



# STUDENT HANDBOOK

## 2020-2021

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101 National Avenue North ♦ Bremerton, WA 98312 ♦ 360.473.0550

### NON-DISCRIMINATION DISCLOSURE

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participation in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360.473.1031, email [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org) or the Section 504 Coordinator, John Welsh, at 360.473.4400, email [john.welsh@bremertonschools.org](mailto:john.welsh@bremertonschools.org). Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

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Welcome to West Sound Tech!

## Welcome to West Sound Technical Skills Center!

I am excited to begin the 2020-2021 school year with you. This is our 42<sup>nd</sup> 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](mailto:shani.watkins@westsoundtech.org).

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 West Sound Tech students and families.

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.

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	<a href="mailto:Eric.Bockelie@westsoundtech.org">Eric.Bockelie@westsoundtech.org</a>
Colburn, Janine	Culinary Arts	<a href="mailto:Janine.colburn@westsoundtech.org">Janine.colburn@westsoundtech.org</a>
Erickson, Eric	Construction Careers	<a href="mailto:Eric.erickson@westsoundtech.org">Eric.erickson@westsoundtech.org</a>
Hanson, Billie	Cosmetology	<a href="mailto:Billie.hanson@westsoundtech.org">Billie.hanson@westsoundtech.org</a>
Horan, Karen	Cosmetology	<a href="mailto:Karen.horan@westsoundtech.org">Karen.horan@westsoundtech.org</a>
Kovacs, Bela	Welding	<a href="mailto:Bela.kovacs@westsoundtech.org">Bela.kovacs@westsoundtech.org</a>
Rain, Nils	Fire Science	<a href="mailto:Nils.rain@westsoundtech.org">Nils.rain@westsoundtech.org</a>
Sharpe, Tony	3D Animation & Gaming	<a href="mailto:Tony.sharpe@westsoundtech.org">Tony.sharpe@westsoundtech.org</a>
Snyder, Luke	Automotive Tech	<a href="mailto:Lucas.snyder@westsoundtech.org">Lucas.snyder@westsoundtech.org</a>
Watson, Kelley	Maritime Academy	<a href="mailto:Kwatson@ptschools.org">Kwatson@ptschools.org</a>
Witherow, Susan	Esthetics	<a href="mailto:Susan.witherow@westsoundtech.org">Susan.witherow@westsoundtech.org</a>
Young, David	Professional Medical Careers	<a href="mailto:David.young@westsoundtech.org">David.young@westsoundtech.org</a>
Zawlocki, Nate	Collision Repair Technology	<a href="mailto:Nathanial.zawlocki@westsoundtech.org">Nathanial.zawlocki@westsoundtech.org</a>

## West Sound Tech Office and Support Staff

Main Office		360-473-0550 (Phone) 360-478-5090 (Fax)
Title	Name	Email
Director/Principal	Shani Watkins	<a href="mailto:Shani.watkins@westsoundtech.org">Shani.watkins@westsoundtech.org</a>
Student Outreach Coordinator	Nora Zollweg (360) 473-0559	<a href="mailto:Nora.zollweg@westsoundtech.org">Nora.zollweg@westsoundtech.org</a>
Administrative Assistant	Loretta Robinett (360) 473-0556	<a href="mailto:Loretta.robinett@westsoundtech.org">Loretta.robinett@westsoundtech.org</a>
Budget Tech	Deanna Bruce (360) 473-0553	<a href="mailto:Deanna.bruce@westsoundtech.org">Deanna.bruce@westsoundtech.org</a>
Registrar ** Attendance	Erin Mckiernan (360) 473- 0557	<a href="mailto:Erin.mckiernan@westsoundtech.org">Erin.mckiernan@westsoundtech.org</a>
Clerical Assistant	Lorilei Siemens (360) 473-0554	<a href="mailto:Lorilei.siemens@westsoundtech.org">Lorilei.siemens@westsoundtech.org</a>
Paraprofessional	Peanut Foster	<a href="mailto:Andrea.foster@westsoundtech.org">Andrea.foster@westsoundtech.org</a>

