



WEST SOUND TECH

2023-2024 Student Handbook

NON-DISCRIMINATION DISCLOSURE

The Bremerton School District 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Garth Steedman, at 360.473.1031, email garth.steedman@bremertonschools.org or the Section 504 Coordinator, Mark Mayfield, at 360.473.4702, email mark.mayfield@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.



WELCOME

to WST

Welcome to West Sound Tech! We are excited that you have chosen to participate in one of our many advanced career and technical education programs. WST serves more than 550 juniors and seniors from 10 local school districts. West Sound Tech begins construction on our new building this coming fall. Our construction project creates an unique learning experience for students and will reshape our campus. The WST project brings both excitement and challenges to our building; I am confident that it will be a good experience for all. I am committed to ensuring that every student has a positive, career-connected, post-secondary preparatory experience at WST that connects student inspiration with their aspirations, goals, and future success.

Your student's safety is our priority at WST and we implement all state mandated precautions to ensure student safety while on campus. Your student plays a significant role in ensuring a safe campus by following all safety requirements and wearing all proper personalized protection equipment (PPE) for their program. Please make sure you know and understand the PPE expectations for each class to help us keep all students safe while learning.

This handbook provides essential information about programs, services, and expectations for students and families at West Sound Tech. WST follows the Bremerton School District student rights and responsibilities handbook, district policies and district procedures.

WST STUDENT HANDBOOK

Please read the handbook carefully as it outlines **YOUR** expectations, rights, and responsibilities as well as staff expectations, rights, and responsibilities. Some of the outlined rules and expectations may be different from those at your sending school. For your safety, it is critical that you follow the rules as outlined in this handbook.



At West Sound Tech, we are preparing students for life and careers. Our attendance procedures meet both the preparation for life for students and the state requirements for reporting an absence. While it may seem like this duplicates the process it helps to develop student accountability while also following the law. There are two steps to the WST reporting process, student responsibility to contact the instructor directly and the parent/guardian responsibility to officially report the absence to the registrar.

STEP 1: Student Responsibility

Just as you would in the workplace, students at West Sound Tech **MUST** contact their instructor if the student is absent. Contact your instructor by either email or phone, just as you would for a job, and explain your absence to the instructor. (EXAMPLE: Good morning Ms. Sanford, this is Geneva. I am sick and will be absent today. I plan to be back at school tomorrow). Many of our teachers now use REMIND, so you may send a message through REMIND to your instructor as well.

STEP 2: Parent/Guardian Responsibility

A parent **MUST** report an absence in writing or by phone call.

IMPORTANT: Absences **MUST** be reported to both the student home school and to WST separately.

Parents, please follow-up a student absence with an email to the registrar:

(ERIN.MCKIERNAN@WESTSOUNDTECH.ORG), a phone call (360-473-0557), or written documentation with the following information: STUDENT NAME | DATE OF ABSENCE | REASON FOR THE ABSENCE



TABLE OF CONTENTS

Mission and Vision Statement -5	Grading Policies - 16
West Sound Tech Staff - 5-6	Hall Passes - 17
Daily Bell Schedules -7	Hallway Behavior - 17
2022-2023 WST Calendar -7	Harassment, Intimidation, and Bullying - 17-18
ABC Process - 8	Homework - 18
Accidents -8	Illness/Injuries - 18
Activities -8	Immunizations - 19
Administrative Office Hours -8	Lockers - 19
Announcements -8	Longboards, Rollerblades, Skateboards, Scooters, Bikes - 19
Associated Student Body (ASB) -9	Lost and Found - 19
Attendance / Tardy Policy -9	Lunch -20
WST Attendance Reporting Expectations -9	Mckinney Vento Act - 20
BSD Non-Discrimination Statement -9	Medications - 20
BSD Discrimination and Sexual Harassment Policy -10	Non-Performance in Class - 21
Bus Conduct -10	Parking - 21
Cameras - 10	Parking Lot Expectations - 22
Campus Policy -10	Personal Property (Non-Educational Possessions) -22
Campus Cell Phone & Technology Policy -10	Restraint - 22
Change of Address / Phone Number Procedures - 11	Restricted Areas - 22
Child Custody - 11	Safety - 23
COVID-19 Information - 11	School Search, Seizure, and Student Identification Policies - 23
Dangerous Weapons on School Facilities/Property - 11	Sexual Harassment of Students Prohibited - 24
Decorum - 11	Standards-Based Grading - 24
Discipline - 12	Student Rights and Responsibilities - 24
Dress Code - 12	Substitute Teachers - 24
Drug and Alcohol Intervention -12	Telephone Use/Messages - 24
Emergency Procedures - 13	Tobacco/Vape Use Prohibited on Campus - 24
Emergency School Closure - 14	Truancy - 25
Fees - 15	Visitors/Guests - 25
FERPA - 15-16	When to Stay Home From School - 25
Field Trips - 16	Parent/Guardian and Student Agreement Signature - 26
Fines - 16	Photo/Video/Interview Release - 27

As An Integral Member of WST, you are Expected



- Respect Yourself
- Respect All Individuals
- Respect Staff and Staff Instructions
- Respect Personal and Public Property

WST Mission & Vision

WST Mission: The mission of West Sound Technical Skills Center is to ensure that all students are prepared for life, career, and college through industry-based, technically rigorous programs.

