



STUDENT HANDBOOK

High School and Olympic College

*West Sound Technical Skills Center
101 National Ave North
Bremerton WA 98312
360-473-0550*

Our Mission: "Creating Quality Candidates for Tomorrows Careers"

West Sound Technical Skills Center provides high quality, standards-based instruction. Success is student driven with support from staff. Students are expected to be pro-active in their pursuit of skills proficiency, academic excellence and credits. We have found that students who adhere to the following guidelines do well at West Sound Technical Skills Center, in the workplace, and in life:

- All students are expected to be in class everyday on time with appropriate materials.
 - Attendance is critical to success in work and school. If you are not here, you cannot learn. If you are not at work, you won't get paid.
- All students are expected to do their work to the best of their ability.
 - Minimal effort will result in minimal results.
 - Right to pass: students have the right to choose when and to what extent they participate. However, successful students are highly engaged in the learning process; students who elect to not participate understand that doing so may negatively impact achievement and program status. Please refer to the grading policy.
- All students are expected to behave in a civilized fashion.
 - Attentive Listening: paying close attention to another's expression of ideas and feelings.
 - Appreciation/No Putdowns: treating each other kindly and stating appreciation for unique qualities and helpful contributions; avoiding negative remarks, name-calling, hurtful gestures and behaviors.
 - Mutual respect: recognizing the value of each individual: including fellow students, teachers, parents, and customers. Resolve conflicts that naturally emerge due to the differences among us; offering feedback that encourages growth.

STUDENT RESPONSIBILITIES

The paramount right and responsibility for each student is the serious pursuit of a quality education. (See Bremerton School Board Policy 3200)

APPROPRIATE WORKPLACE BEHAVIORS

Students who are unable to follow these guidelines in the classroom and the school may be removed from the program. Corrective actions for such inappropriate behavior will be taken through joint efforts of West Sound Tech and high school staffs. Corrective action will follow a progressive process which may include, but is not limited to the following: consultation with a student, consultation with the high school, parent notification, written warning/contact, detention, short-term suspension, probation, long-term suspension/expulsion, and police notification when warranted.

UNACCEPTABLE BEHAVIORS:

1. Respectful, civilized behavior is expected at all times. Profanity is not acceptable in any setting. Failure to follow a directive of an adult is not acceptable. Offenders face transfer back to comprehensive high school.

2. Student dress and appearance follow district policy, health and safety standards and do not cause disruption to the learning environment. Students who do not follow the guidelines will be asked to change their clothing, cover up, or go home.
3. No public display of affection such as kissing or fondling is acceptable.
4. Student will receive a copy of each teacher's classroom rules and expectations. Student failure or unwillingness to follow rules and/or teacher direction are subject to suspension and transfer to comprehensive high school.
5. Food and drink are to be consumed in the Commons. No food in hallways or classroom unless prior arrangements have been made with teacher.
6. No electronics in class. THIS IS A SAFETY ISSUE. Students can listen to I-pods, MP3 players etc at lunch or during breaks. Electronics used or in view in classroom are subject to confiscation by teacher, referral to office, and possible suspension. Repeat offenders will be transferred back to comprehensive high school.
7. No cell phone use or texting in class. THIS IS A SAFETY ISSUE. Any family emergencies or contacts can be directed through the office. Cell phones must be kept out of site and in the Off position. Use of cell phones in any manner during class will result in confiscation by teacher, referral to office, and possible suspension. Repeat offenders will be transferred back to comprehensive high school.
8. Plagiarism is when you use someone else's work as your own. Plagiarism is cheating. Students who cheat will receive a "zero" on the assignment. Offenders are subject to a failing grade and transfer to comprehensive high school.
9. No fighting, threat of fighting, posturing, or encouraging others to fight. See school district policy for detailed information. There is no tolerance of this behavior at West Sound Technical Skills Center. Involved students will be subject to suspension, expulsion, referral to police, and transfer to comprehensive high school.
10. Bremerton School District and West Sound Technical Skills Center have a no tolerance policy for Harassment, Intimidation and Bullying. We are committed to a safe and civil educational environment for all students, employees, volunteers, and patrons. Harassment is a violation of District Policy 6590. Sexual harassment is deliberate verbal, visual or physical advances made within the school setting and unwelcome by the person for whom they are intended. Engaging in sexual harassment will result in appropriate discipline up to and including expulsion from school. District policy 6590 is posted in each classroom at West Sound Technical Skills Center. A copy may also be obtained from the office. If you need to report a violation of this policy, you should report it to your teacher, Director Lillian Hunter, or to the Superintendent of the Bremerton School District.
11. The use and/or possession of all tobacco products is prohibited within 1000 feet of the school campus. All students are also prohibited from having lighters and/or matches in their possession while in the building. Repeat offenders will be transferred back to comprehensive high school.
12. **Influence of alcohol/drugs:** Students will not possess, use or be under the influence of alcohol/drugs or be in possession of related paraphernalia on school property, school sponsored events or in transit to school sponsored events. There is no tolerance of this behavior at West Sound Technical Skills Center. Involved students will be subject to suspension, expulsion, referral to police, and transfer to comprehensive high school.

