



STUDENT HANDBOOK

2021-2022

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www.westsoundtech.org

101 National Avenue North ♦ Bremerton, WA 98312 ♦ 360.473.0550

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, John Welsh, at 360.473.4400, email john.welsh@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

Table of Contents

Principal’s Message.....	5
Mission and Vision Statement	6
West Sound Tech Staff	6-7
Daily Bell Schedules	7
2021-2022 WST Calendar	8
ABC Process.....	9
Accidents	9
Activities.....	9
Administrative Office Hours	9
Announcements	9
Associated Student Body (ASB)	10
Attendance / Tardy Policy	10
WST Attendance Reporting Expectations	10
BSD Non-Discrimination Statement	10
BSD Discrimination and Sexual Harassment Policy	11
Bus Conduct	11
Cameras.....	11
Campus Policy	11
Campus Cell Phone & Technology Policy.....	11-12
Change of Address / Phone Number Procedures	12
Child Custody	12
COVID-19 Information	12-13
Dangerous Weapons on School Facilities / Property	13

Decorum13

Discipline13

Dress Code 13-14

Drug and Alcohol Intervention14

Emergency Procedures 14-15

Fees 16

FERPA.....16-17

Field Trips17

Fines17

Grading Policies 17

Hall Passes 17

Hallway Behavior 17

Harassment, Intimidation, and Bullying17-19

Homework19

Illnesses / Injuries 19

Immunizations.....19

Lockers 19-20

Longboards, Rollerblades, Skateboards, Scooters, Bikes20

Lost and Found 20

Lunch 20

McKinney Vento Act 20

Medications.....21

Non-Performance in Class 21

Parking 21-22

Parking Lot Expectations 22

Personal Property (Non-Educational Possessions) 22

Restraint.....22

Restricted Areas 24

Safety 24

School Search, Seizure, and Student Identification Policies 23-24

Sexual Harassment of Students Prohibited 24

Standards Based Grading 24

Student Rights and Responsibilities 24

Substitute Teachers 24

Telephone Use / Messages 24

Tobacco Use Prohibited on Campus24

Truancy.....24

Visitors / Guests 25

When to Stay Home From School25

Parent / Guardian and Student Agreement 26

Photo/Video/Interview Release 27

Welcome to West Sound Tech!

Welcome to West Sound Technical Skills Center!

I am so excited to begin the 2021-2022 school year in person with our regular WST schedule. Students, staff, and visitors must wear cloth masks while on campus (no gaiters please!). This is our 43rd year in operation and it's going to be our best yet. 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. Please contact me at any time: shani.watkins@westsoundtech.org.

Your student's safety is our priority at WST and we will implement all state mandated precautions to ensure student safety while on campus. Your student plays a role in that safety as well, by wearing the 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 every student safe while learning.

WST is a high- performing school technical school, offering students the best and most advanced Career and Technical Education programs available. 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. [DISTRICT HANDBOOK](#)

Please read 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 than those at your home school. For your safety, it is important that you follow the rules as outlined in this handbook.

** Once you carefully read through this document, please complete the signature page for students and families and return to your instructor. All students must submit the signature page to the instructor within one week of starting school.

As an Integral Member of West Sound Tech, you are expected:

- ☆ Respect Yourself
- ☆ Respect Personal and Public Property
- ☆ Respect Others
- ☆ Respect Staff and Staff Instructions

WST MISSION AND 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.

Beliefs:

- ☆ Commitment
- ☆ Empathy
- ☆ Equity
- ☆ Integrity
- ☆ Relationships

West Sound Tech Staff:

Teaching Staff	Program	Email
Bockelie, Eric	Criminal Justice	Eric.Bockelie@westsoundtech.org
Colburn, Janine	Culinary Arts	Janine.colburn@westsoundtech.org
Erickson, Eric	Construction Careers	Eric.erickson@westsoundtech.org
Hanson, Billie	Cosmetology	Billie.hanson@westsoundtech.org
Horan, Karen	Cosmetology	Karen.horan@westsoundtech.org
Kovacs, Bela	Welding	Bela.kovacs@westsoundtech.org
Rain, Nils	Fire Science	Nils.rain@westsoundtech.org
Rogers, Jeff	Criminal Justice	Jeffrey.Rogers@westsoundtech.org
Sharpe, Tony	3D Animation & Gaming	Tony.sharpe@westsoundtech.org
Snyder, Luke	Automotive Tech	Lucas.snyder@westsoundtech.org
Watson, Kelley	Maritime Operations	kwatson@ptschools.org
Witherow, Susan	Esthetics	Susan.witherow@westsoundtech.org
Young, David	Professional Medical Careers	David.young@westsoundtech.org
Zawlocki, Nate	Collision Repair Technology	Nathanial.zawlocki@westsoundtech.org

