



# Expanding High School Opportunities

## Student Employability Handbook 2020-21

### *Our Mission:*

To provide a positive, industry supported and aligned learning environment where students are encouraged and expected to achieve their highest potential through rigorous career, technical, and academic preparation programs

### *Our Vision*

New Market Skills Center will be an innovative national leader in preparing students for postsecondary and career education for a high-performance workforce

New Market Skills Center (NMSC)  
7299 New Market Street SW  
Tumwater, WA 98501  
360-570-4500  
[www.newmarketskills.org](http://www.newmarketskills.org)

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# New Market Staff Directory

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\*Phone numbers start with 570 unless otherwise noted

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<b>Director of Student Services</b>	<b>Chris Bradshaw</b>	<b>Registrar</b>	<b>Alison Fisher</b>
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<b><u>Health &amp; Wellness</u></b>		<b>Administrative Secretary - Marketing</b>	<b>Megan Fitzpatrick</b>
<b>Nurse</b>	<b>Stephanie Roberts</b>	megan.fitzpatrick@tumwater.k12.wa.us	4507
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## Program Staff

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## Campus & Student Expectations

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New Market is recognized for its unique and specialized educational programs. One of only 17 career-technical high school training centers in Washington State, New Market serves approximately 1,000 16-20 years old from 25 consortium high schools. New Market serves as an extension to your home high school, offering a wide variety of career and technical preparatory programs based on industry standards. New Market programs offer college credits, equivalency crediting, and certifications.

The information contained in this handbook offers students a clear understanding of the exceptional educational opportunities, as well as personal responsibilities and expectations at New Market. New Market follows Tumwater School District Board Policies. Each student selects a program which supports their particular educational goals or career objectives. These factors in combination with a student's dedication toward positively impacting their own personal and professional growth help to create a unique and profound educational experience.

All students, staff members, and service providers are expected to:

- ✓ Respect themselves and others and all personal or public property.
- ✓ Arrive at class on time prepared to work.
- ✓ Contribute to a positive learning environment.
- ✓ Follow instructions, directions, performance, and standards of the class at all times.
- ✓ Work to achieve quality.

## Session Schedule

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### First Session

Passing Time: 7:35 to 7:50

**Class Time: 7:50 to 10:20**

Passing Time: 10:20 to 10:35

### Second Session

Passing Time: 10:55 to 11:10

**Class Time: 11:10 to 1:40**

Passing Time: 1:40 to 1:55

## Program Descriptions

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**Automotive Service Technology (AST)** – The AST program is an Automotive Service Excellence Education Foundation (ASEEF) certificated training facility. The AST program offers beginning and advanced course work. The MLR level certified program focuses on the eight basic Automotive Service Excellence (ASE) areas: Suspension & Steering, Brakes, Manual Transmission/Transaxle, Automatic Transmission/Transaxle, Automotive Electrical/Electronics, Engine Performance & Drivability, Engine Mechanical and Heating Ventilation Air Conditioning. Four of these ASE areas are covered each school year on a rotating schedule. Completing two years in the AST program will allow students to learn all eight areas. We are also part of the Automotive Youth Educational System (AYES) providing internship and employment opportunities at local repair facilities. Course work is taught by an ASE Certified Instructor, and provides the skills and training necessary, when combined with post-secondary, for four ASE certifications.

- ✓ College credits may be available through the Tech Prep program
- ✓ ASEEF, ASE, and AYES certified program
- ✓ Internship opportunities
- ✓ Equivalency credit for Lab Science
- ✓ Automotive Service Technology has a program fee of \$10

**Collision Repair Technology (CRT)** - The CRT program offers its students Pro Level 1 certification. Students are involved in SkillsUSA leadership activities, and skills competitions, which stress cooperation and teamwork. Students learn vehicle construction, minor body repair, sanding, painting components and spraying techniques, plastic repair, estimating damaged vehicles, MIG welding, and many other operations related to vehicle repair. Safety and proper use of equipment and materials are stressed throughout this program. The program includes use of I-CAR, Axalta Paint Products, Chief, Hunter, and other professional training materials to meet Automotive Service Excellence Education Foundation (ASEEF) and Automotive Service Excellence (ASE) requirements, standards and certifications.

- ✓ College credits may be available through the Tech Prep program
- ✓ ASEEF, ASE, and I-CAR certified program.
- ✓ Body repair, painting, MIG welding, and other operations
- ✓ Equivalency credit for English/Language Art
- ✓ Collision Repair Technology has a program fee of \$55

**Construction Trades (CT)** - The CT program is a pre-apprenticeship program teaching entry-level construction skills and knowledge. This course covers both residential and commercial construction with an emphasis on job site safety. Additionally, students focus on employability skills, problem solving, trainability, as well as team building. The course goal is to prepare students for direct entry into an apprenticeship by meeting rigorous academic and industry standards. Students learn “real world” experiences through field trips, guest speakers, and hands-on activities/projects.

- ✓ College credits may be available through the Tech Prep program
- ✓ Pre Apprenticeship program
- ✓ Residential and commercial construction
- ✓ Preparation for direct entry to construction field
- ✓ Equivalency credit for 3<sup>rd</sup> year Math
- ✓ Construction Trades has a program fee of \$25

**Cosmetology** – Fosbre Academy in Olympia and Centralia Beauty College are more than beauty schools; they are businesses dedicated to teaching the techniques of cosmetology while building community relationships that allow students to reach their highest potential through hands-on experience. Students are instructed on current styles, trends, and creative techniques in the art of beauty and industry preparedness. Centralia school sessions run Tuesday through Saturday, *with Saturday attendance mandatory*. Fosbre Academy operates Wednesday through Friday, 8:30 AM-5:30 PM and Saturday, 8:30 AM-4:30 PM. Students must be at least 17 years of age to sit for the state written and practical exam. Training provides 1,640 hours necessary to take the state board exam for certification. \$150 registration fee for Centralia Beauty College. \$100 Registration Fee for Fosbre Academy. Off-site community based program. Own transportation required.

- ✓ College credits may be available through the Tech Prep program
- ✓ Olympia & Centralia locations
- ✓ 1,640 hours for Washington State certification
- ✓ Equivalency credit for Lab Science

\*\*Summer school commitment required

**Criminal Justice (CJ)** - A course that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, equipment operation and maintenance, report preparation, and other routine law enforcement responsibilities.