Vision: To prepare every West Sound Technical Skills Center graduate to be career and college ready, enter the global workforce, and be a successful and contributing citizen through innovative and flexible program opportunities.



WST Office and Support Staff

Main Office 360-473-0550 (Phone) 360-478-5090 (Fax)		
Title	Name	Email
Director/Principal	Shani Watkins	Shani.Watkins@westsoundtech.org
Student Services Coordinator	Nora Zollweg (360) 473-0559	Nora.Zollweg@westsoundtech.org
Administrative Office Assistant	Loretta Robinett (360) 473-0556	Loretta.Robinett@westsoundtech.org
Budget Tech	Deanna Bruce (360) 473-0553	Deanna.Bruce@westsoundtech.org
Registrar ** Attendance	Erin Mckiernan (360) 473- 0557	Erin.Mckiernan@westsoundtech.org
Clerical Assistant	Lorilei Siemens (360) 473-0554	Lorilei.Siemens@westsoundtech.org
Paraprofessional	Peanut Foster	Andrea.Foster@westsoundtech.org

WST Instructional Staff :

Main Office 360-473-0550 (Phone) 360-478-5090 (Fax)		
Instructor Name	Program	Email
Bockelie, Eric	Criminal Justice	Eric.Bockelie@westsoundtech.org
Colburn, Janine	Culinary Arts	Janine.Colburn@westsoundtech.org
Hanson, Billie	Cosmetology	Billie.Hanson@westsoundtech.org
Headley, Gabe	Learning Coordinator	Gabriel.Headley@westsoundtech.org
Abby Higgins	Cosmetology/Esthetics	Abbigail.Higgins@westsoundtech.org
Horan, Karen	Cosmetology	Karen.Horan@westsoundtech.org
Jordan, Karl	Maritime Academy Instructor	Kjordan@ptschools.org
Kovacs, Bela	Welding	Bela.Kovacs@westsoundtech.org
Rain, Nils	Fire Science	Nils.Rain@westsoundtech.org
Sample, Kelly	Collision Repair	Patrick.Sample@westsoundtech.org
Sharpe, Tony	3D Animation & Game Design	Tony.Sharpe@westsoundtech.org
Snyder, Luke	Automotive Tech	Lucas.Snyder@westsoundtech.org
Swayze, Gerry	Criminal Justice	Gerald.Swayze@westsoundtech.org
Valenzuela, James	HVAC Tech	James.Valenzuela@westsoundtech.org
Vincent, James	Construction Careers	James.Vincent@westsoundtech.org
Witherow, Susan	Esthetics	Susan.Witherow@westsoundtech.org
Young, David	Professional Medical Careers	David.Young@westsoundtech.org

Daily Bell Schedule

Session 1 (AM Session): 8:00 - 10:30 AM | Session 2 (PM Session): 11:10 - 1:40 PM

Notable Non-School Days:

October 27 | November 10 | November 23-24 | December 21 - January 2 | January 15 | January 29
February 19 | February 20 -21 (snow makeup days) | April 1-5 | May 27

2023-2024 WST Calendar

August 2023				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023 (19)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 (21)				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023 (19)				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023 (14)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

WST 2023-2024 Calendar

Serving the Following Districts:

Bainbridge Island - BI | Bremerton - BR
Central Kitsap - CK | Chimacum - CH
North Kitsap - NK | North Mason - NM
Peninsula - PE | Port Townsend - PT | Quilcene - Q | South Kitsap - SK

August 29, 30, 31: Staff PD

September 5: First Day of School

October 16: Progress Reporting Day

October 27: No School for Students

November 10: No School: Veteran's Day

November 23, 24: No School: Thanksgiving Break

December 1: Progress Reporting Day

December 21 - 29: Winter Break

January 1 - 2: Winter Break

January 15: No School: Martin Luther King Day

January 26: Progress Reporting Day

January 29: No School for Students

January 30: 2nd Semester Begins

February 19: No School: President's Day

February 20 - 21: Snow Makeup Day

March 14: Progress Reporting Day

April 1 - 5: Spring Break

May 2: Progress Reporting

May 27: No School: Memorial Day

June 14: Last Day of School

June 19: Juneteenth Holiday

June 24 - 28: Summer School

July 1-3: Summer School

July 4-5: July 4 Holiday

July 8-12 Summer School

January 2024 (19)				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024 (18)				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024 (21)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024 (17)				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024 (22)				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024 (10)				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
SS	SS	SS	SS	SS

July 2024				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
SS	SS	SS	SS	SS
8	9	10	11	12
SS	SS	SS	SS	SS
15	16	17	18	19
22	23	24	25	26
29	30	31		

LEGEND -

GREEN - No School/Holiday

RED - First and Last Day

GRAY - Half Day

Orange - Progress Reporting

Yellow - Staff Professional Development, no school for students Snow Make Up Day

Base Days (3): August 29, 30, 31

Supplemental Days (2): October 27, January 29

Snow Makeup: February 20, February 21

ABC Process

At the beginning of each school year, parents/guardians must complete the [“ABC” process – or Annual Back to-School Check-in process](#) (formerly known as the Annual Demographic Update) – for each student enrolled.

