



Student Handbook 2020-2021

Including Remote Learning Addendum

16117 Canyon Road E ♦ Puyallup, WA 98375 ♦ 253.683.5950 ♦ Fax 253.683.5998

www.pcskillscenter.org

The Pierce County Skills Center is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. PCSC 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 disability, or use of a trained 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. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at 253.683.6055, Section 504 coordinator Lori Haugen, Executive Director of Special Education at 253.683.6920 or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at 253.683.6035 with any questions or complaints. Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at 253.683.6000.

El Pierce County Skills Center es un empleador que ofrece igualdad de oportunidades y cumple con todas las normas y las reglamentaciones federales que incluyen el Título IX, la ley RCW 28A.640, la ley RCW 28A.642 y la Sección 504. Bethel no discrimina por motivos de sexo, raza, credo, religión, color, nacionalidad, edad, estado militar o de veteranos de baja con honores, orientación sexual (incluida la expresión o la identidad de género), la presencia de alguna discapacidad o el uso de un animal de servicio entrenado por una persona con una discapacidad en sus programas y actividades y proporciona la igualdad de acceso a los Niños exploradores (Boy Scouts) y a otros grupos juveniles designados. Comuníquese con el representante del Título IX, Bryan Streleski, director de Deporte y Seguridad, al 253.683.6055; con la coordinadora de la Sección 504, Lori Haugen, directora ejecutiva de Educación Especial, al 253.683.6920; o con la coordinadora de Derechos Civiles, Debbie Carlman, directora de Igualdad y Rendimiento, al 253.683.6035 si tiene alguna pregunta o queja.

De acuerdo con la ley de Registros Abiertos (Open Records Act), se respalda el pleno acceso público a la información sobre la administración y operaciones del distrito escolar (Política 4040). Esta información está limitada a registros no protegidos por las leyes estatales y federales de confidencialidad. Para obtener más información sobre el acceso a los registros del distrito escolar, llame a la encargada de los registros Kathryn Kemp al 253.683.6000.

**PCSC Student Handbook
2020-2021**

Ms. Michelle Ledbetter
PCSC Director

Ms. Jennifer Iyall
PCSC Manager

Ms. Maggie Leger
Special Education Liaison

Ms. Paula Hockaday
Office Assistant

Ms. Christine Salhus
Office Assistant

Main Office – 253.800.4800
Attendance Voicemail – 253.800.4822
Fax Number – 253.800.4898
www.pcskillscenter.org

MISSION STATEMENT

The Pierce County Skills Center is committed to providing a rigorous technical and professional experience that prepares students for high demand, high wage jobs and post-secondary education.

Building Hours
7:30 AM-3:00 PM

Remote Learning Schedule – page 8

In-Person Daily Schedule
7:40-7:55 – Passing Time
7:55 AM-10:25 AM – AM Session
10:25-10:40 – Passing Time

11:00-11:15 – Passing Time
11:15 AM-1:45 PM – PM Session
1:45-2:00 – Passing time

School Calendar

PCSC follows the Bethel School District Calendar, posted on both the PCSC and Bethel School District websites: www.pcskillscenter.org or www.bethelsd.org

Remote Learning 2020-2021 Addendum

Welcome to PCSC!

This is certainly an unusual way start the school year and we know that you didn't choose PCSC to work from home. However, one of the skills that you will learn at PCSC, and one that employers' value most, is flexibility and adaptability, so we're going to make the best of our situation.

Teachers have been working throughout the summer redesigning curriculum, researching online resources, software, etc. to make their curriculum relevant and meaningful. Although PCSC 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 slowly 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 PCSC. 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 PCSC Student Handbook, but we have included a section specific to remote learning. However, please remember the expectations in the handbook also apply to your remote attendance and enrollment at PCSC.

PCSC 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.