In an effort to provide students with an experience that closely mirrors the real world, field trips to criminal justice and law enforcement facilities, interaction with experts in local, county, state, and national law enforcement, judicial system, investigative and protective services are embedded throughout the year. Careers in law enforcement are expected to grow for all occupations. A more security-conscious society, concerned homeland security, and drug-related crimes contribute to the increasing demand for services. Students will receive credit for Senior Social Studies/Civics.

- ✓ Equivalency credit for .5 social studies and .5 civics after successful completion of 540 hours program
- ✓ College credits may be available through the Tech Prep program
- ✓ Constitutional and criminal law
- ✓ Fingerprinting, report writing, conflict resolution
- ✓ Field trips to all aspects of industry

**Culinary Arts (CA)** - The CA program combines a comprehensive culinary curriculum with on the job training making our Culinary Arts program unique and exciting for young people. Students exit the program job-ready and prepared for further culinary education. Students are immersed in daily commercial food production, customer service training and academic instruction. Possible opportunities in catering and internships available.

- ✓ Equivalency credit for English/Language Art
- ✓ Industry certification, including Serve Safe Sanitation certification
- ✓ College credits may be available through the Tech Prep program
- ✓ No face piercing, acrylic nails, nail polish, or jewelry of any kind may be worn during kitchen lab time
- ✓ Culinary Arts has a program fee of \$55

**Cyber Security (CYB)** - This program introduces students to the knowledge and skills necessary to pursue careers in the fast-growing, high-paying Cyber Security industry. In this class, students will gain knowledge and experience in computer hardware, networking, IT security, and Linux. We will use these skills to compete in the Air Force Association's CyberPatriot competition and to prepare to sit for CompTIA's Security+ certifications.

- ✓ College credits may be available through the Tech Prep program

**DigiPen Art and Animation (DAA)** - The DigiPen Art and Animation program, with guidance from program partner, DigiPen Institute of Technology, provides the opportunity to develop skills necessary to pursue post-secondary education in the fields of fine arts, film and video games. Focuses on traditional art skills including art theory, basic drawing, composition, color, value, and perspective drawing. Teaches professional production animation principles and how to apply them to traditional, 2D and 3D digital modeling, and video game applications. Collaborative and interdisciplinary storytelling projects like video games, short films, and production design.

- ✓ Equivalency credit for Fine Art

#### **College Credit**

DigiPen Computer Science is articulated with several entry-level college classes at the DigiPen Institute of Technology in Redmond, WA

**DigiPen Computer Science AP (DCS)** - The DCSAP program is an advanced program in “creating makers of technology”. Students create video games using trigonometry and higher math, computer programming in C, C++, C#, and Java as well as 2D and 3D computer animation. Unity Engine is used to develop virtual reality interactive applications. With guidance from the program partner, DigiPen Institute of Technology, the course prepares students for skills necessary for video game industry’s biggest need: qualified video game programmers and artists. Many of DigiPen’s college graduates have secured positions with top companies such as Nintendo, Interplay, DreamWorks Interactive, KnowWonder, and Valve.

- ✓ Equivalency credit for 3<sup>rd</sup> year Math and Fine Art
- ✓ Sit for Advanced Placement Exam if you choose

#### **College Credit**

DigiPen Computer Science is articulated with several entry-level college classes at the DigiPen Institute of Technology in Redmond, WA. Students will also be prepared to take the College Board Computer Science AP exam.

#### **Certification**

Programs providing opportunities for industry certifications or state licenses.

**Firefighting & EMS Careers (FS)** - Learn the skills necessary to pursue a career in the fire service and to be an integral part of a community emergency response team. Taught by firefighting professionals, students are introduced to firefighter training, fire prevention, inspection and investigation, alarm systems, dispatching, CERT, and emergency medical services. In this program, students will drill at a fire station conveniently located near New Market Skills Center in full bunker gear to gain further experience of what this profession has to offer. This is a realistic mix of hands-on training and academic learning that closely imitates a career in this exciting field.

- ✓ Equivalency credit for Science and Physical Education
- ✓ College credits may be available through the Tech Prep program
- ✓ Firefighting & EMS Careers has a program fee of \$50

**Pre-Veterinary Technician (PVT)** - This program is designed to prepare students to enter the animal health care field. The program includes both theory and practical application of skills and concepts, such as animal restraint, medical terminology, anatomy, physiology, surgery and medical nursing and disease process. Students participate in and are responsible for a weekly dog wash that raises money for the program as well as giving students hands on experience. Students can gain insight into the different positions available in area clinics during a 20 hour job shadow opportunity, and upon successfully completing the program students are comprehensively prepared to enter any college Veterinary Technician Program.

- ✓ Equivalency credit for Lab Science
- ✓ Prepare for animal health care field
- ✓ Opportunity to participate in 20-hour internship with area clinics
- ✓ Prepare for any college Veterinary Program
- ✓ College credits may be available through the Tech Prep program
- ✓ Pre-Veterinary Technician has a program fee of \$30

**Professional Medical Careers (PMC)** - The PMC program introduces students to the rewarding medical field and teaches the knowledge and skills applicable to many medical occupations. Students explore medical careers in their areas of interest, as well as in targeted demand areas for future job openings. The program is designed to prepare students for initial certifications as a Nursing Assistance (NAC), including a 50-hour clinical internship, as well as continued training in the nursing field. Students spend time in the classroom and community facilities learning many procedures for patient care including: taking blood pressure, temperatures, pulse and respirations, as well as learning how to bathe, groom, feed, lift, exercise and position patients.

\*Private transportation is required for clinical internship.

- ✓ Equivalency credit for Lab Science
- ✓ Participate in a 50-hour clinical internship
- ✓ Compile a professional portfolio for job interviews
- ✓ Be eligible to become Washington State Nursing Assistant Certified (NAC)
- ✓ Participate in 1<sup>st</sup> Aid/CPR/AED certification
- ✓ Participate in HIV/Bloodborne Pathogens certification
- ✓ Participate in specialty training certification in Dementia and Mental Health for caregivers
- ✓ College credits may be available through the Tech Prep program
- ✓ Professional Medical Careers has a program fee of \$50

**Small Business Start-Up (SBSU)** - Do you have an interest in starting your own business? The Small Business Start-Up program is an exploratory program that introduces students to the process of launching a business. Using a hands-on, team-centered approach, students will sharpen communication and collaboration skills, explore how to create a plan, raise funds, hone customer service interaction, develop as a leader, and learn foundational economic and financial concepts. Students will explore the educational and entrepreneurial opportunities available from many fields including finance.