Students enrolled at WST will have a separate Skyward Access from their sending school. To access your student's Skyward account, please contact Erin Mckiernan, erin.mckiernan@westsoundtech.org. This process must be completed for all students in the district – including both previously enrolled as well as newly registered students.

In addition to reviewing/updating contact information and completing some important demographic information, parents/guardians will be asked to read, complete and sign the following documents, which can be viewed and/or downloaded from the District website:

[Network/Acceptable Use Agreement for Students](#) | [Policy 2022](#) | [Procedure 2022P](#) | [Technology Handbook for Parents and Students](#)

Accidents

If an accident occurs, please report it immediately to your teacher or staff member in charge. The staff member reports the information to the office and any other necessary authorities. Proper medical referrals are made when necessary. First-Aid kits located in all classrooms and the main office.

Student accidents are not covered by school district insurance. Forms are available to students to purchase insurance if a student is not covered under a family insurance policy. It is the student's and parents' responsibility to ensure proper insurance coverage for the student.

Activities

Sending High School Activities – if a student plans to participate in an activity with their sending school (i.e. field trip) the student must complete and turn in the ‘sending school activity’ form **BEFORE** the absence. Forms are available in the main office at WST.

West Sound Tech Activities – Students participating in a WST activity must also gain permission from the sending school, teachers, and/or main office prior to the WST activity or event.

Administrative/Office Hours:

WST's office is open Monday – Friday from 7:30 am – 3:30 pm during the regular calendar schedule. During summer and school breaks, the office may be closed, call to check on availability during breaks and summer. To access the office, call 360.473.0550.

Announcements

WST shares important announcements and updates via the weekly WST update, the WST website, REMIND, and emails home to communicate. Register for REMIND to ensure that you receive all communications from your student's instructor. Each instructor has an online learning platform for each class, where students will receive weekly Monday updates on expectations, assignments, due dates, and other important information.

Associated Student Body -(ASB)

The ASB is comprised of all West Sound Tech students. ASB Student council includes elected officers and representatives from each program. Nora Zollweg is our WST ASB advisor. For more information, contact Nora at Nora.Zollweg@westsoundtech.org.

Attendance | Tardy Policy

SEE DISTRICT HANDBOOK

WST Attendance Notification Procedures

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Bremerton School District Discrimination and Sexual Harassment Policy

SEE DISTRICT HANDBOOK | **Student:** Policy 3205 | Procedure 3205P | **Staff:** Policy 5011 | Procedure 5011P

Bus Conduct

Several school districts provide bus transportation to WST. Students are expected to utilize their district's transportation and should not drive personal vehicles to WST. Students that disrupt or jeopardize the safety of bus transportation are subject to disciplinary action by their sending school and may lose bus-riding privileges. Always follow your school districts bus rules and responsibilities.

[SEE DISTRICT HANDBOOK](#)

Cameras

West Sound Tech is equipped with security cameras throughout the school. These cameras are intended to help provide a safe environment for all students and staff at our school.

Closed Campus Policy

Students are expected to remain at WST from the time they arrive in the morning until they depart at the end of the regular school day unless official permission to leave the school grounds has been obtained from the school's office.

[SEE DISTRICT HANDBOOK](#) | [Policy 3242](#)

Campus Cell Phone and Technology Policy

Preparing students for life and careers includes developing procedures mirroring the workplace, where in many cases, employees are asked to keep their cell phones stored during work hours. Employees can access their cell phones during break time and upon approval from employers. To help prepare our WST students for careers after high school, a cell phone policy has been put in place to support employer expectations.

Cell phones may be used before school, during passing, during lunch, after school. Cell phones may be used by **express** instructor permission during class for educational purposes only.

A cell phone holding device is available in every classroom. Upon entering the classroom, students are expected to silence their ringer and place their phone in the holding device daily. Students are not allowed to retrieve their phone from the classroom holder until the end of the class/instructional period or by direct instructor permission.

Students that choose not to follow these procedures (i.e. student has their cell phone out or on during class instruction) will be referred to administration for consequences and parent contact.

Consequences:

1. First Offense phone will be taken by the teacher and turned into the office
Parent/guardian will be contacted and will need to meet with administration to get the phone returned
2. After second offense, the cell phone will be expected to be turned into the main office at the start of WST and may be picked up at the end of the session.

NOTE: These procedures include ALL electronics that act like cell phones, including Smart Watch/Apple Watch. Your watch must be placed in 'airplane mode' upon arriving to class each day.

Change of Address/Phone Number Procedures

Students should contact the registrar as soon as possible if an address or telephone number change occurs during the school year. Please contact, Erin Mckiernan at erin.mckiernan@westsoundtech.org or 360-473-0557.

