.
3. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of windows.
4. No student shall open a bus window on the school bus without first getting permission from the driver
5. No student shall at any time extend his or her head, hands, or arms out of the windows whether the school bus is in motion or standing still.
6. Students must have nothing in their possession that may cause injury to another, such as sticks, any type of firearms, straps or pins extending from their clothing.
7. Students must see that their books and personal belongings are kept out of the aisles.
8. No student will be allowed to talk to the driver more than is necessary.

9. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
10. Students must cross the highway only in front of the school bus.
11. Students must not stand or play in the roadway while waiting for the bus.
12. Students who have to walk some distance along the highway to the bus loading zone must walk on the left side facing the oncoming traffic.
13. Drivers must see that students do not change seats while en route to and from school without his/her permission. Each student may be assigned to a seat by the driver or school authorities.
14. No student may sit in the driver's seat, nor may any student sit to the left or to the right of the driver interfering with him or her in any manner.
15. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
16. Students are to refrain from eating on the school bus.

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

## **Academic dishonesty**

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

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

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

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

## **Controlled substances**

- I. Sale, delivery, or distribution of a controlled substance and/or alcohol could be grounds for expulsion.
- II. Possession is the 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.

## **Possession of Marijuana or Alcohol:**

- **1st Infraction:** 1 day of ISS and 2 days of out-of-school suspension. Additionally, the student will be referred to our drug and alcohol counselor. Completing the 3M course can lead to a potential reduction in the 2-day out-of-school suspension. Parent/guardian will be contacted regarding the incident.
- **2nd Infraction:** 3 to 5-days of ISS. Students may have the opportunity to return early if they complete a drug and alcohol screening. Parent/guardian will be contacted regarding the incident.
- **Further Infractions:** Progressive discipline may include a short or long-term out-of-school suspension of up to 11 days or more. The specific duration will be determined based on the

semester's context and other relevant factors. Parent/guardian will be contacted regarding the incident.

### **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, alcohol, drugs, tobacco-related messages, messages of a sexual nature, hate speech, racially insensitive statements, etc. 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.

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 obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
2. Any clothing that would create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence

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

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

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

High school students who choose to bring cell phones and other PEDs to school may only use their cell phones and other PEDs during transition periods, at lunch and before/after the school day, or as directed for classroom use by the instructor. Students are expected to silence their cell phones and other PEDs before entering a classroom.

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

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences. However, students may use personal electronic devices (PEDs), such as cell phones, tablets, smart watches, and

other mobile devices while on school property or while attending school-sponsored or school-related activities subject to procedures established by the superintendent.

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

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

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

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

### **Forgery**

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

## Harassment/Intimidation/Bullying

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

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

Harassment, intimidation or bullying means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by **race, color, religion, ancestry, national origin, gender, sexual orientation or mental, sensory, or physical disability, or “other distinguishing characteristics,”** when the intentional electronic, written, verbal, nonverbal, or physical act:

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

Harassment, intimidation, or bullying can take many forms, including but not limited to, racial slurs, gender slurs, hate speech directed at protected classes, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats, or other electronic, written, verbal and nonverbal, or physical actions, including social media posts/videos.

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

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

### **Identification**

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

### **Indecent Speech/Expression**

The use of any gesture, innuendo, speech, or other expression that is deemed lewd, vulgar, indecent, hateful, racist 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 on 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.

### **Public Displays of Affection**

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

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

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

### **Technology**

1. Students using the Internet are held accountable to Everett Public Schools technology guidelines. The Internet is to be used for school appropriate research only (for more information, refer to Technology Policy 3245 and Procedure 3245P in the district Student Responsibilities and Rights handbook).
2. Files saved on the server should not include games, applications, or music files unless specifically needed for a class. Students will have accounts locked and be referred to an administrator for abuse of the school network or server.
3. Students are expected to use their school-provided email account for all school communications.

Any student using the internet for **purposes not authorized by the classroom teacher** will be subject to progressive discipline and/or loss of computer/network access privileges and/or the deletion of all data on the district device.

Any student **copying or downloading non-school authorized games, videos, music files, or applications** to an Everett Public Schools computer or account will be subject to progressive discipline and/or loss of computer/network access privileges and/or referral to law-enforcement agencies and/or the deletion of all data on the district device.