## DAILY BELL SCHEDULE

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

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

## NOTABLE NON-SCHOOL DAYS:

November 11 | November 26 - 27 | December 21 – January 3 | January 18 | February 15 | April 5 - 9 | May 31

August 2020				
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				

September 2020 (16)				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9 WST	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020 (22)				
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	30

November 2020 (18)				
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				

December 2020 (14)				
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	

## West Sound Technical Skills Center 2020-2021 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 25-26: WST Professional Development for Teachers  
 September 9: First Day of School  
 September 7: Holiday (Labor Day)  
 October 21: Grading Day  
 November 11: Holiday (Veteran's Day)  
 November 26-27: Holiday – Thanksgiving  
 November 7: Grading Day  
 December 21 – January 1: Winter Break  
 January 18: Holiday (Martin Luther King, Jr. Day)  
 February 2: Grading Day  
 February 15: Holiday (President's Day)  
 March 17: Grading Day  
 April 5 – 9: Spring Break  
 May 5: Grading Day  
 May 31: Holiday (Memorial Day)  
 June 16: Last Day of School  
 June 17: Flex Day  
 June 18: Flex Day

January 2021 (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

February 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

March 2021 (23)				
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		

April 2021 (17)				
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	30

May 2021 (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				

June 2021 (12)				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16 WST	17 Flex	18 Flex
21	22	23	24	25
28	29	30		
SS	SS	SS		

July 2021				
Mon	Tues	Wed	Thurs	Fri
			1 SS	2 SS
5	6 SS	7 SS	8 SS	9 SS
12 SS	13 SS	14 SS	15 SS	16
19	20	21	22	23
26	27	28	29	30

LEGEND –  
 GREEN – No School/Holiday  
 RED – First and Last Day  
 Orange – Grading Days



# COVID REMOTE LEARNING ADDENDUM

This is certainly an unusual way to start the school year and we know that you didn't choose WST to work from home. However, one of the skills that you will learn at WST, and one that employers value most, is flexibility and adaptability, and we will certainly be flexible and adapt this year.

Teachers have been working throughout the summer redesigning curriculum, researching online resources, software, etc. to make their curriculum relevant and meaningful. Although WST certainly has a "hands-on" applied component, our classes are also very academic in nature. Our teachers will focus on content that may lend itself more to guided/independent learning while always prepping you to hit the ground running when we are able to bring students back on campus.

Please know that we are always here to assist you. There may be unique and unexpected barriers that arise, scheduling conflicts with your home high school, technology issues, etc. that if not resolved could impact your success at WST. Although we have high expectations of our students, we are also here to help! We can't fix everything, but we have resources and connections that usually help us get students back on track.

The bulk of this document is the traditional WST Student Handbook, but we have included a section specific to remote learning. Please remember the expectations in the handbook also apply to your remote attendance and enrollment at WST.

**WST staff reserves the right to change and modify the 20-21 Student Handbook as remote learning and COVID-19 school-related circumstances evolve.**

## **Synchronous vs. Asynchronous**

**Synchronous** instruction is directly facilitated by your teacher, a live zoom, help sessions, demonstrations, etc. – this is necessary in order for you to have the background information, materials, explanations, and assignments to work Asynchronously, meaning working independently.

**Asynchronous** – We recognize that working independently can be challenging. Our teachers have scheduled a live zoom each day to introduce and review the day's lesson, assignments, assessments, etc. and that is followed by an opportunity for small group or one-on-one assistance to help you be successful. It's important for you to remember it is also your responsibility to seek assistance...advocate for yourself and communicate with your teacher so they can assist before it becomes overwhelming.

## **Attendance**

- Student attendance is expected and will be taken daily

We recognize that with some schools' students are not enrolled with WST as a Monday - Friday student. You ARE expected to engage on Wednesdays in the asynchronous learning, including the daily check-in and you ARE expected to engage in synchronous learning the days that WST is on your school schedule.

For example, if my school schedule lists WST as a Tuesday/Thursday class, then I am expected to engage synchronously on Tuesday/Thursday AND asynchronously on Wednesdays.