Child Custody

Any updated court documents related to child custody need to be provided to the student's school annually. [SEE DISTRICT HANDBOOK](#) | [Policy 3205](#) | [Procedure 3205P](#)

COVID

If you have one or more of these symptoms, please isolate at home and test for Covid-19:

- Fever (>100.4) or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Cough (new, changed, or worsening)
- Nausea, vomiting, or diarrhea
- Fatigue
- Sore throat
- Congestion or runny nose

Those who have symptoms of Covid-19 are required to stay home and should get tested and/or see a health care provider and follow the return to work/care/school guidance accordingly. Those who test positive for COVID-19 are required to isolate at home or where they are currently residing, regardless of vaccination status. The student may return after 5 full days of isolation if they are asymptomatic or their symptoms have improved and they have had no fever for the past 24 hours without the use of fever-reducing medications. A positive test initiates the isolation protocol. Additionally, individuals who test positive using antigen or at-home tests towards the end of the full 5 days of isolation, and/or on days 6-10, are required to complete the 10 full days of isolation.

[Symptoms Decision Tree](#) | [Department of Health Requirements and Guidance](#)

Dangerous Weapons on School Facilities/Property

[SEE DISTRICT HANDBOOK](#) | [Policy 4210](#)

Decorum

Excessive, overt displays of affection (including hugging, kissing, etc.) are prohibited and subject to disciplinary action. The general guideline is behavior at school should mirror that of a professional job site. Displays of affection could be considered an act of harassment.

Language at WST should reflect appropriate business language. Profanity is never acceptable at WST. Likewise, racist, insulting, inflammatory, and derogatory language is not tolerated. Students that use such language will be subject to appropriate consequences, including removal from WST.

[SEE DISTRICT HANDBOOK](#) | [Policy 3205](#) | [Procedure 3205P](#)

Discipline

The district implements culturally responsive discipline that provides every student the opportunity to achieve personal and academic success. The administration of other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior available online at: <https://www.k12.wa.us/student-success/support-programs/learning-assistance-program-lap/menus-best-practices-strategies/behavior-menu-best-practices-strategies>. Severe infractions may result in removal from WST.

[Discipline Policy 3241](#) | [Discipline Procedure 3241P](#)

Dress Code

West Sound Tech is a simulated workplace environment and students are required to adhere to the workplace dress code criteria within the classroom. WST students are expected to dress and conduct themselves in a professional manner. Some programs **REQUIRE** a specific dress code or uniform policy that models workplace expectations and students **MUST** comply to those expectations. Students may not wear strapless, tank tops, crop tops or shirts that show their midriff. All clothing must cover the entire torso. Shorts and skirts may be worn for some programs, but NOT all programs because of safety and other requirements for the specific industry. Shorts may not be too short, and students may not wear bicycle shorts or volleyball type shorts to WST.

Specific course dress code policies are outlined in the individual course syllabus. WST recognized the dress code may be different from sending high school expectations. Appropriate clothes, shoes, and safety gear **MUST** be worn at all times. Several programs require specific dress code because of safety and health requirements. Please check with your instructor and the class syllabus to verify the dress code for your class.

For the purpose of this procedure, a material or substantial disruption of the educational process will be found to exist when clothing contains or depicts:

- Violent language or images, inclusive of jewelry;
- Images, innuendo, or language depicting weapons, drugs, tobacco, nicotine or vapes, alcohol, related messages (or any other illegal item of activity);
- Hate speech, profanity, sexual innuendo, or pornography;
- Symbols or language that creates a hostile or intimidating environment based on any protected class or affects the attendance of another student and/or
- Gangs (inclusive of items that signify gang association)

Dress Code – Important, WST is designed to prepare students for careers in a variety of areas. At WST students must wear shirts with sleeves, including t-shirts, polos, or button-down shirts (no tank tops, no strapless tops, no crop tops, no ‘belly’ shirts) that cover the full torso. Shorts may be worn for some programs (not all programs because of safety and other requirements for the industry); please make sure that shorts are not too short. Students may not wear bicycle shorts or volleyball shorts to West Sound Tech. **Several programs require specific dress code because of safety and health requirements.

Please check with your student’s teacher to verify dress code for the class.

[See District Handbook](#) | [Policy 3224](#) | [Procedure 3224P](#)

Drug/Alcohol Intervention

West Sound Tech will contact the student's sending school to assist with access to an Intervention Specialist. Nora Zollweg (Nora.zollweg@westsoundtech.org), the WST student services coordinator is a resource for students, parents, and faculty.

Emergency Procedures

FIRE DRILL:

After the alarm sounds:

- * Listen to the teacher for instructions
 - * Line up and evacuate the building in an orderly fashion
 - * Walk with class to designated spot
 - * Line up and stay with your class
 - * Keep your eye on the teacher to make sure they see you. Teachers must take attendance
- Note: In the event of a fire alarm happening during passing period, students need to evacuate the building and report to your instructor.

LOCKDOWN:

After the announcement is made:

- * During passing, find the closest classroom or secure office
 - * Listen to the teacher for instructions
 - * Move away from doors and windows
 - * Do not talk
 - * Do not open doors to anyone except law enforcement only after they clearly identify themselves
 - * When cleared by law enforcement, leave all bags in the building and evacuate with law enforcement
- In the event of a real situation, any students that find themselves outside of the school should move away from the building to a safe location. DO NOT GO to a stranger's house.

