

THE SCOOP

Easy Links

[Akindi Tutorial](#)

Announcements: email jhsannouncements@gmail.com

[ASB Fines & Fees Form](#)

ASB – Fundraising	ASB Cash Box Request
	ASB Fundraising Intent Form
	ASB Fundraiser Reconciliation Report
	Cash Receipt Form [cash box]
	Facilities Use Request Form

ASB – Purchasing	ASB Purchase Order Request
	ASB Reimbursement Voucher
	Contractual Services Agreement
	PO Tracking Form
	Purchase Order Revision

ASB – Travel	ASB Statement of Travel Expenses
	ASB Student Meal Form
	ASB Travel Allowance Voucher
	ASB Travel Request Form

BELL SCHEDULES	3-on-1-page Bell Schedule – Business Card Size
	3-on-1-page Bell Schedule – Letter Size
	Bell Schedule – 2-Hour Late Start: Normal Day LIF Day
	Bell Schedule – Early Release with Lunch
	LIF DAY Bell Schedule
	PACK TIME Bell Schedule
	REGULAR Bell Schedule

[Bullying Prevention](#) (free resources at stopbullying.gov)

Calendars	EEA Employee Work Calendar, 2024-25
	Employee Calendars on DocuShare, 2024-25
	Payroll Calendar for 2024-25
	Student Art Calendar, 2024-25 – <i>coming soon</i>
	Student At-a-Glance School Year Calendar: 2024-25 2025-26
	Student Impact Calendar, 2024-25 – <i>coming soon</i>

[Child Abuse Report Form](#)

Clubs at JHS, 2024-25	
Course Proposal Forms	Course Equivalency Proposal Form 2025-26 – <i>due Oct 1, 2024</i>
	Course Proposal Form for New Courses 2025-26 – <i>due Dec 2, 2024</i>
	Course Proposal Form for New CTE Courses 2025-26 – <i>due Oct 1, 2024</i>
	Course Revision Form 2025-26 – <i>due Dec 2, 2024</i>
Course Catalog – EPS District HS Course Catalog: 2024-2025 2025-2026	
Covid Symptom and Exposure Flowchart	
CPS: Everett DCFS 425-339-4768 after-hours 1-800-562-5624 (<i>verify case managers calling from cell phones</i>)	
CRC Map: Floor 1 Floor 2	
Daily Announcements	Daily Announcement Form
	Daily Announcement Instructions (mailto:jhsannouncements@gmail.com)
District Policies and Procedures	
DocuShare Logon Instructions TO ACCESS PRIVATE DOCUMENTS	
Evacuation Line-ups	Field Line-up, 2024-25
	Tennis Court Line-up, 2024-25
Facilities Use Request Form	
Field Trips	EPS Field Trip Procedures
	Flow Chart
	Leaving Early Sign-out
	Medication Authorization (<i>same form is listed with Health Info</i>)
	Permitted Charter Carriers List
	Private Vehicle Form – <i>student</i>
	Request for Field Trip Estimate (fill-in form)
	Revised Field Trip Paperwork (fill-in form)
Fire Inspection – Pre-Inspection Notice (Preparing for Inspection)	
Grading	Incomplete Grade Contract fill-in form
	List of comment codes for JHS
	ML High School Grading Requirements
Health Info	First Aid Info
	How to Respond to Injury and Illness at School
	Medication Authorization (<i>same form is listed for Field Trips</i>)
	Seizure Record Form
HelpDesk Web – see Service Now	
Harassment, Intimidation, or Bullying (HIB) Incident Reporting Form	
Honor Society Tutors, 2024-25	
Inclement Weather Policy (staff attendance)	

[Injury Report Form](#)

[Intervention Referral Form](#)

[Jackson T-Wolf News](#) Monthly Newsletter for Parents

[JHS Letterhead](#) – *updated for 2024-25*

[Key Card Entry Procedures](#)

[Leave Request Form](#)

Letters of Recommendation in Naviance: [Full Version](#) | [Short Version](#) | [High School & Beyond Plan Website](#)

Lunches, 2024-25: [SEM1](#) | SEM2

Maps of School – [Lower Level](#) | [Upper Level](#)

[Master Schedule, 2024-25](#) – *Excel spreadsheet includes teacher and room assignments for SEM1 and SEM2*

[Mental Health Referral Form](#)

[Needs Request Form](#)

[Payroll Absence Verification Form](#)

[Peanut Free Zone Sign](#)

[Pep Assembly Seating Chart](#) – *updated Sept 2024*

Phones	District Phone Directory
	Everett Public Schools Phones
	Frequently Used Phone Numbers, 2024-25
	Staff Phone List, 2024-25: SEM1 SEM2

[Pre-Arranged Absence Form](#)

[Private Vehicle Driving Form](#) – *employee (see Field Trips section for student form)*

PTSA	PTSA Staff Membership, 2024-25: Paper Form Online Store
	Wolf Tracks Newsletters

[Purchase Order Request Form](#) (non-ASB)

[Purchase Order Revision – General Fund](#)

[Referral Form](#)

[Remote Access \(connect to district from home or away\)](#)

[Restroom Log for Classrooms](#)

[Return to Work Form](#)

RULER	Lesson 1: RULER Intro
	Lesson 2: Class Charter
	Lesson 3: Mood Meter Lesson Mood Meter (w/ feeling words) Strategies (1 pg.)
	Lesson 4: The Meta Moment
	Lesson 5: Meta Moment: Your Best Self My Best Self Worksheet

Service Now – [How to Use](#) | [Service Request Link](#)

Staff Handbook, 2024-25

[Statement of Travel Expenses – General Fund](#)

[Everett Public Schools Student Handbook, 2024-25](#)

[Student Schedule Correction Policy](#)

[Substitute Feedback Form](#)

[TA Confidentiality Statement](#)

[Tech Manual for Sound Systems at JHS](#)

[Teacher Letters of Rec for Students in Naviance](#)

[Time Sheet and Payroll Adjustment Record](#)

[Timecard Online](#)

[Annual Disclosure Form \(School Bus Driver\)](#)

[Driving Record Release of Interest](#)

[Type II Authorization Letter](#)

Nondiscrimination statement

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Officer | ADA Coordinator

Chad Golden | 425-385-4100 | CGolden@everettsd.org | PO Box 2098, Everett, WA 98213

Gender-Inclusive Schools Coordinator

Joi Odom Grant | 425-385-4137 | JGrant@everettsd.org | PO Box 2098, Everett, WA 98213

Section 504 Coordinator

Dave Peters | 425-385-4063 | DPeters@everettsd.org | PO Box 2098, Everett, WA 98213