- ✓ College credits may be available through the Tech Prep program
- ✓ Internship opportunity with WSECU
- ✓ Build a professional portfolio

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## Associated Student Body

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New Market Skills Center's student council is comprised of student representatives from each program. The Associated Student Body gives students an opportunity to develop leadership skills by organizing and carrying out activities and service projects. All program or campus-wide fundraising plans, activities, and expenditures are approved through the ASB before implementation. The ASB Board is student elected yearly.

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## Attendance

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State Law (RCW28A.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. New Market will take disciplinary actions if a student is truant, has an unexcused absent, or is tardy.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what all employers expect of their employees:

- Being dependable – Students are expected to be at school/work every day.
- Being on time - Students are expected to be prompt, not late, and ready to work.
- Doing a full day's work – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.

**Attendance policies/procedures:**

- All absences must be excused within 48 hours from the date of the initial absence or they will be considered unexcused.
- Absences must be reported to the Attendance Office at New Market. Notifying the Program Instructor of a student's absence does NOT constitute a report to Attendance.
- Absences communicated to the student's sending high school will NOT be relayed to New Market. Therefore, parents/guardians must make contact with New Market attendance directly as well as the sending high school to excuse any absences.
- Tardiness is defined as not being in the classroom at the assigned start to the class period. If a student is 30 or more minutes late to class, the student will be considered unexcused-absent, not tardy.
- Students who have declared adult status to New Market administration are to be considered responsible for acting on their own behalf in excusing and being accountable for any absences.
- Leaving campus prior to dismissal times - Students must provide New Market attendance with verifiable parent/guardian permission before a student will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have adult status, must sign out at the front office prior to leaving campus. If a student leaves 30 or more minutes before the end of class, the student will be considered absent for the day. Students who leave campus without proper permission are subject to disciplinary action.
- If the student is participating in an activity at their sending High School, they are responsible to bring a written excuse for the activity to the front office. They will also be held accountable for the completion of all work missed.
- New Market Activity - To participate in a New Market project or activity, which occurs during the hours a student is assigned to attend their sending high school, the student must complete a New Market Activity Request Form and submit it to the sending high school official with proper signatures no less than 48 hours prior to the date of the activity.
- New Market follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of 18.
- A list of defined excuses for excused absences can be found in the WAC 392-400-325, as well as Tumwater School District Policy 3122.
- Parents/guardians will be notified by phone via an auto dial system when a student has an unexcused absence. After the fifth unexcused absence, the student will sign an employability contract. Additionally, students may face disciplinary action which may include removal from program due to lack of attendance; as deemed appropriate by New Market administration.

## Bullying, Intimidation & Harassment

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New Market is committed to a safe and civil educational environment for all students, employees, parents, customers, vendors, consultants, contractors, and volunteers, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, had a particular gender expression or identity, or had a mental, physical, or sensory disability) or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student, or damages the student's property
- Has the effect of interfering with a student's education; or creates an intimidating or threatening educational environment
- Has the effect of disrupting the orderly operation of the school

A common theme in cases of harassment, bullying and intimidation is racial discrimination. Biased attitudes and stereotypes, racial jokes and slurs are intolerable, but racial discrimination at its worst becomes a hate crime. A hate crime is defined as, "Any act, or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial or ethnic slurs, vandalism, force, or threat of force motivated all or in part by hostility to the victim's real or perceived race or ethnicity."

Harassment, intimidation or bullying may take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Although it may seem to individuals that they are "joking" or that "it is okay" to make derogatory comments about a person's race, gender, or physical or mental abilities; sexual, racial, or disability harassment will not be tolerated at New Market, at school related activities or at New Market related work sites, job shadow, internships or volunteer sites.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status.

Depending upon the frequency and severity of the conduct intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. District employees, students, parents or volunteers that engage in reprisal, retaliation or false accusations against a victim, and/or a witness, or one with reliable information about an act of harassment, intimidation, or bullying shall constitute a violation of this policy. A copy of the Tumwater School Board Policy (Policy No. 3207) and formal complaint forms are available on Tumwater School District website.

## Care of School Property

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Students are responsible for the proper care of all books, supplies, technology, and furniture supplied by the school. Anyone who damages property or equipment will be required to pay for the damages done or replace the item. Anyone misusing or abusing school property will be subject to disciplinary action. In computer labs, care must be taken to protect equipment from damage. Specific restrictions may be applied by program instructors regarding the use and consumption of food or beverages within a computer lab or skills lab setting. Liquids, if allowed by instructor, are to be limited to containers that can be sealed and hands must be cleaned of all sticky or oily residue.

## Closed Campus

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New Market, as well any program associated with but not located on the main campus, is considered closed. Closed campus directly refers to a student's ability to leave campus prior to regular dismissal time. **Once a student has arrived at New Market they are expected to remain on campus unless they have received prior approval from a New Market administrator.** Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures in the Main Office to include verifiable parent/guardian contact. Students who choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by New Market administration.



- Work or training related activities may require students to coordinate leaving campus prior to dismissal time. Such activities must be pre-approved by the program instructor in connection with New Market administration, as well as permitted by the parent/guardian. Students must also complete appropriate sign out process with the Main Office.
- **Granting of Adult Status** – Students who are eighteen years of age or older are eligible to complete a Documentation of Independent Student Status form declaring their adult status. Once submitted to New Market administration, adult status will allow students to sign themselves out of school, for approved activities only, prior to the regular release time without parent/guardian contact as well as excuse absences on their own behalf.

ALL STUDENTS, REGARDLESS OF ADULT STATUS, MUST SIGN OUT IN THE OFFICE WHEN LEAVING CAMPUS PRIOR TO REGULAR RELEASE TIME. Instructors will determine how time missed will be made up.

## Discipline

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Each staff member at New Market is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. New Market will help students to develop and reinforce self-control, orderliness, respect and efficiency necessary to maintain a positive attitude, self-discipline, and overall effectiveness as a future employee.

In the event that disciplinary action is warranted a progressive process is followed. A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision. Further progressive disciplinary action may result at administrative discretion to include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process.

All students will be held accountable for their behavior and will be held accountable to the rules and expectations within the Student Handbook, Tumwater Board Policies, and state law. This could involve notification of Law Enforcement.

## Dress Expectations

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New Market dress standards directly connect to the expectations in an employment setting. Therefore, several of the standards acceptable at the comprehensive high school level may not be deemed acceptable by New Market employability standards.