EARTHQUAKE :

During an earthquake or after an announcement:

- * Duck, cover, and hold
- * Listen to the teacher for instructions
- * Evacuate the building the safest way possible after the earthquake or announcement
- * Be prepared to select alternative exits and direct classes to these exits in the event the designated route is blocked.
- * Walk with other students to the designated location and report to your instructor
- * Remain in place until student/parent reunion team clears you

SHELTER-IN-PLACE

After the announcement is made:

- * Listen to the teacher for instructions and assist teacher when needed
- * Move to close and lock classroom exterior windows and doors
- * Cover exterior door frames and windows with tape and/or plastic

Shelter-in-place is a short-term safety procedure that is intended to help protect staff & students by taking shelter inside the school if hazardous materials are released into the atmosphere.

ALICE TRAINING:

West Sound Tech adheres to the ALICE training model (Alert, Lockdown, Inform, Counter, Evacuate), in the case of a threat inside the school. Students will practice ALICE through table top discussions and discussions in class.

Emergency School Closure

EMERGENCY SCHOOL CLOSURES

West Sound Tech follows the Bremerton School District operating schedule for emergency closure. If a student's sending school is closed because of inclement weather, students from that school are not expected to attend WST unless it is safe to do so. A snow day absence will not negatively impact program status as the time will be made up later in the year.

IF BREMERTON SCHOOLS ARE CLOSED, WST IS ALSO CLOSED.

By 6:00 am, information about school closures, delays, and other emergencies will be available on the WST website (www.westsoundtech.org, or www.bremertonschools.org) and the district's news and information hotline: 360.473.1002.

Local Media that broadcasts school closures and delays		
AM Stations	FM Stations	TV Stations
KCIS 630	KPLU 88.5	KOMO 4
KIRO 710	KVTI 90.9	KING 5
KIXI 880	KLSY 92.5	KONG 6/16
KOMO 1000	KUBE83.3	KIRO 7
KYCW 1090	KMPS 94.1	KCPQ 13
KLAY 1180	KIRO 97.3	
KITZ 1400	KAYO 99.3	
	KMTT 103.7	
	KCMS 105.3	
	KRWM 106.8	

Fees

Specific course fees are listed in the individual course syllabus. Students that meet the criteria may use Barrier Reduction Funds to cover fees if needed. Please work with Nora Zollweg (Nora.zollweg@westsoundtech.org), Student Services Coordinator, if you are unable to pay for required course materials and meet the Barrier Reduction qualification. Items may include PPE (personal protective equipment), kit costs, and uniform costs.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.



Family Educational Rights and Privacy Act (FERPA) (Cont'd.)

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A parent/guardian is given the opportunity to opt-out of the release of directory information each year during the Annual Back -to-school Check-in process or ABCs in Skyward (formerly known as the Annual Demographic Update). The opt-out form is also available anytime on the District website.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

Field Trips

WST programs often participate in field trips that enrich learning for students. Students must be in good standing to participate in field trip experiences. All students must have approval from parents, their home school, and WST to participate. Students that behave inappropriately on a field trip will be disciplined appropriately and jeopardize future opportunities for additional field trips.

Fines

Fines, or replacement costs, are assessed for lost school items, damage school property, unpaid fees, unreturned items from school fundraisers, stolen school property, and other reasons determined on a case-by-case basis. Students are expected to pay any replacement costs for any lost, damaged, unpaid fees, or unreturned items. Students with outstanding fines are expected to pay fines in full. Students that claim to have paid a fee or fine that still shows on school records must produce a receipt for the payment for the payment to be verified.

Grading Policy

WST is on a semester grading basis, with progress reports sent out every 30 days. Grades are available through your WST family access account (WST Skyward account) and are updated regularly. Grades are based on the following:

- Attain identified knowledge, skills, and abilities, as well meeting industry standards
- Demonstrate knowledge and application of related theory
- Demonstrate attainment of the 21st Century Skills
- Overall quality and mastery of program standards
- Adherence to ALL safety rules and expectations

**** Course syllabus includes specific details related to course grading practices**

Hall Passes

Students must have a visible school-designated hall pass with them at all times when released during class time. Students must carry their WST student identification card with them at all times and present to school staff if asked.

Hallway Behavior

WST is a simulated workplace environment and as such it is important that respectful hallway behavior is used when in public areas of West Sound Tech. Inappropriate hallway behavior includes blocking hallways, excessive noise, horseplay, and offensive language. Excessive overt affection, including kissing, is not acceptable in the workplace nor at WST.

Harassment, Intimidation, and Bullying (HIB)

The Bremerton School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. It is everyone's right to work, study, and learn in a respectful environment. The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying or retaliation.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors.

Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

As is defined in legislation, harassment, intimidation, bullying, or retaliation is prohibited and will not be tolerated by students or employees of the Bremerton School District. "Harassment, intimidation or bullying" means any intentionally written message or image, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or retaliation. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Harassment refers to any malicious act, which causes harm to any person's physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

Harassment, Intimidation, and Bullying (HIB) (cont'd)

Intimidation refers to implied or overt threats of physical violence.

Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying. Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Information on how to report harassment, intimidation, or bullying can be found on the District website.

If you have any questions or concerns about the policy or procedures, please contact the District Compliance Officer, Patty Glaser, Supervisor of School Safety & Support. You can email patty.glaser@bremertonschools.org or call 360-473-1003.