- Student attendance in a remote setting is defined as:

Wednesday Asynchronous	Mon/Tues/Thurs/Fri Synchronous
<p><b>Engaging in independent work is required</b></p> <p>Students engaged in assigned independent work, submitting assignments, or working directly with the instructor.</p>	<p><b>Attending daily live Zoom is required.</b></p> <p>Students who do not attend the live Zoom session will be marked absent for the day</p> <p>If a special circumstance prohibits a student from attending a live session, they may be considered present, but <b>ONLY</b> if they communicate directly with the instructor and complete asynchronous work as directed.</p>

### Excused Absences

If a student cannot attend the live teaching or independent learning time as described above, then students and parents will need to follow the standard absence reporting requirements as noted in the Absences section of the handbook. Parents must request an absence be marked excused by contacting the WST Attendance office at 360.473.0557 or email Erin Mckiernan at [erin.mckiernan@westsoundtech.org](mailto:erin.mckiernan@westsoundtech.org).

Allowable excused absences from prior years remain the same and apply to the 2020-21 school year.

If extenuating COVID-19 related circumstances impact a student's ability to regularly attend either the live teaching or independent learning, parents/student need to contact the WST Director, Shani Watkins, at [shani.watkins@westsoundtech.org](mailto:shani.watkins@westsoundtech.org), to discuss an alternative learning plan.

### Canvas | Google Classroom

- All weekly assignments will be posted by your instructor on Mondays
- Check daily schedule of tasks to be completed
- Must check Canvas/Google Classroom regularly
- Submit all assignments by due date/time

### Remind

- ALL students need to register for Remind with their classroom and check Remind frequently





### Zoom

- Teachers have a REQUIRED Zoom during each session.

- Students must log into Zoom using first and last names, no nicknames allowed.
- Students will register to enter Zoom
- We prefer students have their cameras on during zoom meetings – Keep your backgrounds CLEAN and school appropriate.
- Students are expected to join, and participate, in Zoom meetings EACH DAY unless alternative arrangements have been made with the instructor.
  - Be on Time
  - Be in a Quiet Space
  - Be Prepared
  - Be Presentable
  - Mute Yourself
  - Be Ready to Participate
  - Chat Responsibly
  - Practice Effective Communication
  - Be Respectful & Professional

# WST ZOOM EXPECTATIONS



<p><b>BE ON TIME</b></p>	<p><b>BE IN A QUIET PLACE</b></p>	<p><b>BE PREPARED</b></p>
<p>Wake up early</p> <p>Log on a few minutes before class</p> <p>Log on using first &amp; last name</p> 	<p>Find a quiet place</p> <p>Check your surroundings</p> 	<p>Computer is charged</p> <p>Use headphones if you have them</p> <p>Preferred that camera is on. PCSC provided background required</p> 
<p><b>PRESENTATION</b></p>	<p><b>MUTE YOURSELF</b></p>	<p><b>PARTICIPATION</b></p>
<p>Wear appropriate school clothing</p> <p>Be engaged/active listening</p> <p>Be in camera view</p> 	<p>Mute yourself when your teacher or another student is talking</p> 	<p>Be focused</p> <p>Be attentive</p> <p>Be an active participant</p> 
<p><b>CHAT RESPONSIBLY</b></p>	<p><b>COMMUNICATION</b></p>	<p><b>BE RESPECTFUL</b></p>
<p>Raise your hand to speak</p> <p>Type your question in the chat box</p> 	<p>Look up when speaking</p> <p>Speak clearly</p> <p>Stay on topic (no side conversation)</p> 	<p><b>R E S P E C T</b></p> <p>Be kind</p> <p>Be considerate</p> <p>Be professional</p>

### Additional Handbook Policies

Please remember, the full handbook is in effect regardless of remote learning. Students will be held accountable for the guidelines and expectations outlined in the WST Student Handbook. A few policies that have specific remote-learning implications are listed below. By no means is this an exhaustive list. **YOU ARE RESPONSIBLE FOR ALL CONTENTS IN THE WST STUDENT HANDBOOK.**

### Dress & Decorum

Make sure you are dressed appropriately for Zoom meetings – review this section in the handbook for specific expectations.

### HIB – Harassment, Intimidation, & Bullying

This policy applies to your remote learning classroom, as well as any future in-person schedule. It's imperative that all students feel safe and that remote learning is free of any harassment, intimidation, & bullying.