Addendum Contents - Remote Learning Engagement Expectations

- Attendance
- Canvas
- Email
- Zoom Protocols
- Academic Performance
- Handbook Highlights
- Staff Contact Information

Attendance

- Student attendance is expected and will be taken daily
- Student attendance in a remote setting is defined as:

Monday Asynchronous	Tues/Wed/Thurs/Fri Synchronous
<p>Engaging in independent work is required</p> <p>Students engaged in assigned independent work, submitting assignments, or working directly with the instructor.</p>	<p>Attending daily live Zoom is required.</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 ONLY 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 parents will need to request an absence be marked excused by contacting the PCSC Attendance office at 253.800.4822 or email Paulla Hockaday at phockaday@bethelsd.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 PCSC Director, Michelle Ledbetter, mledbetter@bethelsd.org, to discuss an alternative learning plan.

Canvas

- Check daily schedule of tasks to be completed
- Submit all assignments by due date/time

Email

- **ALL students are required to use, and check, their Bethel email account – even non-Bethel students**
- Check email twice daily – morning and afternoon

Zoom

- Teachers have a REQUIRED Zoom meeting at the beginning of each session.
- Students must log into Zoom using first and last names, no nicknames allowed.
- Students will register attendance through the chat box.
- We prefer students have their cameras on during zoom meetings – ONLY PCSC provided virtual backgrounds are permitted, no personal backgrounds.
- 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

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 PCSC 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 PCSC 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

- As you will see under the “Non-Performance” section, PCSC expects all students to maintain a minimum of a C grade at all times.
- 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.

ZOOM EXPECTATIONS

Required Zoom Attendance @ the Beginning of each session



BE ON TIME

Wake up early

Log on a few minutes before class

Log on using first & last name



BE IN A QUIET PLACE

Find a quiet place

Check your surroundings



BE PREPARED

Computer is charged

Use headphones if you have them

Preferred that camera is on. PCSC provided background required

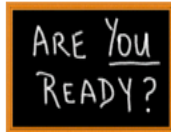


PRESENTATION

Wear appropriate school clothing

Be engaged/active listening

Be in camera view



MUTE YOURSELF

Mute yourself when your teacher or another student is talking



PARTICIPATION

Be focused

Be attentive

Be an active participant



CHAT RESPONSIBLY

Raise your hand to speak

Type your question in the chat box



COMMUNICATION

Look up when speaking

Speak clearly

Stay on topic (no side conversation)



BE RESPECTFUL

R E S P E C T

Be kind

Be considerate

Be professional

PCSC - STUDENT Remote Learning Schedule - Fall 2020*

updated 8/28/20

The schedule below reflects the standard PCSC bell schedule.

■ Bethel HS, Curtis HS, Graham-Kapowsin HS, Spanaway Lake HS - have no scheduling conflicts and will follow the schedule below

■ Eatonville, Fife, Franklin Pierce, Orting, Steilacoom, Sumner-Bonney Lake, & White River School Districts have different schedules due to high school scheduling conflicts. All students received a copy of their district-specific bell schedule. PCSC teachers have a copy and they can also be found on the PCSC website, www.pcskillscenter.org

MONDAY Asynchronous		TUESDAY, WEDNESDAY, THURSDAY, FRIDAY Synchronous & Asynchronous	
9:00-11:30	AM SESSION Student Asynchronous Work Time	AM Session 9:00-11:30	<p>SYNCHRONOUS 9:00-9:30 Live Zoom Includes: whole group check-in, review, direct instruction, discussion</p> <p>SYNCHRONOUS & ASYNCHRONOUS 9:30-11:00 Guided practice, small group support, independent work</p> <p>ASYNCHRONOUS 11:00-11:30</p>
11:30-2:00	PM SESSION Student Asynchronous Work Time	PM Session 11:30-2:00	<p>SYNCHRONOUS 11:30-12:00 Live Zoom Includes: whole group check-in, review, direct instruction, discussion</p> <p>SYNCHRONOUS & ASYNCHRONOUS 12:00-1:30 Guided practice, small group support, independent work</p> <p>ASYNCHRONOUS 1:30-2:00</p>

** This bell schedule is subject to change*

PCSC Staff Contact
Main Office 253.800.4800
Attendance Line 253.800.4822
info@pcskillscenter.org