[SEE DISTRICT HANDBOOK](#) | [Policy 3207](#) | [Procedure 3207P](#) | [Reporting Form 3207F](#)

Homework | Makeup Work

If a student has missed an assignment because of an absence, he/she is expected to follow the instructor's policy to access makeup work upon the day of return. All instructors have online learning platforms connecting to the classroom that are updated weekly with the assignments, expectations, and due dates. Students may access the learning platform at any time; ask your instructor for more information. Students must work with teachers in order to determine due dates for work missed because of absence(s). Requests for homework from teachers will be honored when a student is absent more than three (3) days or less, who are absent because of personal choice, or who are absent because of truancy.

Illness/Injuries/Medications

Board Policy 3416 states: In the event of illness or injury, you must report directly to your classroom teacher or the Main Office. West Sound Tech is not authorized to administer medication. Students with conditions requiring medications to be dispersed at school should complete a medication release form obtained from the main office.



Immunizations

[SEE DISTRICT HANDBOOK](#) | [Policy 3413](#) | [Procedures 3413P](#) | [Policy 3410](#)

Lockers

Students may be assigned lockers for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the District. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with District policy. Students may not switch lockers without the permission of the director and instructor.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself. Tampering or modifying the lock or lock mechanism may be considered vandalism. Students should avoid placing stickers or other adhesive backed papers on the lockers. Students are responsible to leave lockers in the condition in which they were issued.

Any student's locker, desk or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to Board policy governing personal searches. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to Board policy governing personal searches.

[SEE DISTRICT HANDBOOK](#) | [Policy 3230](#) | [Procedure 3230P](#)

Longboards, Rollerblades, Skateboards, Scooters, and Bikes

Skateboards, rollerblades, and other wheeled toys that move, present a safety hazard on campus and may not be used on school property. Skateboards, scooters, toys that move, etc. are not permitted at school at any time, night, or day. Bikes are allowed but must be walked once on campus and parked in a designated area. If you have a skateboard or long- board on campus, please bring it to the main office for safekeeping.

Lost & Found

Lost & found located in the main office. Board policy 3436P states: After a fifteen (15) day period, or five (5) days after the end of the school year, unclaimed items may be returned to the finder or deposited at the Salvation Army, St. Vincent de Paul or other agencies involved in charitable activities.

Lunch

Students attending WST that need to pick up a lunch before returning to their home school or upon arrival for second session have the option of a school lunch. Free/reduced lunch is provided to all qualifying students. Contact Lorilei Siemens (lorilei.siemens@westsoundtech.org), for more information about free and reduced lunch applications. Throughout the year, the student deli is open and available with a variety of menu selections for purchase.



McKinney Vento Act

The McKinney-Vento Act addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship (doubled-up)
- Hospitals secondary to abandonment or awaiting foster care placement
- Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
- Public or private places not ordinarily used as sleeping accommodations for human beings

The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. Those who are in any of the above situations should contact the Bremerton School District Office at 360-473-1000.

Medication at School

Under normal circumstances prescribed oral medication and oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If it is essential for a child to take oral medication during school hours and the parent cannot be at school to administer the medication, the parent must submit a written authorization accompanied by written instructions from a licensed health professional.

If a student must be given medication at school, the following conditions must be met:

1. All medication, including over-the-counter medications such as aspirin, Tylenol, Advil, cough syrup, or cough drops, etc., must be authorized by a physician. Before school staff can allow your child to take any type of medication at school, a Medication Authorization Form signed by the parent/guardian and physician must be on file in the Main Office. These forms are available from the main office.
2. The medication must be in the original container with a label that includes:
 - Student's name
 - Name of the medication
 - Directions for administering the medication

Self-Administration of Asthma and Anaphylaxis Medications

Students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The student's parent or guardian will submit a written request and other documentation required by the school. The student's prescribing health care provider must provide a written treatment plan.

Protocols for medication at school are posted on the District website.

SEE DISTRICT HANDBOOK | [Policy 3416](#) | [Procedures 3416P](#) | [Form 3416F](#) | [Policy 3419](#)



Non-Performance in Class

Attending West Sound Tech is a privilege and students are expected to have excellent attendance, fully participate in class, and complete all work above at least a C level. Students who do little or no work in classes, do not complete assigned homework, fail to regularly bring materials to classes, or otherwise fail to make an effort to achieve academically, may be subject to removal from WST and returned full-time to their sending school.

Parking

Due to construction, parking at WST is extremely limited, students **MUST** have prior permission to park at WST prior to driving to WST. Only under extenuating circumstances may students be allowed to drive to campus. Transportation is provided by all sending schools and is readily available to all students. Students driving to WST must register their vehicle and post the WST parking sticker on their vehicle in the designated area on the windshield or back window of the vehicle. The WST parking pass is **FREE**. Driving to WST is a privilege and the driving privileges and responsibilities are expected to be followed by each driver; failure to follow the rules may result in the loss of driving privileges. Drivers are expected to stay for the entire 2.5 hours class session, there is no early release for those driving themselves to school.

Students **MUST** Park in designated student parking areas (South parking lot) and display the parking permit in plain view during school hours. **Automobiles and parking lots are off limits to students during school hours.** Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed.

Vehicles parked on school property are subject to search if school officials have reasonable cause to believe that alcohol, drugs, controlled substances, weapons, stolen property, or other contraband not permissible on school grounds is present.