**Dress standards applicable to ALL students at New Market are as follows:**

- Inappropriate dress may include but is not limited to: hats/bandanas or headwear of any kind and/or clothing which disrupt the education process and/or promote tobacco, alcohol, drug use, or promote or imply: profanity, obscenities, violence or violent acts, weapons, sexual suggestion, or gang involvement are not allowed. Clothing which exposes the midriff, chest, majority of thigh, or open back area are not allowed. Clothes that expose or do not fully cover all undergarments are not allowed.
- Protective clothing as required by program Washington Industrial Safety & Health Administration (WISHA) is required.
- Dress or appearance must not present a health or safety hazard.
- Employment and professional standards for appropriate daily personal hygiene are to be maintained at all times.
- Everyone must wear shoes at all times.
- ID badge as required by program instructor.
- All dress, safety and hygiene standards apply in addition to and/or in conjunction with the employment standard of each program as defined by the program instructor or administration.

**Cosmetology Students:** All students are expected to maintain a neat, clean, professional appearance at all times. Hair is expected to be worn in a modern style and to be well-groomed at all times. Makeup is to be worn modestly. All students are required to come to class fully prepared to learn which includes wearing the appropriate professional dress: black pants/slacks, colored shirt, black or white closed-toe shoes. Students are not allowed to wear sleeveless shirts, short skirts or hats.

**See cosmetology handbook for other specific dress code requirements.**

## Emergency Treatment/Health Information

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**Health Information** - Parents/guardians have the primary responsibility for a student's health. New Market requires that an Emergency Treatment/Health Information Form be completed yearly. New Market does not have a health room, so anyone who is too ill to be in class needs to identify an emergency contact person who is available for transportation home.

**Immunizations:** The State Board of Health requires students to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, rubella and mumps. A completed Washington Certificate of Immunization Status form verified by a medical physician must be on file with the home school. Exemption status must also be on file. State regulations prohibit a student from attending school until these requirements are met.

**Medications:** If it is necessary for medication, either over-the-counter or prescription, to be taken during the school day, the medication must be stored in the locked cabinet of the Main Office. Authorization of medication at school must be completed and signed by a Licensed Health Care Provider and parent/guardian yearly. The school cannot provide any medication. A student is permitted to carry certain emergency medications only with specific written instructions from an authorized Health Care Professional.

## Electronic Media/Technology

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Copyright laws and educational value or impact are of major importance. New Market administrators will oversee the use of all New Market electronic equipment on campus and in the classrooms. This includes the appropriate use of campus photocopiers, video equipment, computer hardware and software/shareware, Internet, network, e-mail, cellular phones, and pagers etc.

Only software and materials that are supplied by New Market or approved by an administrator will be allowed to be installed, copied or used on any computer, copier or any other electronic media on the New Market campus.

Use of the Internet for obtaining information, placing orders, or communicating with outside sites must be:

- Students must sign a Media Policy Agreement before using New Market electronic equipment (included in Handbook).
- Downloading from the Internet must be under the guidance and approval of the instructor.
- Directly related to the documented program curriculum or specifically approved by the instructor.
- Use of New Market equipment/computers for personal/student, or non-program related activities is PROHIBITED and will be strictly enforced; potentially resulting in disciplinary action as deemed appropriate by New Market administration.

Personal Electronic Devices: Use of personal electronic devices during class time shall be determined by program instructors. Students who violate program personal electronic device policies are subject to New Market discipline procedures.

## Fees

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Programs requiring fees must be paid prior to final grades. If a student is in need of financial assistance, please contact the Office. Transcripts will be held until all fees and fines are paid.

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## Grading

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New Market grades on an 18-week semester system with mid-term progress reports sent out after 9 weeks. Grades are forwarded to each home high school based on dates identified in the New Market reporting schedule. Students may receive up to three (3) high school credits for each successfully completed program. Grades will be issued for each of the following:

**Employability:** Demonstrated employability, attendance and punctuality, overall quality of work, attitude and conduct, adherence to safety rules and leadership.

**Knowledge:** Demonstrated understanding of related theory, test scores and written work. Equivalency credit is awarded.

**Skills:** Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

**EQUIVELANCY CREDIT:** Students have the opportunity to earn core class credits towards graduation requirements. For example, a student might earn a science credit while participating in the Professional Medical Careers program.

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## Identification Badges

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In keeping with business and industry, an ID badge is required for some programs. Initially issued ID badges are at no cost to the student. The cost for a replacement badge is \$2.00 and is the responsibility of the student.

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## Information Methods

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Student information such as job openings, scholarship information, student support services, community contacts, educational opportunities, ASB announcements, upcoming event dates and celebrations are posted on our website at [www.NewMarketSkills.org](http://www.NewMarketSkills.org), on social media, and on bulletin boards located around campus.

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## Leadership Activities

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In accordance with Federal and Washington State standards for Career & Technical Education, a leadership component shall be integrated into each program curriculum. New Market leadership activities exist to give everyone an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to one's community. New Market endorses, encourages, and supports leadership activities as part of training. This may be accomplished through student organizations such as SkillsUSA, or through a locally developed leadership program. Dues for memberships/activities are payable in the office.

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## Non-Discrimination

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New Market Skills Center/Tumwater School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator: Shawn Batstone, 360-709-7030, [shawn.batstone@tumwater.k12.wa.us](mailto:shawn.batstone@tumwater.k12.wa.us) and Section 504 Coordinator: Kelli Ehresmann, 360-709-7040, [kelli.ehresmann@tumwater.k12.wa.us](mailto:kelli.ehresmann@tumwater.k12.wa.us)

Address: 621 Linwood Avenue SW, Tumwater, WA 98512

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## Program Expectations

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Expectations, policies, and procedures are developed as part of each class or program. Since New Market programs simulate business as closely as possible, the expectations, policies, and procedures will mirror industry standards.

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## Release of Student Information

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The Federal Family Educational Rights and Privacy Act define certain information about your children as “directory information.” This information may be released unless it is requested in writing to New Market Skills Center that such information not be released.

Directory information is:

- ✓ Student’s name, address, electronic address, telephone number and photo/video
- ✓ Date and place of birth
- ✓ Participation in officially recognized activities
- ✓ Dates of attendance and grade level
- ✓ Degrees and awards received and major field of study
- ✓ Most recent educational institution attended

This type of information is used in school publications such as newsletters, school programs, honor roll and/or other recognition lists. During the school year, district personnel will be photographing students for the Open Line publication, school newsletters, the NMSC website, and/or other NMSC social media. In addition, many school events and activities are videotaped for presentation on the NMSC website, social media, and used for other promotional opportunities. Parents who do not want their children included should complete the Opt Out form. Requests for directory information also come from the media. Federal law requires local educational agencies to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings, unless parents have advised NMSC, in writing, not to release such information. The student directory and visual information release opt out forms are available in the NMSC student center and in the student handbook. NMSC will not release any directory information for commercial purposes or for other purposes not related to the conduct of school business.