13. **Sale of Drugs:** There is no tolerance of this behavior at West Sound Technical Skills Center. Involved students will be subject to suspension, expulsion, referral to police, and transfer to comprehensive high school.
14. **Firearms and weapons:** Firearms and dangerous weapons are not permitted in school buildings or on school premises. There is no tolerance of this behavior at West Sound Technical Skills Center. Involved students will be subject to suspension, expulsion, and referral to police. A student carrying a firearm or dangerous weapon can be expelled from all schools in the State of Washington.

ATTENDANCE POLICY SESSION I - 8 a.m. - 10:30 a.m. SESSION II - 11:10 a.m. - 1:40 p.m.

Attending school regularly is a law in Washington State. Attendance is especially important at WST because of the significant amount of demonstrations and hands-on activities. The teacher presents and demonstrates a skill, provides guided instruction to the students who then are given the opportunity to practice. If you are absent, you will miss critical instruction that will be a negative factor in your overall success in your career training. Absences might affect the student's ability to earn high school credit and/or affect whether the student continues in the training program.

We understand that extenuating circumstances result in unexpected absences. Just as you would in the workplace: **CALL YOUR INSTRUCTOR IF YOU ARE GOING TO BE ABSENT.** Instructor's telephone number: _____. When students return to West Sound Tech, an Attendance Report must be completed documenting the reason for the absence. An absence is not being in class for ANY reason when your school is operational. This includes but is not limited to pep assemblies, field trips, sickness, family emergencies, etc.

Chronic absences for any reason (missing three or more sessions) may result in student transfer to comprehensive high school. Extenuating circumstances will be reviewed by the director.

GRADING POLICY

West Sound Tech grades are earned at intervals to coincide with both the semester and trimester systems used in the sending schools. Grades will be forwarded to each sending school on dates identified in the reporting calendar and schedules. Grades will be based on the following:

- Attainment of identified vocational skills competencies
- Demonstrated understanding and application of related theory
- Attendance and punctuality
- Overall quality of work
- Attitude and conduct, including positive interpersonal relations
- Adherence to safety rules

Specific information regarding grades are detailed in the course syllabus. Our goal is for each to student to reach the minimum industry performance standard in their chosen field.

CREDITS

Students who meet attendance and program requirements may earn 0 - 2 credits per semester/trimester as determined by the sending school.

EQUIVALENCY CREDIT

Academic Equivalency Credit may be available for selected WST classes at the discretion of your sending school principal. This means you may be able to earn required math, English, science, P.E., art, social science, or health credit for classes you are taking at WST. See your counselor, WST teacher or administrator.

INCLEMENT WEATHER SCHOOL CLOSURE

West Sound Tech follows the Bremerton School District operating schedule. If a high school is closed because of inclement weather, students from that school will not be expected to attend West Sound Tech. A snow day absence will not negatively impact program status as the time will be made up later in the year.

PROSPECTIVE STUDENT VISITORS

Prospective students are welcome to visit classes. Advance instructor permission is required before obtaining a visitor pass from the instructor. Parents are welcome also—please make prior arrangements with the instructor.

REGISTRATION OF VEHICLES

Students driving to West Sound Tech will register their vehicles and pay a fee. Driving privileges and responsibilities are accepted by each driver; failure to follow the rules may result in the loss of driving privileges. ***Please note: Due to Central Kitsap School District Policy, Central Kitsap District Students are NOT allowed to drive individual vehicles without signed approval from the district.***

ADULT STATUS

A Student Adult Status Form may be completed when a student reaches the age of 18 and the parents and/or guardian have granted their rights to the student.

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 are expected to demonstrate safe work habits. 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 observed:

EYE SAFETY - Students involved in a program of hazardous nature (per Washington Industrial Safety and Health Administration code), must wear appropriate industrial-quality eye protective devices as designated. The first pair will be issued by the school. Students are responsible for the purchase of any additional pair.

APPROPRIATE DRESS - Students at West Sound Tech dress appropriately and according to the standards of the particular 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.

SPECIFIC SAFETY GUIDELINES

Individual shop safety rules are posted and must be followed. Safety rules specific to this class will be given to the student.

SAFETY TEST

Students will be tested on safety rules and regulations pertaining to their class as appropriate and will sign a document verifying knowledge of safety regulations.

STUDENT ACCIDENTS

Student accidents are not covered by school district insurance. Forms are available for students to purchase insurance if a student is not covered under the family insurance policy.

Non-Discrimination Disclosure

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. An inquiry regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and ADA Coordinator, Denise Zaske, at (360) 473-1026 or the Section 504 Coordinator. The address is 134 North Marion Avenue, Bremerton, Washington 98312-3542.