Name	Program	Email
Anderson, Rob	Automotive Technology	randerson@bethelsd.org
Bell, Pat	Construction Trades	pbell@bethelsd.org
Cappetto, Phil	Pre-PT & Spts Med	pcappetto@bethelsd.org
Charbonneau, Eliza	Culinary Arts	echarbonne@bethelsd.org
Cruz, John	Criminal Justice	jocruz@bethelsd.org
Dannen, Elizabeth	Medical Careers	edannen@bethelsd.org
Dewitt, Sarah	Pre-Vet Tech	sdewitt@bethelsd.org
Hockaday, Paulla	Office Assistant	phockaday@bethelsd.org
Iyall, Jennifer	Manager	jiyall@bethelsd.org
Ledbetter, Michelle	Director	mledbetter@bethelsd.org
Leger, Maggie	SPED Liaison 504 Coordinator	mleger@bethelsd.org
Lewis, Ian	DigiPen Video Game Development	ilewis@bethelsd.org
Lovre, Robb	Fire Science & Emergency Services	rlovre@bethelsd.org
Merafuentes, Gaudencio	Pre-Pharmacy Tech	gmerafuent@bethelsd.org
Milbradt, Gary	Automotive Technology	gmilbradt@bethelsd.org
Salhus, Christine	Office Assistant	csalhus@bethelsd.org
Scroggins, Adam	PC Networking & Hardware Repair	ascroggins@bethelsd.org
Smith, Paul	Aerospace Composites	psmith@bethelsd.org
Thomas, Evan	Aerospace Mach/Fabrication	ethomas@bethelsd.org
Tout, Dave	Construction Trades	dtout@bethelsd.org
Witten, Ben	Culinary Arts	bwitten@bethelsd.org

TRADITIONAL, IN-PERSON, STUDENT HANDBOOK

MESSAGE FROM THE STAFF

Welcome to the Pierce County Skills Center. This handbook will provide you with the behavior, attendance and performance standards of PCSC. We know some of our rules may be different than your sending high school, but it is your responsibility to review and follow the expectations set forth in this student handbook.

While in attendance at PCSC, we reserve the right to add or modify school rules at anytime to ensure a safe environment. Using standard educational practice, Washington State Law, Bethel School District Board policies, and our experience as staff, we set forth the expectations outlined in this handbook as the basis for successful learning.

PCSC expectations directly reflect the 21st Century Leadership and Employability Skills that are required for successful employment and post-secondary education.

- **Attendance**—Be on time and prepared to work each and every day. If you're early, you're on time, if you're on time you're late, and if you're late, it's unacceptable.
- **Using initiative and being self-motivated**—Be a self-starter who does things well without being asked.
- **Personal accountability**—Accept responsibility for your actions and the impact your decisions and participation have on your success, as well as the success of your team.
- **Problem solving skills**—Be able to understand a problem, break it down into smaller parts, see the key issues, and identify solutions using information from multiple sources to solve the problem.
- **Working under pressure and to deadlines**—Handle the stress associated with deadlines and making sure you meet them.
- **Organizational skills**—Be methodical and organized, and monitor your progress to keep on track to meet the deadline.
- **Team work**—Work well with people from different backgrounds, or with different skills, to accomplish a task or goal. This involves compromise on your part and encouragement of other team members.
- **Ability to learn and adapt**—Be enthusiastic about your work and continually be willing to learn from mistakes to benefit you and your instructor/employer.
- **Communication and interpersonal skills**—Be able to explain what you mean clearly and concisely both verbally and in writing. Being an active listener is just as important.
- **Numeracy**—Use data and math to support your decisions, act as evidence, or to create hypotheses.

SCHOOL, STAFF, AND STUDENT CONTACT

Staff Contact

During school hours, staff can be contacted directly through the main office. Teachers will not be interrupted during class time and all of their calls will be directed to their office lines.

Student Contact

Parents/Guardians may leave messages for students through the main office. Students will not be removed from class unless it is deemed an emergency. Please do not call or text message students' cell phones during school hours. Students are not permitted to have electronic devices out during class time.

ACTIVITIES

Sending High School Activities – If a student plans to participate in an activity with their sending school (i.e. Field trip) they must have their parent/guardian excuse the absence prior to the activity.

PCSC Activities – Prior to a students participating in a PCSC activity, they must also gain the permission from their sending school, teachers and/or main office.