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## Safety

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On-the-job safety is a vital part of all occupations and is a part of each program at New Market. Everyone is 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 to be observed at all times:

- Eye Safety: If a student is involved in a program of a hazardous nature WISHA code clearly states individuals must wear appropriate industry-quality eye protective devices as designated.
- Handling Blood/Body Fluid: gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
- Food Borne Illness: Care must be taken in program activities involving the handling of food in an effort to prevent food - borne illness from occurring.
- Drugs/Alcohol: Drugs and alcohol are not tolerated at New Market. Individuals choosing to engage in the use of drugs or alcohol will be subject to disciplinary action by New Market Administration which may additionally include contact with law enforcement.

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## Scholarships

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New Market encourages students to continue their training and/or education. New Market will assist students searching for scholarships or career-related apprenticeship or internship opportunities. Information regarding scholarships is available on our website at [www.NewMarketSkills.org](http://www.NewMarketSkills.org) under the Scholarships Tab and in the main office.

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## School Closures (Inclement Weather)

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New Market follows the Tumwater School District inclement weather policy. Change of schedule information or closure due to inclement weather or emergencies will be given to radio stations by 6 a.m. For information on closure status, tune to your local stations that carry this information. If Tumwater School District is running two hours late, NMSC will not have first session, but will be closed if TSD closes schools for the day. However, if your sending high school is closed because of inclement weather, you will not be expected to attend New Market that day. Listen for conditions on KGY 1240 AM, and KXXO 96.1 FM. The Office will be open to answer phone calls, unless Tumwater School District is closed.

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## Sexual Harassment

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In conjunction with Tumwater School Board Policy No. 3207, New Market will not tolerate sexual harassment or sexual violence. Anyone who has been found, after appropriate investigation, to have engaged in sexual harassment on New Market property or sponsored activity will be subject to disciplinary action up to and including discharge, expulsion, and restriction of access to school properties and activities. Contact of a sexual nature between a New Market staff member and a student is forbidden in all circumstances. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexually harassing behaviors may include, but are not limited to:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature.
- Repeated, offensive, and unwelcome insults and/or jokes that are sexual or gender-based in nature.
- Repeated, unwelcome comments of a sexual nature about an individual's body or clothing.
- Deliberate and unwelcome touching, such as patting, pinching, hugging, or brushing against an individual's body.
- Unwelcome and offensive displays of sexually suggestive objects or pictures.
- Pressure for dates or sex, if unwelcome and repeated.
- Pressure for dates or sex in exchange for promotions, salary increases, or benefits.
- Stating or implying to an applicant that she/he will be hired with sexual relations as a condition of employment.

Important factors to remember:

- Third Party Harassment happens when a person can complain if they are affected by the harassment. They do not have to be the direct recipient of the harassment.
- Sexual harassment depends on the perspective of the victim, not the intent of the harasser.
- Retaliation against people who report sexual harassment, or cooperate with investigators, is prohibited by law. False accusations are also prohibited.
- Confidentiality about an incident must be kept at all times.

A copy of the complete Policy 3207 and formal complaint forms are available in the Main Office. Completed forms need to be turned into administration.

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## Skyward On-Line Grade Book

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Student information including, grades and attendance are accessible via Skyward. Note: your sending school Skyward log-in is not the same as New Market unless you attend a Tumwater school. Students, parents/guardians, and sending high schools can easily access up to date information by logging on and following the steps listed below:

- 1) <http://www.NewMarketSkills.org>
- 2) Click on the Skyward – Request Family Access
- 3) Complete the on-line form and submit.

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## Special Services

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Individual Education Plans and or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, students may receive support and or accommodations in the classroom setting. All necessary determinations of individuals who qualify for such services as well as any supports or accommodations deemed necessary are the responsibility of the student's sending high school.

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## Summer Session

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Summer session is available to all students who have successfully completed middle school and have not graduated high school. Summer session is an excellent opportunity for students to explore the world of career and technical training. Students are eligible to earn a .5 credit per session upon successful completion and meet either elective or CTE credit towards high school graduation. Information regarding availability of courses offered is available via the New Market website at [www.newmarketskills.org](http://www.newmarketskills.org) or by calling 360-570-4500. Registration for summer session is an on-line application only and registration dates vary from year to year.

- Availability of summer session dependent upon yearly legislative funding approval.
- Students with special needs need to contact administration so appropriate accommodations/placements can be provided.

## Tech Prep/AP College Credit

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College credits may be available; many New Market programs are qualified for Tech Prep credits. Students who successfully complete their program with a B or better and meet Tech Prep requirements are eligible to receive college credits.

The following programs offer the opportunity to receive Advanced Placement college credits:

DigiPen Computer Science

## Tobacco and Alcohol Use – Policy 3409

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Possession of tobacco products (including spiced or other types of cigarettes and e-cigs) or alcohol by anyone on campus is illegal. There is a total ban on the use of all tobacco products by anyone on New Market's campus (RCW 28A.120.310; TSD board policy 3409). Possession of tobacco products by students is illegal (RCW 28A.31.170). Violating this state law will result in disciplinary action, including possible legal action.

## Transportation

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Transportation is provided by each school district to and from New Market. Each district has established its own transportation policy. Any student missing the bus will be responsible for arranging their own transportation back to their home school.

Any student who wishes to drive to and from New Market or any off campus site must obtain permission from their sending high school. Students who are authorized to drive to and from New Market or any off campus site must know and observe the following regulations:

- Must carry proof of insurance and provide it upon request by a New Market administrator or designee.
- Must park in designated student parking areas only in the main parking lot or specified areas for off campus sites. Cars parked in unauthorized areas may be towed.
- All skateboards and bicycles may not be ridden on the sidewalks, or in the buildings.
- Must follow the 10 mph speed limit on New Market campus at all times. Speeding or careless driving on New Market grounds or on streets bordering New Market or at the off campus sites may cause loss of driving privileges and or further disciplinary actions.
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on New Market's campus including the parking lot, the street bordering New Market or at any of the off campus sites.
- Music must be at a level that will not be disruptive to the educational process. Music should not be able to be heard outside of the student's vehicle.
- The parking lot is considered OFF LIMITS during session hours, including lunch break. Students must gain permission from their instructor prior to going out to the parking lot for any reason other than to leave campus at regular dismissal times.
- Drivers shall, at all times, yield the right of way to school buses and pedestrians.