West Sound Tech 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 Outreach 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

DAILY BELL SCHEDULE

SESSION 1 (AM SESSION): 8:00 AM – 10:30 AM

* *No WST AM 12/3*

SESSION 2 (PM SESSION): 11:10 AM – 1:40 PM

* *No WST PM 11/24, 12/3,*

NOTABLE NON-SCHOOL DAYS:

October 11 | November 11 | November 25 – November 26 | December 20 –
December 31 | January 17, February 17 | April 4 - 8 (WST spring break) | May 30

West Sound Tech 2021-2022 Calendar

August 31-Sept 1: Teacher PD
 September 6: Labor Day
September 7: First Day of School
 October 11: Non School Day
 October 19: Progress Reporting
 November 11: No School, Veteran's Day
 November 24: Half Day School
 November 25-26: Thanksgiving Break
 December 3: Progress Reporting Day
 December 3: Teacher PD Day, No School
 December 20 – 31: Winter Break
 January 17: No School, MLK Day
 January 31: 1st Semester Ends
 February 21: No School, President's Day
 March 16: Progress Reporting Day
 April 4 – 8: Spring Break
 May 4: Progress Reporting Day
 May 30: No School, Memorial Day
June 16: Last Day of School

August 2021				
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			

September 2021 (18)				
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	

October 2021 (20)				
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

November 2021 (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			

December 2021 (13)				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
12	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022 (20)				
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
31				

February 2022 (15)				
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				

March 2022 (23)				
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	

April 2022 (16)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
PE	PE	PE	PE	PE
18	19	20	21	22
25	26	27	28	29

May 2022 (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			

June 2022 (12)				
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	
SS	SS	SS	SS	

July 2022				
Mon	Tues	Wed	Thurs	Fri
				1
				SS
4	5	6	7	8
	SS	SS	SS	SS
11	12	13	14	15
SS	SS	SS	SS	
18	19	20	21	22
25	26	27	28	29

LEGEND –
GREEN – No School/Holiday
RED – First and Last Day
 GRAY – Half Day
 Orange – Progress Reporting/End of Semester
 Yellow – Staff Professional Development, no school for students

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 in the Bremerton School District. 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 complete and sign the following documents, which can be viewed and/or downloaded from the District website:

- [Network/internet acceptable use agreement for students](#) | [Policy 2022](#) | [Procedure 2022P](#) | [Technology Handbook For Parents And Students](#)
- [Attendance letter](#)

ACCIDENTS

When an accident occurs, please report it immediately to your teacher or staff member in charge. The staff member will then report 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.

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 uses intercoms, weekly written bulletins, the WST website, REMIND, and the outside reader board to communicate information. Register for REMIND to ensure that you receive all communication. Each instructor has an online learning platform each class, where students will receive weekly Monday updates on expectations, assignments, due dates, etc. Instructors may include additional reminders on their learning platform (either Google Classroom or Canvas).

ASSOCIATED STUDENT BODY (ASB)

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

ATTENDANCE | TARDY POLICY

[SEE DISTRICT HANDBOOK](#)

WST ATTENDANCE NOTIFICATION PROCEDURES

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 the process 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**

TRAVEL during the school year: families and staff planning to travel should follow the [CDC travel advisory guidance](#).

Prior to travel, families must notify the principal of any planned international travel or planned travel to any location identified where a COVID-19 variant has been circulating. The must also notify the principal upon return.

BREMERTON SCHOOL DISTRICT NONDISCRIMINATION STATEMENT

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, John Welsh, at 360.473.4400, email john.welsh@bremertonschools.org. Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

BREMERTON SCHOOL DISTRICT DISCRIMINATION AND SEXUAL HARRASSMENT 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 only drive personal vehicles if transportation is not provided or there are extenuating circumstances. 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.