ATTENDANCE

State law (RCW 28A.225.010) and school board policy both recognize that regular attendance is the basis of success in the classroom. Students are required to participate in classroom activities and their absence could have an adverse effect on their final grade. Likewise, the school will take legal and/or disciplinary actions if a student is truant, has an unexcused absence, or is tardy.

PCSC sessions are two and a half hours in length; if a student misses one day at PCSC, it is the equivalent to three normal school days. Attendance is vital to one's success in the workplace and is vital to a student's success at PCSC. **Students who have chronic attendance issues, excused or unexcused absences and tardies, may jeopardize their placement at PCSC.**

EXCUSING ABSENCES

All absences must be excused at PCSC; excusing an absence at a student's home high school will not excuse it at PCSC.

Parents/Guardians must notify the main office the day of the absence. Messages must include the student's full name, date of absence, and reason for absence. Notification options:

- Call the PCSC Attendance line – 253.800.4822
- Family Access with Attendance Notification (non-Bethel SD parents can gain log in information from the main office).
- Email Ms. Hockaday: phockaday@bethelsd.org
- Doctor/Dental office note

- Parent/Guardian note for a late arrival or early dismissal
- **If the office is not notified, the student is expected to bring a note the day they return.**

EARLY RELEASE

Students requesting an early release from school must check out at the office before leaving campus. Parent/Guardian notification must include student name, date and time of release, and reason for release. Pursuant to Policy 3126, a student is not permitted to be released to anyone, including the nonresidential parent, during school hours without the approval of the residential parent or an appropriate public authority. **Only parents, guardians, or designated individuals will be allowed to sign-out a student. Anyone picking a student up will be required to show picture ID.**

TARDIES

Students who are chronically tardy, more than four in a four-week period, are subject to a Saturday School. Continued issues will result in a student/guardian administrative conference and may jeopardize student placement/enrollment at PCSC.

ABSENCES

Unexcused Absences—Students are required to have all absences excused through the PCSC main office. **The second unexcused absence, in a four-week period, will result in a Saturday School.** Continued issues result in a student/guardian administrative conference and may jeopardize student placement/enrollment at PCSC.

Excused Absences—Although students are required to have absences excused, excessive absences impact a student’s standing at PCSC. In order to remain successfully employed, individuals must be at work; the same is true at PCSC. Excessive absences, excused or unexcused, could jeopardize student placement/enrollment at PCSC.

Excused	Unexcused
Sick/Injury/Health*	Slept Late
Family Emergency*	Parent Running Behind
Doctor Appointment*	Missed the Bus
Religious Observation	Car Trouble/Traffic
Suspension	Late Night/Activity
Bereavement*	Late Ride or No Ride
School-Authorized Activities	Family Vacation
Court/Legal Appointment	Work

**Excessive absences in these areas will require additional documentation*

AUTOMOBILES AND PARKING

Parking and driving on the campus is a privilege, not a right. Violators are subject to loss of parking privileges, fines, or towing at the owner’s expense. Students driving vehicles to school must have a PCSC parking permit. There is no charge for a PCSC parking permit. In order to obtain a permit, students must complete an application form and show current vehicle registration, driver’s license and proof of insurance. Students must park in designated areas and display their parking permits in plain view during school hours. **Automobiles and parking lots are off limits to students during school hours, and students are expected to exit their vehicle upon arrival.** Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed and/or driving privileges revoked. 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.

BUILDING OPEN HOURS

PCSC is open each school day for staff and students from 7:30 a.m. until 3:00 p.m. Students are not to be in the building during non-open hours unless under the supervision of a staff member.

BULLETIN BOARDS, SIGNS, AND POSTINGS

All signs or other postings displayed at school must be approved through the main office. No signs or postings should be affixed to walls, windows, doors, or other non-bulletin board space unless specifically approved for such display.

BUS CONDUCT

Several districts provide bus transportation to PCSC. 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 who disrupt or jeopardize the safety of bus transportation are subject to disciplinary action by their sending school and may lose bus-riding privileges.