**Failure to follow the above stated rules may result in the termination of driving/ parking privileges and or further disciplinary action.**

### Student Transportation Numbers:

Centralia School District	330-7628	Rainier School District	446-2209	Tumwater School District	709-7700
Oakville School District	273-5946	Rochester School District	273-0292	Yelm School District	458-3300
Olympia School District	596-7700	Shelton School District	426-3182		
North Thurston School District	412-4545	Tenino School District	339-4370		

## Visitors

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All student visitors must be approved by Administration 24 HOURS PRIOR to the student visit. The procedure is as follows:

- Obtain and complete a Student Visitor Request Form available in the Main Office.
- Return the completed form to the Main Office for administrative approval at least 24 HOURS PRIOR to the requested visit.
- Final approval will be granted only after a phone call or e-mail has been made to the visitor's school/ employer/ parent verifying the proposed visitor is in good standing and/ or not a potential threat.
- Visitors are not allowed during critical times such as prior to school vacation, during finals/testing, etc.

**Cosmetology Students:** Visitors are permitted in the reception area only. No visitors are permitted at the work stations while students are working on a customer. Lunchrooms are for student use only. Visitors are not permitted to enter this area at any time.

## Weapons on School Premises – Policy 4210

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Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or a dangerous weapon, including pen/laser lights and/or possessing any exploding item or device (including mace or pepper spray), that would be capable of producing bodily harm, damage to property or disruption of the educational process is illegal and therefore not tolerated (RCW 9.41.280).

Violation of this policy is considered so serious to the safety and welfare of both the student who violates it and others, and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law, New Market administrators are required to notify local law enforcement of a violation of this policy.

## Youth Build

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YouthBuild is a Department of Labor funded partnership between New Market Skills Center and Community Youth Services. Interested students should apply directly through the Community Youth Services YouthBuild webpage:

<http://www.communityyouthservices.org/yb>

YB is a full-time program that helps young people ages 16-20 earn their high school diploma or GED while getting hands-on training and work experience in the construction trades. Many YB students have struggled with obstacles that are getting in the way of their path to success – including poverty, violence, abuse, drugs, or lack of support. For some of our students, traditional high school has not been the answer. YouthBuild offers hope and a second chance to overcome these obstacles. Through YB youth will become part of a team and build lasting relationships with other students and staff who are committed to helping each other reach their goals in the classroom, on the jobsite, and in our community. YouthBuild is a full-time program where students spend 50% of their time in academics, 40% of their time building low-income residential housing, and 10% of their time developing employability and leadership skills through community service learning projects. YB is structured like a job and students receive a weekly stipend for active participation.

# ADDENDUM: COVID-19 Guidelines, Policies, and Procedures

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This addendum is meant to be used in conjunction with this handbook. All previous policies and procedures still apply.

## Remote Learning Schedule

7:30 – 8:00 am	Material Drop – Monday and Wednesday All assignments and activities will be posted to virtual classroom. Monday’s Drop – Work for Monday and Tuesday Wednesday’s Drop – Work for Wednesday, Thursday, and Friday
7:45 – 8:00 am	Passing Time
8:00 – 10:30 am	AM Class Time: Combination of synchronous and asynchronous learning experiences Synchronous Meetings scheduled for 8:30 am and 10 am.
10:30 – 10:45 am	Passing Time
11:15 – 11:30 am	Passing Time
11:30 – 2:00 pm	PM Class Time: Combination of synchronous and asynchronous learning experiences Synchronous Meetings scheduled for 12:00 pm and 1:30 pm.
2:00 – 2:15 pm	Passing Time
2:00 – 3:00 pm	Student/Family/Teacher Connection Time

## Attendance

Students will be expected to attend daily, but may adjust their individual schedules to engage with either A.M. or P.M. session, or portions of each. Student presence is determined by engaging in planned asynchronous or synchronous activities. If a student does not engage or demonstrate participation in any way, the student would be marked as absent. Student participation includes, but not limited to:

- Daily logins to learning management systems (Google classroom)
- Daily interactions with teacher(s) to acknowledge attendance (including messages, emails, phone calls, or video chats)
- Evidence of participation in a task or assignment

Parents will still need to call the attendance line if a student will be absent. Please call 360-570-4501 within 48 hours of the absence.

\*Districts will be changing the marked absence from remote learning as a “non-truancy remote learning absence,” that is neither excused nor unexcused until October 4, 2020. On October 5, districts must differentiate between excused and unexcused remote absences. \*OSPI Bulletin No 064-20 OSSI

## Technology

Remote learning requires students to access their program’s virtual classroom and virtual assignment/activities. Chromebooks will be provided by the sending school.

If a student has problems logging into their New Market virtual classroom, please contact the Main Office (360-570-4500) for assistance.



## COVID-19 Expectations

At some point during this school year, our students may have opportunities for on campus hands-on instruction or assessment. Please read the guidelines below outlining the precautions we are taking around COVID-19.

### Masks

- All students and staff on campus will be *required to wear masks* at all times.
- We may have a few extras, but the expectation is that students provide their own.

### Social Distancing

- While on campus students need to maintain physical distancing as much as possible.
- When attending school, the number of students allowed on campus will be limited based on department of health guidelines, each student will have their own learning space, and be at least 6 feet from their peers.
- Instructors will stagger the release of students to avoid large numbers congregating in the halls or bathrooms.

### Cleaning

- Student learning surfaces and shared spaces including classrooms and bathrooms will be thoroughly cleaned and sanitized daily. Instructors will also have additional supplies on hand to wipe down surfaces as needed.
- It is helpful if students bring their own hand sanitizer, if available; to further prevent the spread of possible germs.

### Health

- Before coming to campus students should assess their health and symptoms, which include, but are not limited to fever, shortness of breath, headache, cough, fatigue, muscle aches, loss of smell or taste, and sore throat. If you or anyone in the household are exhibiting any of these symptoms, please keep the student home and notify New Market of the student's absence.
- If the student has been in close contact with someone suspected of having COVID 19 or someone diagnosed with COVID 19 in the past 10 days, please keep the student home and notify New Market of the student's absence.
- Click here for full [CDC symptom guidelines](#).