Students driving recklessly, or otherwise violating school or safety rules may lose parking privileges or have their vehicles impounded at owner's expense. Students who park without a school parking permit will face disciplinary action. Student drivers must follow the rules of the road. Important: school buses have the right of way after school lets out as they have very specific schedules they must follow. Student drivers are to wait until buses are on the road before leaving the parking lot. Remember to use the zipper technique, to ensure smooth transition to the roads. Do not go through the parking lots of the businesses on either side of WST, they will call the police on drivers.

Students blocking other vehicles and vehicles parked in fire lanes are subject to towing at owner's expense. Student vehicles are to be locked and cannot be moved during the school day. Students that drive to school assume all risk of vandalism, theft, and damage to their vehicles. West Sound Tech and Bremerton School District are not liable for damage, theft, etc., to student vehicles.

Parking Lot Expectations

Students that drive their vehicles to WST must park in the student parking lot and register their car with the front office. The parking pass is **free**. To prevent issues, students are not to hang out in the parking lot before school, during class time, during lunch, or after school. Students are not to be in the parking lot during class time unless a student has express permission from the front office administration and/or their instructor.

When students arrive to WST, they should use appropriate parking lot etiquette, and go immediately into the building. Students should avoid smoking and vaping in their vehicles, as tobacco and vapes are not allowed to be used within 1,000 feet of school property, that includes the parking lot.

When leaving the parking lot at the end of school, students should use the south exit onto 1st Avenue North. Please do not cross in front of the building, as this causes issues for our ESD partners who often have families with small children visiting.

Personal Property (Non-Educational Possessions)

West Sound Tech and Bremerton School District are not responsible for items lost or stolen at school or on/at school activities. It is the student's responsibility to ensure that items of value are secured properly. If students bring personal items to school, they do so at their own risk. The school is not obligated to investigate lost or stolen personal items. The school is not responsible for reimbursement of any kind to students or their families. School lockers are to be locked and secured at all times. Tampering or modifying the lock or lock mechanism holds the student responsible for damage to the locker and may result in discipline.

Students are advised not to bring large amounts of money, cell phones, cameras, or other valuables to school. Students are advised to secure their belongings in their lockers. If valuables are taken from a secured locker, contact the office to make a written report. The school is not obligated to investigate theft when students leave belongings unsecured and/or without permission.

Restraint, Isolation, and Reasonable Force

It is the policy of the Bremerton School District Board of Directors that the District maintains a safe learning environment while treating all students with dignity and respect. All students in the District, including those with an Individualized Education Program (IEP), or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from the unreasonable restraint, restraint devices, isolation and other uses of physical force. Under no circumstances will these techniques be used as a method of discipline.

SEE DISTRICT HANDBOOK | [Policy 3246](#) | [Policy 3247](#)

Restricted Areas

During school hours, students are not permitted in staff work areas, parking lots (including the student parking lot), unsupervised classrooms, private property adjacent to the campus, local streets, and areas within twenty feet of perimeter fences. There are student designated restrooms at the north end of the building. Students should not access the staff/visitor restrooms.

Safety

On-the-job safety is a vital part of all occupations and is a part of each individual program at West Sound Tech. All students **MUST** demonstrate safe work habits while at WST. Safety violations are subject to strict discipline, including possible dismissal from a program. The following safety regulations, adopted from industry standards found on the job are expected:

Eye Safety: Students involved in a program of a hazardous nature (per Washington Industry Safety and Health Administration code), must wear appropriate industrial quality eye protective devices. Your first pair of safety glasses are provided by WST, if you need an additional pair, you are responsible for purchasing the proper eye safety glasses.

Appropriate Dress: Students at WST must dress appropriately for the designated program. Protective clothing (as required by WISHA) is required. Dress or appearance must not present a health or safety hazard. A uniform or coveralls for a specific program may be required.

School Search, Seizure, and Student Identification Policies

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures. Staff shall take particular care to respect student's privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons and contraband. The Superintendent, principal and other staff designated by the Superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings and the student's locker, as follows:

- Any search of a student conducted by a District employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products or any object that can reasonably be considered a firearm or a dangerous weapon.
- Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student shall be subject to a strip search or body cavity search by school staff.

Sexual Harassment of Students Prohibited

SEE DISTRICT HANDBOOK | Policy 3205 | Procedure 3205P

Standards-Based Grading

Grades are determined by criterion-referenced standards and evidence from summative assessments based on essential standards. Formative assessment opportunities are offered throughout your course to support student learning and attainment of expected standards. Formative assessment will not be calculated in a final course grade but may be used as evidence of progress toward meeting standard. Summative assessment grades include workplace simulation, 21st century skills, project-based learning activities, tests, and exams.

School board policy 2420P requires online grading access be made available to all students and parents/guardians for up-to-date grades. If a student is at risk of failing a class, the teacher is responsible for notifying the parent and student ahead of final grading. Parents/guardians and students will be provided online access at the beginning of the school year. If you do not receive or lose your access to the online gradebook, please contact Erin Mckiernan, the WST registrar at erin.mckiernan@westsoundtech.org, or 360.473.0557.