CHEATING/PLAGIARISM

Cheating/plagiarism is defined as an action done by a student: to supply work for another student; turn in work done by another student; use work from another student; rely on work that is not his/her own; knowingly give/allow another student to use or benefit from their personal work other than in circumstances clearly understood to involve collaborative or group learning; to copy and paste written works from the internet, or copy from books without proper credit being given to the original author. In the first instance of cheating, the student will receive an F grade for the work involved and receive a Saturday School. Subsequent cheating

may result in an F in the class and possible removal from PCSC. A student may be disciplined at a more severe level if the behavior warrants skipping the first step. **Any student found using an electronic device during testing (without specific teacher permission) will be disciplined for cheating. The judgment of the teacher or staff member who discovers cheating/plagiarism is final.**

CLASS DROP

Requests to drop or change a class are only approved in the first five school days of the trimester. **The director must approve requests after the first five days and the class will be recorded as an "F" on the official transcript.** Class drops requested after the first five days are usually not approved and require administrative approval.

CLOSED CAMPUS

PCSC is a closed campus and students are not allowed to leave campus at any time during the school day without an excuse from the office. **Once a student arrives on campus, they are not permitted to leave. Any student who leaves will be considered truant and will be disciplined according to progressive discipline.** The parking lot is not an authorized area during the school day. Students not in an authorized area during the school day may be subject to search and discipline. All students **must** check in and out of the Main Office when arriving or leaving campus at times other than the official starting and dismissal times of the school day.

Additionally, closed campus means that all visitors and non-students are not allowed on campus without approval through the main office. Any PCSC student who encourages or arranges for a non-student to come onto campus is responsible for that person's behavior and may be subject to disciplinary action if the non-student disrupts the school environment, poses a threat to safety, or engages in criminal activity.

DELIVERIES

PCSC does not accept balloons, flowers, or other deliveries for student distribution.

DISCIPLINE – Board Policy #3240

All students are responsible for their own behavior and actions at school and will be held accountable for the rules and expectations as set forth in this handbook, Bethel School District Board Policy #3240, and the ***Student Rights and Responsibilities*** pamphlet. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence. Violations of school rules at school, at school-sponsored activities, or in areas under school jurisdiction, will result in discipline.

PCSC has a very different focus than other high school programs. Our primary goal is to prepare students for a successful transition to the workplace and/or a college program. Therefore, PCSC expects students to conduct themselves in the same manner as successful employees and successful college students. **Attending PCSC is a privilege and we expect students to conduct themselves in a professional and respectful manner at all times.** Keep in mind, if a behavior will get you fired from a job, it will most likely get you fired from PCSC.

STUDENT MISCONDUCT

Offenses listed below may be considered Exceptional Misconduct based on severity of offense and student discipline history.

In cases such as, but not restricted to:

- | | |
|--------------------------------|---|
| - cheating/forgery | - off-campus/off-limits areas |
| - disobedience/insubordination | - profanity |
| - failure to identify | - tobacco product use or possession (includes e-cigarettes) |
| - inappropriate dress | - trespass |
| - non-performance in class | - truancy & tardy |

EXCEPTIONAL MISCONDUCT

The following behaviors constitute substantial disruptions to the educational process and pose serious threats to security and safety of both students and staff at PCSC. Therefore, these behaviors constitute as exceptional misconduct under WAC 180-40-260(2)(B) and WAC 180-40-295. Participation in these acts may result in an immediate short-term suspension, long-term suspension, or emergency expulsion and may be referred to law enforcement for criminal prosecution.

In cases such as, but not restricted to:

- | | |
|---|--|
| - alcohol - possession/use of/under influence/distribution | - harassment, intimidation and bullying |
| - arson | - theft |
| - assault | - threats of destruction |
| - bomb threats/false alarms | - threats of harm to self/others |
| - drug/narcotic – possession, use of/under influence/distribution | - vandalism |
| - explosive devices | - verbal abuse of staff or students |
| - extortion | - vulgar and lewd conduct |
| - fighting/horseplay | - weapon – possession/control of – gun, knife or other dangerous items |
| - gang-related activities | |

DISCIPLINE—Resulting Action & Progressive Discipline

Issued discipline depends on the severity of the offense and a student's discipline history (Progressive Discipline). Resulting action may include a Saturday School, short or long-term suspension, expulsion, removal from PCSC and/or a report to the Pierce County Sheriff's Department. **Progressive discipline** is a term used to describe the procedures that are followed whereby a student who has repeated offenses at school is disciplined more severely for each new offense. Likewise, progressive discipline means a student who has committed an offense in one category may be disciplined at the second step if they commit an offense in another category. **Progressive discipline applies to a student's behavior at their sending high school and vice versa.**