### Student Arrival/Screening

- Students are required to complete a COVID-19 attestation in Skyward, a screening before riding school transportation to New Market, or submit to onsite screening for COVID-19 daily prior to being allowed on campus. Students experiencing symptoms will be excluded from school per state guidelines. Students that become ill while on campus will wait in a supervised isolation room and parents will be contacted to pick up their student. The school nurse will contact the family within 24 hours for further guidance.

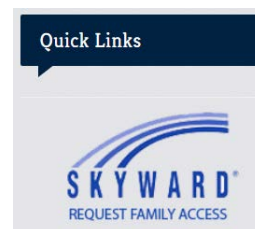
## Family Access-Skyward

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Family Access is a web based tool designed to enhance parent/guardian and school communication. Your use of the Family Access is voluntary. Skyward is a tool for parents to access their students' grades, assignment status and communicate with the instructor.

If you are interested in accessing Family Access, please follow the steps below.

1. Visit [www.newmarketskills.org](http://www.newmarketskills.org)
2. Click on Request Parent Skyward Account in 'Quick Links'
3. Complete the Skyward Family Access Application and Submit
4. You will be notified via email with an account name and password



Once you obtain Family Access you can opt into email notifications.

1. Login to Skyward via [www.newmarketskills.org](http://www.newmarketskills.org)
2. Click "My Account"  
(Please confirm your email address is up to date)
3. See the bottom of the page, check boxes for receiving emails in regards to attendance, grades, and progress reports.

Thank you.

**Electronic Media & Communications Technology  
 Policy Statement/Agreement**

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Copyright laws and educational value or impact are of major importance. New Market administrators will oversee the use of all New Market electronic equipment on campus and in the classrooms. This includes the appropriate use of campus photocopiers, video equipment, computer hardware and software/shareware, Internet, network, modems, e-mail, cellular phones, and pagers.

Only software and materials that are supplied by New Market or approved by an administrator will be allowed to be installed, copied or used on any computer, copier or any other electronic media on the New Market campus.

Use of the Internet for obtaining information, placing orders, or communicating with outside sites must be:

1. Directly related to the documented program curriculum, or
2. Specifically approved by the instructor.

Downloading from the Internet must be under the guidance and approval of the instructor. Browser or program plug-ins & modifications, streaming audio or video, chat, messaging software, or any other file(s) are forbidden. Appropriate media player access, music, and email use is allowed only with instructor approval.

**Each student is given space on the server to save class work. When saving, students should save to their personal or H drive. Students are prohibited from saving personal (non program related) files to any computer or server. These files could be, but not limited to, photos, music, games, or documents of any type.**

All NMSC computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems, including security devices, to prevent unauthorized use and violations of proper use and security regulations, to deter inappropriate activity, and for other similar purposes. If monitoring of this or any other NMSC system reveals possible evidence of violation of Electronic Media Policy, this evidence and any other related information, including identification information about the user will be provided to the proper officials.

Violation of this policy will be cause for disciplinary action and may include revocation of user rights on the campus computer network and district Internet, possible removal, suspension, and/or expulsion from the program and/or the New Market Skills Center. Violation of this policy may constitute a criminal offense and may result in appropriate legal action. Violators will be charged for the cost of repair for any damage. In addition, any vandalism or theft of electronic equipment will be subject to administrative action.

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I have read and understand the above policy. I have read and agree to follow Tumwater School District's Electronic Information Systems - Board Policy and Procedures 2022P found at <http://www.tumwater.k12.wa.us/Page/936>

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release New Market Skills Center, Tumwater School District No. 33, Washington Department of Information Services 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 network. Further, my child and I agree that the New Market Skills Center has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network's system and we hereby waive any right of privacy which my child or I may otherwise have into such material. **New Market is not responsible for any personal electronic devices.**

Print Student Name	Student Signature	Date
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Print Parent Name	Parent Signature	Date
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**Please return this form to the program instructor**

**ANNUAL EMERGENCY AND STUDENT HEALTH INFORMATION**

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell/Home # \_\_\_\_\_ Work # \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell/Home # \_\_\_\_\_ Work # \_\_\_\_\_ Email \_\_\_\_\_

Health Care Provider \_\_\_\_\_ Phone \_\_\_\_\_ Preferred Hospital \_\_\_\_\_ Dental Care Provider \_\_\_\_\_ Phone \_\_\_\_\_

Type of Medical Insurance (circle one) Private Military/Tricare Apple Health/Medicaid None Other: \_\_\_\_\_

In an emergency and unable to reach parent/guardian, please contact:

Emergency Contact Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell/Home # \_\_\_\_\_ Work # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell/Home # \_\_\_\_\_ Work # \_\_\_\_\_ Email \_\_\_\_\_

**Life –Threatening Conditions**

RCW 28.A210.320 requires every public school to prohibit the attendance at school for any and all purposes for any student with a "Life-Threatening Condition" who does not have medication or treatment orders and a nursing care plan on file at the school. A "Life-Threatening Condition" is defined as a health condition that will put the child in danger of death during the school day if medication or treatment orders and a nursing care plan are not in place. Students who are not in compliance with RCW 28A.210.320 are prohibited from attendance until such time that they come into complete compliance. Any parent/legal guardian who contests the schools decision has the right to due process procedures as found in Tumwater School District Policy 3200.

Does your child have a life threatening condition?  Yes  No

Epi-Pen prescribed  Yes  No Allergic to: \_\_\_\_\_

Describe reaction: \_\_\_\_\_

Date of last reaction: \_\_\_\_\_

Does your child have severe asthma?  Yes  No

Hospitalized/ ER visit/ Oral Steroids/ 2 unplanned visits with-in last year?  Yes  No

Diabetes  Bleeding Condition: Describe \_\_\_\_\_

Seizures: Type \_\_\_\_\_

Cardiac: Describe \_\_\_\_\_

**Health Information**

Allergies: Please list \_\_\_\_\_

Describe mild reaction \_\_\_\_\_

Asthma:  with inhaler  without inhaler

Triggers:  Resp. Infection  Exercise  Pollen  Molds  Animals \_\_\_\_\_

Smoke  Strong odors/fumes  Weather/Temp Change  Food \_\_\_\_\_

ADD  ADHD  Speech Condition  Glasses/Contacts  Hearing Aid(s)

Feeding Support \_\_\_\_\_  Mobility Support \_\_\_\_\_

Other Health Conditions \_\_\_\_\_

Medication(s) Currently Used:

Taken at:

\_\_\_\_\_  School  Home

\_\_\_\_\_  School  Home

\_\_\_\_\_  School  Home

No Medical Conditions

District Policy for Administering Medication to Students: Medications, prescriptive or over the counter, may be administered to students by building administrators or their designee(s) only with **WRITTEN PERMISSION of the parent/guardian AND a Licensed Health Care Provider's Order for Medication at School**. I understand that licensed health care providers have Authorization for Medication forms or the form is available at TSD schools or online at the New Market website.

