SUMMER SCHOOL  
Student Handbook

PCSC Mission
“The Pierce County Skills Center is committed to providing rigorous career, technical and professional experiences that prepare students for high demand, high wage jobs and post-secondary education.”

Welcome to Pierce County Skills Center Summer School. Included in this handbook is a brief overview of our expectations. We reserve the right to add or modify school rules as needed to ensure a safe environment. Our expectations are based on the belief that all students can learn, all students should be responsible for their own behavior and academic performance, and that students, parents, and staff should work together for the success of all.

ATTENDANCE
Class begins promptly at 7:45 a.m. and ends at 2:45 p.m. Students are expected to arrive to class on time each day. Attendance is taken at the beginning of class each day and after lunch. Students with three (3) or more total absences (excused or unexcused) will not be eligible to receive class credit.

- Students who arrive late/leave early, by 30 minutes or more, will be considered absent for that attendance period.
- Three (3) tardies is equal to one half-day absence.

NO DROP-OFFS before 7:30 and students MUST BE picked up by 3:00. (There is no supervision outside of those times).

APPROPRIATE BEHAVIOR
Attending summer school is a privilege and we expect students to conduct themselves in an appropriate and respectful manner at all times. Corrective action for inappropriate behavior may include consultation with student, parent notification, removal from summer school, suspension, and police notification when warranted. During summer school there will be limited warnings for inappropriate behavior or lack of performance. PCSC follows the policies and procedures of the Bethel School District.

<table>
<thead>
<tr>
<th>UNACCEPTABLE BEHAVIOR: MINOR INFRACTION</th>
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<tbody>
<tr>
<td>Including, but not limited to, profanity, disruptive or unsafe behavior, defiance, lack of respect for each other, use of tobacco and/or possession of tobacco products (includes e-cigarettes and vapes).</td>
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<td>Including, but not limited to, profanity directed at instructors, fighting, gross insubordination, unsafe behavior, theft, use of drugs and/or alcohol, possession/selling drugs or paraphernalia, vandalism, physical assault, verbal assaults, reckless driving/speeding, possession of a weapon or use of objects as a weapon, harassment, and other serious/unsafe behavior.</td>
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DISCIPLINE
If a student has repeated behavior or a minor or major infraction, they may be dismissed from the summer school session and will be issued an F grade.
AUTOMOBILES AND PARKING
School parking lots are available to student drivers during summer school at no additional charge. **Automobiles and parking lots are off limits to students during school hours.** Students are expected to exit cars immediately upon arrival. Students are expected to drive safely, only park in designated stalls and follow all staff directions. Vehicles parked on school property are subject to a 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.

DRESS AND DECORUM
PCSC students are expected to dress and conduct themselves in a professional manner. Some programs will require a dress code or uniform and students are expected to comply in order to remain in good standing. Specific program dress codes are outlined in the course syllabus.

Dress is defined as what students wear, and decorum is defined as how they behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior. The following apply: any article of clothing, style of grooming, or behavior that displays or promotes the use of illicit drugs, weapons, profanity, tobacco products, lewd or obscene behavior, alcohol, or the degradation of human character is not permitted. Any clothing, grooming, or behaviors that symbolize, represent, or exhibit gang-related activity (i.e. bandanas, bandana print shoes, dew rags, confederate flags, swastikas, display of gang colors, gang behavior, gang affiliation) or hatred toward another person or group is not permitted. Tank tops, spaghetti straps and tube tops, short shorts and skirts (not extending below the finger tips when standing), pajamas, slippers, blankets, hats and headgear, spandex clothing, bare-midriff, sagging, metal attachments and chains, sunglasses, and revealing clothing are not permitted. **The judgment of the staff as to the appropriateness of student dress and/or decorum is final.**

DRUGS/ALCOHOL
Students will not possess, use, or be under the influence of drugs/alcohol or drug related paraphernalia on school property, at school sponsored events, or in-transit to school sponsored events.

EVACUATION DRILLS
Emergency exit routes and instructions are posted in each classroom and work areas. All staff and students are required to abide by emergency procedures. Any student who refuses to leave the building, follow instructions, or otherwise refuses to cooperate during an evacuation or emergency drill is subject to disciplinary action and will be reported to authorities.