DISCIPLINE – Board Policy #3240 - Continued

DISCIPLINE—Resulting Action & Progressive Discipline

Issued discipline depends on the severity of the offense and a student's discipline history (Progressive Discipline). Resulting action may include a Saturday School, short or long-term suspension, expulsion, removal from PCSC and/or a report to the Pierce County Sheriff's Department. **Progressive discipline** is a term used to describe the procedures that are followed whereby a student who has repeated offenses at school is disciplined more severely for each new offense. Likewise, progressive discipline means a student who has committed an offense in one category may be disciplined at the second step if they commit an offense in another category. **Progressive discipline applies to a student's behavior at their sending high school and vice versa.**

DISPLAYS OF AFFECTION

School is not the place for excessive, overt displays of intimate affections. Such displays are prohibited and subject to disciplinary action. The general rule of thumb is that behavior at school should mirror that of a professional job site. **Displays of Affection** could also be considered an act of **harassment**.

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 syllabi. PCSC recognizes our dress code may differ from sending high schools. Regardless, students are still expected to meet the criteria listed below while on campus. **The judgment of the staff as to the appropriateness of student dress and/or decorum is final. PCSC staff reserves the right to make additions to the dress code as fashion trends change throughout the year.**

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. In accordance with BSD policy #3224, 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, 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, tube tops, short shorts, short skirts/dresses (not extending below the finger tips when standing), pajamas, slippers, blankets, hats, headgear, spandex clothing, bare-midriff, sagging, ripped jeans above the knee, metal attachments, chains, sunglasses, and revealing clothing are not permitted.

Students who violate the dress code will be required to change or have appropriate clothes brought to them. Students who continue to violate the dress code are subject to disciplinary action and may jeopardize their placement at PCSC.

DRUGS & ALCOHOL

Students thought to be under the influence of drugs or alcohol or reasonably suspected of having drugs or alcohol on them will be searched (Policy 3230). Students who are with other students using or possessing drugs, alcohol and/or paraphernalia are subject to the same consequences as the individuals using or possessing said substance.

FAILURE TO COMPLY

Failure to comply and follow staff direction is considered insubordination and it is unacceptable at PCSC as it can compromise the safety of students, staff, and guests of PCSC. Students are expected to comply with adult requests. Adults include every person authorized by PCSC to work/volunteer in the school. Your class at PCSC, and interactions with all adults on campus, should be approached like your job and students who fail to comply with staff requests will receive disciplinary action and may be suspended, or fired, from PCSC.

FIGHTING

Fighting is defined as any confrontation, touching, scuffling, "stepping up," or contact done to intimidate, subdue, or injure another person and is considered disruptive conduct. At PCSC, any student engaged in fighting, for whatever reason, will be suspended for a minimum of five (5) days. Also, any horseplay, mock fighting, instigation, or filming of fighting will result in disciplinary action and may include suspension.

FIREARMS

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by a 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.

INTERFERING WITH INVESTIGATIONS

Interfering with an investigation is subject to disciplinary action. Interfering with an investigation means knowingly withholding information or providing false information when questioned by school staff. **Cell phones may be confiscated and will be returned to the parent/guardian or student at the conclusion of the investigation.**

DISCIPLINE – Board Policy #3240 - Continued

INTERVIEWING STUDENTS

School officials have the right to interview students regarding their conduct and/or the conduct of others and the right to do so without prior notification of parents. School officials have physical custody of students during the day and during hours of approved school activities. School officials stand *en loco parentis* to students and have responsibility regarding the circumstances under which access to students is allowed. Investigations regarding violations of the law may be referred to law enforcement. During the course of an investigation, administration may permit a law enforcement officer to meet with students and conduct any necessary questioning.