CAMPUS POLICY

Students are expected to remain on each assigned campus 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 required to silence their ringer and place their phone in the holding device or secure it in their backpack or locker daily.

Students are not allowed to retrieve their phone from the classroom holder until the end of the class/instructional period.

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 3126](#) | [Procedure 3126P](#)

COVID

All school personnel, volunteers, visitors, and students must wear cloth face coverings or an acceptable alternative (such as a disposable surgical mask) at school when indoors regardless of vaccination status.

- Masks must completely cover the mouth and nose and fit securely on the sides of the face and under the chin
- Gaiters, bandanas and face shields are not permitted because they do not meet the above requirements
- Exceptions may be made for masks on a case-by-case basis in accordance with a student's IEP or 504 plan.

WST will make every effort to practice physical distancing of at least three feet between students in classroom settings, and to the degree possible in common areas while allowing for full-time, in person learning for all students.

Physical distancing will be maximized for all students when masks cannot be worn, such as when eating lunch. Physical distancing will be maximized during high-risk activities when increased exhalation or aerosolization occurs. As much as possible, these activities will be moved outdoors or to large, well-ventilated spaces whenever possible.

Teachers, staff, and students should consistently use proper handwashing and respiratory etiquette while at school and on school buses. Staff and students should:

- Frequently wash hands or use an alcohol-based hand sanitizer when soap and water are not available
- Avoid touching eyes, nose, and mouth
- WST provides approved alcohol-based hand sanitizers for all classrooms and throughout the building

Students are encouraged to bring their own refillable water bottles and may use the water bottle filling station to refill their water bottle. Drinking fountains are turned off at WST, so students will need to bring a water bottle to fill up from the water bottle station. If your student does not have access to a reusable water bottle, please contact WST.



WST will take steps to ensure possible exposure to COVID-19 is identified and communicated to the appropriate parties as quickly as possible.

Families **MUST** report any suspected or confirmed cases of COVID-19 when calling into the school to report an absence. The school nurse will reach out to families to ensure compliance with Washington State Department of Health guidelines regarding how long to stay home from school.

COVID SAFETY PROTOCOLS

- Daily health assessment forms/temperature screenings are no longer required
- Class sizes and learning spaces have been modified to the extent possible to allow for social distancing
- WST will work to manage movement and limit transmission opportunities within the school building
- Signage with social distancing and mask requirements will be displayed prominently throughout the building
- WST will continue to increase daily cleaning and disinfecting in all classrooms (cleaning protocols: www.BremertonSchools.org/COVID-19).
- High touch areas will be disinfected frequently with environmental protection agency-rated cleaners.
- Air ventilation increased
- WST has a Temporary Observation Room (TOR) for any student who begins showing symptoms of illness at school and are awaiting pick-up from parent/guardian
- Shani Watkins is the COVID-19 site supervisor and works in collaboration with the district COVID supervisor, Kristen Morga and the WST nurse.

DANGEROUS WEAPONS ON SCHOOL FACILITIES/PROPERTY

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

DECORUM

Excessive, overt displays of affection are prohibited and subject to disciplinary action. The general rule of thumb 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.

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

DISCIPLINE

[SEE DISTRICT HANDBOOK](#)

DRESS CODE

West Sound Tech is a simulated workplace site and as such students are required to adhere to workplace dress criteria within the classroom. WST students are expected to dress and conduct themselves in a professional manner. Some programs **REQUIRE** a dress code or uniform and students **MUST** comply to remain in good standing.

Specific dress codes are outline in the individual course syllabus. WST recognizes the dress code may be different from sending high schools. Appropriate clothes, shoes, and safety gear MUST be worn at all times.

For the purposes 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 or 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 bandanas or other items that signify gang association).

[SEE DISTRICT HANDBOOK](#) | [Policy 3224](#) | [Procedures 3224P](#)

DRUG/ALCOHOL INTERVENTION

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

EMERGENCY PROCEDURES

Emergency drills are conducted regularly at WST. Drills at regular intervals are required by law and are important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

Students/teachers shall stand at least 50 feet away from the building until signaled to re-enter. Exit routes and instructions are posted in each classroom and work area. All staff and students are required to abide by procedures for such drills. Any student that refuses to leave the building, follow instructions, or otherwise refuse to cooperate during an evacuation or emergency drill is subject to disciplinary action and will be report- ed to authorities.