### **Theft**

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

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

The Everett School District promotes and maintains a smoke-free environment. Student possession or use of tobacco and tobacco-like products is prohibited in schools and other district buildings, on district grounds, and in district vehicles at all times. Tobacco and tobacco-like products includes, but are not limited to, cigarettes, cigars,



snuff, smoking tobacco, smokeless tobacco, liquid nicotine, nicotine delivery devices, electronic cigarettes, vapor devices, vapor pens, non-prescribed inhalers, and any other smoking equipment device, material, or innovation. Violations of this rule will result in progressive discipline.

**Tobacco use or possession/Vaping in the Bathroom or on campus (non-Marijuana):**

- **1st Infraction:** Referred to our drug and alcohol counselor and complete the 3M course. Parent contacted. Device impounded. Parent/guardian will be contacted regarding the incident.
- **2nd Infraction:** 1 day of in-school suspension (ISS) and referral to our drug and alcohol counselor. Parent contacted. Device impounded. Parent/guardian will be contacted regarding the incident.
- **Further Infractions:** progressive discipline may include 2 or more days of in-school suspension or out of school suspension. These actions may be reduced or held in abeyance if student is seeking cessation counseling. Parent/guardian will be contacted regarding the incident.

**Vandalism**

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

**Weapons, ammunition, dangerous instruments**

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

## School Contacts

### Henry M. Jackson High School

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

This information is accurate as of August 2024 and is subject to change.

#### Administrative Team

Sechin Tower .....Principal  
Erik Heinz.....Assistant Principal  
Madeline Mason.....Assistant Principal  
Janel Thompson.....Assistant Principal

#### Alphabet..... Counselor

A – BE.....Rebecca Medendorp  
BF-E.....Jonathan Gerig  
F-I.....Alfred Cain  
J-L.....Sarah Williams  
M-Pe.....Paul Turner  
Pf-St.....John Lerner  
Su-Z.....Leiann Gregg

#### Administrator Support

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

#### OTG Success Coordinator

Janet Britt.....385-7049

#### In-School Suspension (ISS) Room Supervisor

Mason Siddick... .. 385-7070

#### Career Center

Deron Dahlke..... 385-7028

#### Health Room

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

#### School Resource Officer (SRO)

TBD..... 385-7012

#### School Psychologist

Ginger Alonzo .....385-7022  
Josh Krueger .....385-7022  
Robin Arnold. ....385-7022

#### Secretaries

##### Office Manager

Sukawt Al-Mansouri... ..385-7000

##### Front Office

Jennifer Larson ... ..385-7017  
Alison Otto.....385-2050  
Jennifer Richardson.....385-7003

##### Athletics

Melanie Leuck ..... 385-7018

##### Registrar

Heather Coon ..... 385-7015

##### Counseling Office

Tom Sugawara.....385-7010

##### Attendance

Kelly Soros.....385-7033

##### ASB Treasurer

Shilpy Anand ..... 385-7009

##### Computer/Records

DeeAnn Williamson.....385 7021

##### Library

Rhonda Marlowe ..... 385-7013

##### AP Coordinator/Variations

Lori Wirtz..... 385-7108

#### Drug & Alcohol Intervention

TBD..... 385-7178

#### Clubs and Activities Coordinator

Jason Gadek..... 385-7105

#### Speech Language Pathologist

Rebecca Wynne..... 385-7004

## Athletic Programs & Coaches

Athletic Director: Erik Heinz    Athletic Secretary: Melanie Leuck

Athletic Coordinator: Kyle Peacocke

### Fall Athletics & Varsity Head Coaches

Football  
Mason Siddick

Cross Country  
Eric Hruschka  
(Boys/Girls XC)

Boys Tennis  
David Hutt

Volleyball  
Mindy Staudinger

Girls Swim & Dive  
Drew Whorley

Girls Soccer  
Terry Ryan

### Winter Athletics & Varsity Head Coaches

Girls Basketball  
Andrew Grinaker

Boys Basketball  
Steve Johnson

Boys Wrestling  
Matt McClinchy

Boys Swim & Dive  
Drew Whorley

Girls Bowling  
Stephanie Ross

Girls Wrestling  
Cheynell Kawaihae

### Spring Athletics & Varsity Head Coaches

Track  
Eric Hruschka (Boys)  
Patrick Haller (Girls)

Golf  
David Hutt (Boys)  
Jerome Gotz (Girls)

Baseball  
Ryan Otto

Boys Soccer  
Eddie Fernandez

Girls Tennis  
Jennifer Kink

Fastpitch  
TBD

### Full-Year

Cheer  
Hannah Miller

Athletic Trainer  
Brenda Black

Dance  
Dominique Merrell

### Timberwolves Fight Song

We are the 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!