FIREARMS
It is unlawful for any student to carry on to any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents will be notified of the imposition of the expulsion and their right to hearing and appeal. The director or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy (Policy 3249).

GRADES & TRANSCRIPTS
PCSC summer school courses are high school programs. Grades will post to an official transcript and the grade will be factored into your overall GPA. Closely review the attendance policy. In addition to your academic grade, attendance has a direct impact on your overall grade.

HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)
PCSC 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 or bullying. "Harassment, intimidation or bullying" means any intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- physically harms a student or damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; OR
- has the effect of substantially disrupting the orderly operation of the school.
**Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or of-campus, such as at school-sponsored field trips.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- the conduct substantially interferes with a student’s educational performance, or creates an intimidating or hostile educational or employment environment.

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

**Student to Staff Sexual Harassment**—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person’s movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

**Student to Student Sexual Harassment**—Student to student sexual harassment is defined as any unwanted sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student’s movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

**Racial Harassment**—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

**How do I report harassment or sexual harassment?** You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer- Bryan Streleski, Director of Athletics & Security at 253-683-6056 or bstreleski@bethelsd.org

**LUNCH**

There is no lunch service provided by PCSC during summer school. Students are responsible to provide their own lunch. Some sites, however, do offer a summer lunch program. Students will have ½ hour for lunch. PCSC does have an open campus policy during summer school. Students are expected to return to class on time following their lunch break. Failure to return will result in an absence and loss of the open campus privilege.

**MEDICATIONS**

Students are not permitted to possess or take medication of ANY kind. Any student required to take medications, must provide a physician order, with parent/guardian signature, including prescription instructions to the PCSC office or satellite site administrator. All prescriptions must be in a properly labeled container from a pharmacy and be stored in the main office to ensure supervised distribution. Any student in possession of over the counter or prescription medications will be disciplined according to the drug and alcohol policy.

**OFF-LIMITS AREAS**

During school hours, students are not permitted in staff work areas, parking lots, unsupervised classrooms, private property adjacent to the campus (including the corner store), 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 the Pierce County Skills Center. Students are expected to demonstrate safe work habits and follow all rules and regulations. Safety violations are subject to strict discipline, including dismissal from a program. Individual instructors will review course-specific safety requirements. Students are required to pass a written and performance assessment in order to participate in class activities.

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

TECHNOLOGY
PCSC allows students access to computers. On-line access to the Internet requires that students sign off that they understand their responsibility to work in cyberspace, following rules and expectations established by PCSC and the Bethel School District. Depending on the severity of the infraction, students who misuse the computers may be issued an informational referral, lose computer privileges for the remainder of the session, or be removed from the program. Progressive disciplinary action will be taken.

Internet Code of Conduct:
- Internet usage must be in support of education research and consistent with the purposes of the Bethel School District.
- Chat rooms and non-school related e-mail are prohibited.
- Any use of the network for commercial or for-profit purposes is 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.
- At any time the district and building administration will make determination on 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.

TOBACCO POLICY
The use of and/or possession of all tobacco products, including e-cigarettes/vapes, is prohibited within 1000 feet of the school campus. All students are also prohibited from having lighters and/or matches in their possession while on campus.
ACCEPTABLE USE AGREEMENT

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release the PCSC, Bethel School District, the K-20 Network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my, or my child’s use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Bethel School District’s guidelines and Electronic Resources Procedure 2022.

Further, my child and I agree to abide by the District’s Electronic Resources policy and procedures 2022, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges.

My child and I acknowledge and agree that the Bethel School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District’s system including email and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district’s system is waived.

I have received and read the Pierce County Skills Center student handbook. I acknowledge and agree to the terms of enrollment listed therein.

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<tr>
<th>Student Name Printed</th>
<th>Home Address</th>
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<tbody>
<tr>
<td>Student Signature</td>
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<tr>
<td>Parent/Guardian Signature</td>
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RETURN THIS PAGE TO YOUR CLASSROOM TEACHER.