## **Non-Performance**

- A big part of your success via remote learning is continually checking your progress and grade to ensure you are on track.
- You are expected to self-manage and turn in assignments/activities by the due date/time.
- You are expected to communicate with teachers if you are having challenges or need assistance – this would include anything that would impact your success in the course – technology issues, content mastery, additional assistance, etc.

## **Recording Devices**

You are prohibited from recording or capturing anyone's image, teacher or student, without their permission. This absolutely applies to remote learning. For more information, review this section in the handbook.

## 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 are 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) these 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.

**DUE TO COVID:** Anyone needing to come to WST that is not a student must first make an appointment with the main office. Hours for the office during COVID adjustments are 8:00 am – 2:00 pm.

## 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.

## ASSOCIATED STUDENT BODY (ASB)

The ASB is comprised of all West Sound Tech students. Student council includes elected officers and representatives from each program.

## ATTENDANCE | TARDY POLICY

*SEE DISTRICT HANDBOOK*

## WST ATTENDANCE NOTIFICATION PROCEDURES

### 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. 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](mailto: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

## BREMERTON SCHOOL DISTRICT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

*SEE DISTRICT HANDBOOK*

## 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.

## 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

*SEE DISTRICT HANDBOOK*

## CAMPUS CELL PHONE AND TECHNOLOGY POLICY

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 (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](mailto:erin.mckiernan@westsoundtech.org) or 360-473-0557.

## DANGEROUS WEAPONS ON SCHOOL FACILITIES/PROPERTY

*SEE DISTRICT HANDBOOK*

## 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.

## DRESS CODE

*SEE DISTRICT HANDBOOK (Board Policy 3224)*

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 in order 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. WST are **EXPECTED** to meet the criteria listed below while on campus. Appropriate clothes, shoes, and safety gear **MUST** be worn at all times.

## COVID DRESS CODE EXPECTATIONS FOR REMOTE LEARNING

Students are expected to dress appropriately during all Zoom and Google Meets meetings. This means that school appropriate attire, including shirts and pants are expected during Zoom meetings.



## 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](mailto: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](http://www.westsoundtech.org), or [www.bremertonschools.org](http://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	KIRO 97.3 KAYO 99.3 KMTT 103.7 KCMS 105.3 KRWM 106.8	KOMO 4 KING 5 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.

## 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 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 in order 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 21<sup>st</sup> 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.

## 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. 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, 21<sup>st</sup> 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.

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

## INTERNET CODE OF CONDUCT

- All use of the Internet must be in support of education and research and consistent with the purposes of the Bremerton School District.
- Chat rooms and social networks such as Snapchat, Instagram, Facebook, etc., are prohibited.
- Extensive use of the network for personal and private business is prohibited.
- Network accounts are to be used only by the authorized owner. Sharing of this information with others is grounds for deleting the individual as a user.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks or other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software is strictly prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the district's local area network is prohibited and will result in discipline and loss of computer privileges.
- The district and building administration will determine whether specific uses of the network are consistent with the acceptable use practices. We reserve the right to monitor use and reserve the right to remove a user's account at anytime. Students violating the Internet Code of Conduct will be subject to disciplinary action.

*Students who misuse technology may be issued an informational referral or, depending on the severity, lose computer privileges as well as additional disciplinary action including suspension. Loss of computer privileges may directly impact a student's ability to remain enrolled at WST. The second time a student is using school technology for non-educational purposes, they will have their computer access revoked for the remainder of the school year and progressive disciplinary action will be taken, which may include removal from WST.*

## LOCKERS

Classroom lockers are school property assigned to the student for use during the school year. Students may not switch lockers without the permission of the director and instructor. Lockers are the possession of the school and may be inspected without notice. Students are not to jam their lockers in a manner that the lock will not function. 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.

## 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 will be 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, 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.

## 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.

## OFF-LIMITS AREAS

Once on campus and during school hours, students are not permitted in staff work areas, parking lots, unsupervised classrooms, and private property adjacent to the campus.