EMERGENCY PROCEDURES:

FIRE DRILL:

After the alarm initiates:

- * 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.

EMERGENCY SCHOOL CLOSURES

West Sound Tech follows the Bremerton School District operating schedule for emergency closure. If a student's home high school is closed because of inclement weather, students from that school are not expected to attend WST. 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.

The following is a list of local media which will also report the district's school closures and delays.

AM Stations		FM Stations		TV Stations	
KCIS 630 880	KIRO 710 KIXI KOMO 1000 KYCW 1090 KLAY 1180 KITZ 1400	KPLU 88.5 KVTI 90.9 KLSY 92.5 KUBE 83.3 94.1	KMPS KIRO 97.3 KAYO 99.3 KMTT 103.7 KCMS 105.3 KRWM 106.8	KOMO 4 KING 5 KONG 6/16	KIRO 7 KCPQ 13

FEES

Specific course fees are listed in individual course syllabus. Students that meet the criteria may use Barrier Reduction Funds to cover fees if needed. Please work with Nora Zollweg, Student Services Coordinator, if you are unable to pay for required course materials and meet the Barrier Reduction qualification.

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.

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 will not be given transcripts, or other school information, until fines are paid 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

West Sound Tech grades are earned twice per year, semester 1 and semester 2. Students also receive formal grade progress reports four times per year, in-between each semester. Grades are based on the following:

- ☆ Attain identified knowledge, skills, and abilities, as well as industry standards
 - ☆ Demonstrate knowledge and application of related theory
 - ☆ Demonstrate attainment of the 21st Century Skills
 - ☆ Overall quality of work
 - ☆ Adherence to **ALL** safety rules and expectations
- ** Your course syllabus includes specific details related to classroom 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 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 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.

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 the 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. Requests for homework are to be made through the main office.

Grades are determined by criterion-referenced standards and evidence from summative assessments. Formative assessment opportunities offered throughout the 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.

Standards-based grading aligned to final grades:

Beginning Standards	Approaching Standard	Meeting Standards	Exceeding Standards
F	C+, C, C-	B+, B, B-	A, A-

ILLNESSES/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 Lorlei Siemens, 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:
 - o Student's name
 - o Name of the medication
 - o 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](#) | [Policy 3419](#)

NON-PERFORMANCE IN CLASS

Attending WST is a privilege and students are expected to have excellent attendance, fully participate, 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 disciplinary action, including removal from WST.

PARKING

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 re-lease 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.

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 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 and/or their instructor.

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.

Graffiti/Tagging is not allowed on school items. Items may be confiscated, photographed or used in disciplinary action.

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](#) | [Procedure 3247P](#)

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.

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:

1. 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.

2. 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.

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

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

STANDARDS-BASED GRADING AND REPORTING

WST grades are based on standards-based grading, determined by criterion-referenced standards. Evidence from formative assessments are used to show progress toward meeting standard. Summative assessments will be used in the calculation of course grades. 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 DISTRICT HANDBOOK](#) | [Policy 2420](#) | [Procedure 2420](#)

STUDENTS RIGHTS AND RESPONSIBILITIES

[SEE DISTRICT HANDBOOK](#)

SUBSTITUTE TEACHERS

All West Sound Tech policies and procedures for student behavior and potential discipline consequences apply with substitute teachers.

TABACCO USE PROHIBITED ON CAMPUS

[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](#)

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.

- All visitors must complete a verbal health screening prior to entering WST
- If parent/guardian is experiencing any symptoms of illness, they cannot enter the school facility.
- Before entering the school, visitors must have their ID scanned by the Bremerton School District's visitor management system, Raptor.
- All visitors must wear cloth face covering when in school buildings regardless of vaccination status.

WHEN TO STAY HOME FROM SCHOOL

Updated COVID-19 health and safety protocols and guidance will be included in the [BSD Fall 2021 Back-to-School Guide](#).

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

Student Signature _____ Date _____

Student Program _____ 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 me. 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 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 is in attendance at West Sound Tech.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date

Address

Home Phone/Work Phone

Cell Phone