SEE HANDBOOK | Policy 2420 | Procedure 2420

Standards-Based Grading Aligned to Final Grades

Beginning Standards	Approaching Standards	Meeting Standards	Exceeding Standards
Incomplete "I", D	C+, C, C-	B+, B, B-	A, A-

Students Rights and Responsibilities

SEE DISTRICT HANDBOOK

Substitute Teachers

There are times when instructors may be out of the building and have a guest or substitute teacher in the class. It is expected that the guest speaker is treated respectfully while on campus. All West Sound Tech policies and procedures for student behavior and potential discipline consequences apply when there is a guest / substitute teachers.

Tabacco Use Prohibited on Campus

Tobacco products, including vapes, are not allowed on campus. Individuals using tobacco must be at least 1,000 feet from school property, including the parking lot.

SEE DISTRICT HANDBOOK | Policy 4215

Telephone Use / Messages

Office telephones are for business use and not to be used by students except in emergency situations. There is a student designated telephone for use in the main office, upon permission from office staff. Classroom telephones may be used for local non-social calls with permission of the teacher. Only messages from members of the immediate family will be delivered to students.

Truancy

SEE DISTRICT HANDBOOK

Vandalism

Students that engage in vandalism on campus will be required to reimburse West Sound Tech for all costs associated with the vandalism. The restorative justice model will be used in determining the consequences beyond paying for all costs of replacement or repairs.

Visitors/Guests

No visitors are allowed during school hours unless they are parent(s) or guardian(s) of current students, or other adult guests approved by administration.

Visitors, guests, community members, potential community partners are welcome in the administrative office to check in and be identified. Prior calls to arrange a visit are appreciated to facilitate the most efficient visit and use of the guest's time. Visitors **MUST** check in at the main office and receive a visitor's pass, which must be visible at all times, for the safety of all students.

- If parent/guardian is experiencing any symptoms of illness, please do not enter the building until you are well
- Before entering the school, visitors must have their ID scanned by the Bremerton School District's visitor management system, Raptor

When to Stay Home From School

If your child is sick – even with mild symptoms – please keep your child home from school and notify your child's school that your student is ill. If your student's symptoms are related to a chronic condition, contact the school and follow school policies for chronic condition management. Please contact your health care provider immediately about serious illness, including any fever of 100.4°F or higher.

Chronic illnesses: If your student's symptoms are related to a chronic condition, contact the school and follow school policies for chronic condition management.

To help protect all students, please notify the school if your child is diagnosed with any of these diseases: Chickenpox, COVID-19, Diphtheria, E. coli diarrhea, Hepatitis, Measles, Mumps, Pertussis, Rubella, Salmonella, Scabies, Shigellosis, Tuberculosis, or another disease as requested. The school will protect your private information as required by law. RCW 70.02, Washington's Health Care Information Access and Disclosure Act.

STUDENT RIGHTS AND RESPONSIBILITIES AGREEMENT

Please sign and return to your teacher.

STUDENT

I, _____, have read the West Sound Technical Skills Center Student Handbook and promise to actively promote and uphold the rules and guidelines set forth. I understand the consequences if the student handbook expectations are violated.

I have reviewed and a WSTSC staff member has reviewed with me, the following policies:

- ☐ Acceptable Internet Use
- ☐ Student Data Transfer
- ☐ Anti-Bullying Policies
- ☐ Sexual Harassment
- ☐ Weapon Free Zone
- ☐ Non-Discrimination
- ☐ Tobacco/Drug Free Zone (no vaping)

Student Signature

Date

Student Program and Session

PARENT AND GUARDIAN

I have read the West Sound Technical Skill Center Handbook and understand the guidelines and expectations set forth for my student and myself. I understand the consequences if the guidelines and expectations are not followed.

Parent Name

Parent Signature

Date

Phone Number

Best Time To Call

Parent Email Address

PHOTO | VIDEO | INTERVIEW RELEASE

While students are in attendance at West Sound Tech they may be photographed, videoed, or interviewed during the course of their course. The following is a release agreement providing permission for your student's photo, video, or interview to be made public through the WST website, newsletters, and other public forums.

☐ I hereby grant to Bremerton School District and West Sound Technical Skill Center (collectively, the "Authorized Parties"), the right to use and publish my student's image and likeness as recorded by the Authorized Parties and any statements made by me to the Authorized Parties (collectively, the "Materials") for any purpose, including advertising, and promotional purposes, in any media now known or hereafter devised, including, without limitation, the internet. I agree that any modifications of the Materials by the Authorized Parties will be owned solely by the Authorized Parties. I understand that I will have no right of approval and no claim against the Authorized Parties arising out of any alteration or modification of the Materials. I hereby waive and release any and all claims that I may now or in the future have against the Authorized Parties for use or publication of my name or likeness or the use, duplication, or display of the Materials and shall neither sue nor bring any proceeding against the Authorized Parties for any claims based upon or relating such use, publication, duplication or display. I agree that this release will be governed by the laws of the state of Washington. I have read and agree to foregoing on my own behalf (as well as on behalf of my child, if the model is a minor), and I have signed this release.

☐ Please do not photograph, video, or interview my child while he/she/they are in attendance at West Sound Tech.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date

Address

Home Phone

Work Phone

Cell Phone