



Admin Responsibilities, 2024-25	
Admin Supervision, 2024-25	
Akindi Tutorial	
Announcements	Daily Announcement Form
	Daily Announcement Instructions (mailto: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
Athletics	<i>Share your athletics selfies and pics:</i>
	Erik Heinz: X (Twitter) @CoachHeinz57, Instagram @ehein4, email EHeinz@everettsd.org
	Kyle Peacocke: X (Twitter) @KylePeacockeJHS, Instagram @jhsathleticcoordinator, email KPeacocke@everettsd.org , cell 206-755-0888
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	Employee Calendars on DocuShare, 2024-25
	Payroll Calendar for 2024-25
	Student Art Calendar 2024-25
	Student At-a-Glance School Year Calendar: 2024-25 2025-26
	Student Impact Calendar (cultural and religious observations)
Cell Phone Response Progression Procedure	
Child Abuse Report Form	
Clubs at JHS, 2024-25	
College in the High School	Email: cihs@everettsd.org
	Everett Public Schools College in the High School Application

List of Teachers/Courses Already CiHS Approved	
Communications: Stay Connected – where to look for various district communications	
Counselor and Admin Alphas, 2024-25	
Course Proposal Forms	Course Equivalency Proposal Form 2026-27 – <i>due Oct 1, 2025</i>
	Course Proposal Form for New Courses 2026-27 – <i>due Dec 1, 2025</i>
	Course Proposal Form for New CTE Courses 2026-27 – <i>due Oct 1, 2025</i>
	Course Removal Form 2026-27 – <i>due Dec 1, 2025</i>
	Course Revision Form 2026-27 – <i>due Dec 1, 2025</i>
Course Catalog – EPS District HS Course Catalog: 2024-2025 2025-2026	
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	
District Policies and Procedures	
Evacuation Field and Tennis Court Line-ups, 2024-25	
Facilities Use Request Form	
Field Trips	Approved Charters List
	EPS Field Trip Procedures
	Flow Chart
	Leaving Early Sign-out
	Medication Authorization (<i>same form is listed with Health Info</i>)
	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	Covid Symptom and Exposure Flowchart
	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	
Harassment, Intimidation, or Bullying (HIB) Incident Reporting Form	
Honor Society Tutors, 2024-25	
Immigration Information	Deportation Defense Actions from WAISN
	Deportation Defense Hotline from WAISN
	Fact Sheet for Civil Legal Aid from WAISN
	Know Your Rights with ICE from WAISN multiple languages
	Know Your Rights with Police from WAISN
	Know Your Rights Toolkit from ILRC (Immigrant Legal Resource Center)
	Rapid Response Protocol from WAISN
	Red Card: “I Have Rights!” from ILRC (available in multiple languages)
	Resource Finder from WAISN
	Resources Webpage from WAISN (WA Immigrant Solidarity Network)
Inclement Weather	
Injury Report Form	
Intervention Referral Form	

JHS Graphics Standards JHS Spirit Email Signature How-to	
JHS Letterhead – updated for 2024-25	
JHS Maps: lower level upper level (updated per latest portable removals)	
JHS Staff Handbook for 2024-25	
Key Card Entry Procedures	
Leave Request Form	
Lunches for 2024-25: SEM1 SEM2	
Master Schedule with teacher and room assignments for SEM1 and SEM2: 2024-25	
Newsletters	District News – Everett Public Schools monthly family newsletter
	District Staff News – EPS monthly staff newsletter Archived Issues
	EduBytes – EPS technology newsletter
	Jackson Community Newsletter Monthly Newsletter for Parents
	Jackson T-Wolf News – monthly newsletter for JHS families
	Special Services Newsletter
	Staff News Hub (must be signed in): newsletters, current notifications, and more
	Stay Connected : Where to Look for Various District Communications
Wolfpack Press – online student newsletter	
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
	JHS Phone List, 2024-25: SEM1 SEM2
Pre-Arranged Absence Form	
Private Vehicle Driving Form – <i>employee (see Field Trips section for student form)</i>	
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)	
Resetting Student Passwords	
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
Statement of Travel Expenses – General Fund	
Student Handbook, 2024-25	
Student Multiple Tardies Lunch Detention Form Questions? Kristina Monten	
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	
Type II Information	Annual Disclosure Form (School Bus Driver)
	Driving Record Release of Interest
	Type II Authorization Letter
Worksite Learning: Video Sign New Worksite Learning Student Forms byoungberg@everettsd.org	

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