PROGRAM SAFETY

Safety is our number one priority. Programs at PCSC utilize industry-based equipment and require students to follow all safety procedures and guidelines. Any student who chooses to act in an unsafe manner, use equipment in an unsanctioned manner, risk injury to themselves or others, or horseplay are subject for immediate removal from PCSC. **PCSC will not tolerate students who intentionally disobey safety rules or act in an unsafe manner.**

TOBACCO/ELECTRONIC CIGARETTES

Students found in possession of and/or using tobacco/electronic cigarettes and paraphernalia are subject to disciplinary action. Students who are with other students using or possessing tobacco/electronic cigarettes, and/or paraphernalia are subject to the same consequences as the individuals using or possessing said substance.

- 1st offense – Saturday School and/or Administrative conference with intervention provided by the home high school. Confiscated items will only be returned to the parent/guardian, regardless of the age of the student.
- Additional offenses will result in Saturday School, short or long-term suspension and may result in removal from PCSC. Confiscated items will be returned to the parent/guardian, regardless of the age of the student, at the end of the school year.

EIGHTEEN-YEAR-OLD STUDENTS

All students who attend PCSC and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedures for having absences excused. Eighteen-year olds who want to be identified as their own guardian, and write their own notes, must be living on their own and receive director approval.

ELECTRONIC EQUIPMENT

Personal electronic devices, including but not limited to cell phones, can be a disruption to the educational process and are not permitted at school. **The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building.**

Staff will provide initial reminders at the beginning of the year, however students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. **Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.**

Electronic devices are common targets of theft or lost due to personal negligence and are rarely recovered. **Any student who chooses to bring a device on campus assumes full responsibility for theft, loss, and/or damage.** PCSC is not responsible for, nor will we investigate, the theft of electronic devices. Students using laptops/iPods/etc. at school must first gain the permission of their teachers and are responsible for following all technology guidelines. During non-class times, these devices will be treated the same as any other electronic device.

EMERGENCY CLOSURE OF SCHOOL

PCSC follows the Bethel School District calendar, including any emergency school closures. Information will be posted on the Bethel School District website and the PCSC website and Facebook page. Students and parents are encouraged to listen to local radio and television stations for information about possible closure. PCSC staff is not available on closure days.

EMERGENCY DRILLS

Emergency drills are conducted once a month. 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 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 the Pierce County Sheriff's Department.

FEES

All PCSC fees are outlined in individual program syllabi and can also be found on the PCSC website, www.pcskillscenter.org. Students/families with a financial need should see the PCSC main office for more information on financial assistance.

FINES

Fines, or replacement costs, are assessed for lost school items, damaged 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 program certifications, transcripts, or other school information, until fines are paid in full. Students who 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. Unpaid fines may also impact a student's participation in their high school graduation ceremony.

FIELD TRIPS

Field trips are a privilege and are reserved for students in good standing, both at PCSC and at a student's sending high school. Teachers reserve the right to deny permission if a student is failing or is in jeopardy of failing a class.

GRADES AND REPORT CARDS

Grades in each class are recorded as letter grades A, B, C, or F, and there are no A+ or D grades issued. PCSC teachers do not issue D grades because a D is below standard. The grade in each class is determined solely by the teacher who follows grading and participation procedures that are set forth in their course syllabi. Teachers may include attendance as part of the participation grade in a class.

Progress reports are mailed home at the midpoint of each trimester. Trimester report cards are mailed home three times per year. Incomplete grades may be given on progress reports; but no incomplete grades are given on report cards at the end of the trimester, except when there are extenuating circumstances approved by the Director.

HALL PASSES/VESTS

Any student out of class should have a hall pass with time and destination. Students without a hall pass will be returned to their assigned classrooms and/or disciplined for truancy. Any student who needs to go to the parking lot during class must WEAR a classroom-provided safety vest.

HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)

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 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 one of 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 Office, Bryan Streleski, Director of Athletics & Security at 253- 683-6056 or bstreleski@bethelsd.org.

HATS AND HEADGEAR

Hats, rags, headbands, hoods, scarves, combs, picks or any other headgear is not allowed. Students who repeatedly violate this policy are subject to having the headgear confiscated and disciplinary action. The only exception to the *Hats and Headgear* policy is that students may wear hair accessories permitted in a professional office or as part of a uniform as required in a particular program.