## PARENTAL ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue S.W. Washington, D.C. 20202-4605

State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

NOTE: In addition, a school may want to include its directory information public notice, as required by section 99.37 of the regulations, with its annual notification or rights under FERPA.

## 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.** 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 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

Students that drive their vehicles to WST **must park in the student parking lot and register their car with the front office.** 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, radios, 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.

## PROFANITY/INAPPROPRIATE LANGUAGE

Profanity is never acceptable at WST. Likewise, racist, sexist, insulting, inflammatory, and derogatory language is not tolerated. Students who use such language will be subject to disciplinary action.

## RECORDING DEVICES

WST does not permit the use of personal recording devices while on campus. Conversations concerning a student's educational record are protected by Federal law under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Additionally, Washington State requires the consent of all parties engaged in private communication prior to recording a conversation (RCW 9.73.030). As such, students may not use electronic devices to record staff or other students without their permission, including taking pictures on school grounds without permission. Students who record an event at school may have their device searched during a school investigation.

## 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

Board policy 3230 states, "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." School staff may also consult with law enforcement.

## SEXUAL HARASSMENT OF STUDENTS PROHIBITED

*SEE DISTRICT HANDBOOK*

## STANDARDS-BASED GRADING AND REPORTING

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](mailto:erin.mckiernan@westsoundtech.org), or 360.473.0557.

## STUDENT RIGHTS AND RESPONSIBILITIES

All students at WST, including those who are eighteen years or older, are expected to know and abide by the rules and expectations of the school and the school district in the district's *Student Rights and Responsibilities*. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence. *SEE DISTRICT HANDBOOK*

## TECHNOLOGY AND TEXTBOOKS

Students may be issued technology and/or textbooks through their teacher. When issued a book, students are to inspect it, report any damage, and sign off on the Condition and are responsible to return it without damage. Fines for lost or damaged technology and books are assessed should the textbook return in poor condition or not be returned. Students are expected to put a cover on all textbooks.

## PROCEDURE PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING (HIB)

*SEE DISTRICT HANDBOOK*

## HARASSMENT, INTIMIDATION OR BULLYING INCIDENT REPORTING FORM

*SEE NEXT PAGE FOR FORM*



Harassment, Intimidation or Bullying (HIB) Incident Reporting Form

If you select other, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you think the harassment, intimidation or bullying occurred?

\_\_\_\_\_

Were there any witnesses? Yes  No  If yes, please provide their names:

\_\_\_\_\_  
\_\_\_\_\_

Did a physical injury result from this incident? If yes, please describe.

\_\_\_\_\_

Was the target absent from school as a result of the incident? Yes  No  If yes, please describe

\_\_\_\_\_

Is there any additional information?

\_\_\_\_\_  
\_\_\_\_\_

Thank you for reporting!

-----For Office Use-----

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Circle one:    Resolved        Unresolved

Referred to: \_\_\_\_\_



3207-F

**Harassment, Intimidation or Bullying (HIB) Incident Reporting Form**

**Reporting person/person assisting with form (optional):** \_\_\_\_\_

**Targeted student:** \_\_\_\_\_

**Your email address (optional):** \_\_\_\_\_

**Your phone number (optional):** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

**Name of school adult you've already contacted (if any):** \_\_\_\_\_ **School** \_\_\_\_\_

**Name(s) of bullies (if known):**  
\_\_\_\_\_

**On what dates did the incident(s) happen (if known):**  
\_\_\_\_\_

**Where did the incident happen?** Circle all that apply.

Classroom    Hallway    Restroom    Playground    Locker room    Lunchroom    Sport field \_\_\_\_\_  
Parking lot    School bus    Internet    Cell phone    During a school activity  
Off school property    On the way to/from school

Other (Please describe.) \_\_\_\_\_

**Please check the box that best describes what the bully did. Please choose all that apply.**

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student|
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

## SUBSTITUTE TEACHERS

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

## 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 who damage school property, including but not limited to: walls, furniture, equipment, technology and machines will be held financially responsible for the full value replacement of such item including tax, shipping, and, if required, installation. In addition, students will also be disciplined for vandalism and, if warranted, reported to the Bremerton Police Department.

## 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.

# 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