If your child is ill/injured at school, we will contact the parent/legal guardian or emergency contact person, if at all possible, and call 911, if the injury or illness warrants it. I consent to the release of medical information related to my child, to school personnel, as needed, to ensure his/her safety at school. I understand that it will be my responsibility to arrange for payment for medical care, should my child be ill/injured. I have read and understand this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Notice Concerning Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that New Market Skills Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, New Market Skills Center may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of "directory information" is to allow New Market Skills Center to include this type of information from your student's education records in certain school publications. Examples Include:

- ⦿ The NMSC website or school publications
- ⦿ Advertising brochures
- ⦿ Graduation programs

FERPA authorizes New Market Skills Center to release student "directory information" for school- related purposes without parental permission **unless you notify your student's principal in writing, by October 1st or within 10 days of enrollment after October 1st**, that you do not want such information released to those who request it. The District has defined "directory information" as:

### STUDENT DIRECTORY INFORMATION

- ⦿ Student name, address and telephone number, photo and video;
- ⦿ Date and place of birth;
- ⦿ Degrees, honors, and awards received;
- ⦿ Dates of attendance and grade level;
- ⦿ Schools previously attended; and
- ⦿ Work created by the student for school- related publications

In addition, federal law requires New Market Skills Center to provide military recruiters with student names, addresses, and telephone listings- unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

# New Market Skill Center Request to Prevent Disclosure of 2020-21 Student Directory Information

New Market Skills Center will release student "Directory Information" for school-related purposes without parent permission unless you notify your student's principal in writing by October 1st of each school year, or within 10 days of enrollment after October 1st, that you do not want such information released to those who request it. If you do NOT want Directory Information about your student released, please check all the boxes that apply and return the form to your student's school by October 1st or within 10 days of enrollment after October 1st. Return one form per student. Additional forms can be obtained at your student's school office.

**NOTE: If releasing this information is acceptable to you, no action is required.**

## For All Families:

Please check the box on the left of item(s) for which you wish to Opt Out.

- SCHOOL/DISTRICT USE:** Please do **NOT** release my student's visual image or other directory information for New Market Skills Center use, including publications, websites, or school-related social media. This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*
- PUBLIC USE:** Please do **NOT** release my student's visual image or directory information to outside organizations for school-related purposes (such as graduation announcements, higher education institutions, or parent organizations). This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*
- MEDIA USE:** Please do **NOT** release my student's visual image or directory information to local newspapers, television stations, social media (internet publications beyond District websites) or other media outlets for school-related stories or recognition. This includes recordings of classroom Video Conference (Zoom, Google meet, etc.) meetings. *If you check this box please read \* below.*

\*Teachers will be holding live Video Conference (Zoom, Google Meet) meetings where all students are invited to attend. Because not all students will be available to participate, teachers may record sessions so that videos can be accessed later. This will allow those who could not participate live in the ability to benefit from question and answer sessions and class discussions. If you wish to have your child attend but do NOT wish for your child's image, voice or name to be included, you have the following options:

You can leave your camera off

You can leave your microphone off

You can change your child's on-screen name to "NM student (insert initials)"

In doing these things, your student still benefits from seeing their classmates and teacher and hearing the discussion. They can also choose to unmute themselves if they need to ask a question. The teacher will refer to your student only as they are listed on-screen. If you need technical assistance, please inform your student's teacher so they can set up a time to work with you.

## FOR FAMILIES OF JUNIORS & SENIORS ONLY

**U.S. Military:** The Federal Every Student Succeeds Act requires high schools to provide a list of student's names, addresses and telephone numbers to military recruiters. Parents have the right to request that their student's name be omitted from that list. NOTE: checking the box below does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.

- Please **do NOT** give my student's name and contact information to military recruiters.

**If you have checked NO to any of the boxes above,** please sign and return this form to your school office no later than October 1st of each school year.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

## Consent to Receive Automated Communications

New Market Skills Center uses School Messenger, an automated system, to make important school-related announcements in the form of calls to the cellphone and residential telephone numbers of parents/guardians. These communications include messages about emergency situations (for example, but not limited to: weather closures, fires, dangerous persons, school lockdowns, health risks, and unexcused absences), and messages that are closely related to the educational mission of the school (for example but not limited to: no class session for staff development, curriculum night, and open house)

*By providing telephone numbers on and signing student registration paperwork, you consent to receive automated calls from the District at those numbers. You may opt not to receive such automated messages (other than emergency messages) by submitting the form below to your school office, or by providing notice to your school secretary by phone or by email.*

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(Separate and return this form to opt out of automated messages.)

## Request Not to Receive Automated Messages

Although the District requests that parents/guardians consent to receive automated messages as described above by providing telephone contact information on registration paperwork, you may opt out of receiving automated phone calls (other than emergency messages) by completing the information below:

Student Name(s) and Grade(s): \_\_\_\_\_  
\_\_\_\_\_ School: \_\_\_\_\_

I opt out of receiving automated (check all that apply) telephone calls from the District at the following numbers (list all numbers that apply, including area codes):

1. \_\_\_\_\_  Cellphone  Residential line
2. \_\_\_\_\_  Cellphone  Residential line
3. \_\_\_\_\_  Cellphone  Residential line
4. \_\_\_\_\_  Cellphone  Residential line

Your decision to opt out will be effective unless you notify us otherwise in writing. Note that the law allows schools to make automated emergency calls (such as about school lockdowns) to telephone numbers you have provided regardless of whether you opt out of other messages.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to New Market Skills Center.**

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**Student Handbook Acknowledgment**

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Student Name \_\_\_\_\_  
Program Name \_\_\_\_\_

I, \_\_\_\_\_, have received a copy of the NMSC Student Handbook which outlines expectations, rules, and procedures.

I agree to follow all expectations and abide by all rules and standards established by NMSC, Tumwater School District board policy, and my specific program(s) instructor(s) in connection with all expectations as outlined by my sending high school and district if applicable.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return this form to program instructor**