HONOR ROLL & HONOR CORDS

- Honor Roll - students who maintain a 3.7 or 4.0 at the end of each trimester.
- Honor Cords - awarded to seniors who maintain a 3.7 or 4.0 for first and second trimester. Only seniors are awarded honor cords.

IMMUNIZATIONS

All students must have up-to-date immunization records. Students who fail to comply with the State Immunization Law will be excluded from school. Students who have an exemption from immunization requirements may be excluded from school if exposed to a communicable disease.

LOCKERS

Lockers are available in each building, as well as the locker room. Students are required to provide their own lock and are responsible for all contents. Lockers are the property of PCSC and are subject to search by school officials at any time.

LONGBOARDS, SKATEBOARDS, SCOOTERS, AND BIKES

Skateboards, scooters, toys that move, etc. are not permitted at school at any time, day or night. Bikes are allowed, but must be walked once on campus and parked in a designated area.

LOST AND FOUND

A lost and found area is located in the Main Office. Unclaimed items are donated at the end of each trimester.

MAKE-UP WORK

If a student has missed an assignment because of an absence, **they are to approach the teacher and ask for the missed assignment on 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 days. Homework may not be gathered for students who are absent three 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. Students with unexcused absences may not have the opportunity to make up work.

MEDICATION

Students are not permitted to possess or take medication of ANY kind on PCSC campus or school-related activities. Any student required to take medications, must provide a physician's order, with parent/guardian signature, including prescription instructions to the Office Assistant. All prescriptions must be in a properly labeled container from a pharmacy and be stored in the main office to insure supervised distribution. **Any student in possession of over the counter or prescription medications will be disciplined according to the drug and alcohol policy.**

NON-PERFORMANCE IN CLASSES

Attending PCSC 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 class, do not do assigned homework, fail to bring materials to classes, or otherwise fail to make an effort to achieve academically, may be subject to disciplinary action, including removal from PCSC. Students earning a C- or below will be referred for Academic Saturday School.

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 (including the corner store).

PROFANITY/INAPPROPRIATE LANGUAGE

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

RECORDING DEVICES

PCSC 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.

SECTION 504

(Policy 2161 and 2162)

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Under Section 504, parent/guardian has the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

THE SECTION 504 PROCESS

A student's 504 is the responsibility of the home high school. Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.
- If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

If you disagree with the district's decision:

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator. For the Bethel School District contact Lori Haugen, information listed below. For non-Bethel School District students, contact your home school district and ask for the 504 Coordinator.

Bethel School District - Lori Haugen - 516 176th Street E - Spanaway, WA 98856 - 253.683.6920 - lhaugen@bethelsd.org

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: [206-607-1600](tel:206-607-1600)/TDD: [206-607-1647](tel:206-607-1647) Website: www.ed.gov/OCR

STUDENT RIGHTS AND RESPONSIBILITIES

All students at PCSC, 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 as outlined in this school planner and 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.

TECHNOLOGY

PCSC allows students access to computers and other technology throughout the building. BSD Policy #2022 covers the use of district computers and access to the network. The student information system defaults to "I allow" indicating your child has access to the internet. If the first family does not want to provide this capability, see the online forms regarding Student AUP. (see also iPad policy under electronics)

INTERNET CODE OF CONDUCT

- All use of the Internet must be in support of education and research and consistent with the purposes of the Bethel 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 PCSC. 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 PCSC.

TEXTBOOKS

Students are issued textbooks through their teacher. When issued a book, students are to inspect it, report any damage, and sign off on the "Book Condition" form to indicate they accept the book in good condition and are responsible to return it without damage. Fines for lost or damaged books are assessed according to School Board Policy #2034 that lists book damage and replacement costs. Students are expected to cover all textbooks.

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 Pierce County Sheriff's Department.

VISITORS

Visitors are not allowed during the school day, unless approved through the office. Students with babies or small children are not allowed to bring them to school. Pets are not allowed at school.

WITHDRAWAL FROM SCHOOL OR FROM CLASSES

Other than when graduating, students leaving PCSC to go to another school, to enter a non-Bethel program, or to end their school attendance are required to turn in all books and school-owned items, pay all fines owed, and sign out through the office. No student is allowed to withdraw from a class except through the PCSC office.