



## Washington Network for Innovative Careers

A Northeast King County Skill Center

2023-24

### Parent/Student Handbook

**IMPORTANT: Please see last page for Parent/Guardian and Student Sign-off instructions**

#### **Mission**

**WANIC's primary mission is to provide quality, diverse, and cost-effective career and technical education (CTE) for all students through interdistrict cooperation.**

#### *WANIC's goals include:*

- *Ensuring student access and opportunities while promoting equity and diversity in programs*
- *Providing highly challenging, relevant, specialized courses and programs to students*
- *Maintaining and expanding business and industry partnerships and connections*

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## **WANIC SKILL CENTER**

### **CONTACT US**

11605 132nd Ave NE Suite A108

Kirkland, WA 98034

Email: [wanic@lwsd.org](mailto:wanic@lwsd.org)

Tell: 425.739.8400

Fax: 425.739.8398

Website: [wanic.org](http://wanic.org)

### **Office Hours**

Monday - Friday 8:00 a.m. - 3:00 p.m.

### **Staff**

Kari Schuh – Director/Principal

Steve Hynden – Dean of Students

Barb Beck – Special Services Program Coordinator

Jana Robertson – Office Manager

Nikki Meredith – Office Manager

Mitra Rahnamai – Office Manager/Bookkeeper

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

*Director of Human Resources*

*16250 NE 74th Street*

*Redmond Washington, 98052*

*(425) 936-1266*

## THE WANIC WAY

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One of WANIC's primary goals is to prepare students for post-secondary education or a rewarding career in any field. We value, model, and teach skills that set students up to be successful, respected, and confident members of society during high school and beyond. WANIC faculty and staff devote their time and energy to cultivate a culture of mutual respect, safety and inclusivity, positive social behavior, and high academic standards.

We call this the WANIC Way.

The WANIC Way emphasizes attitude, reliability, professionalism, initiative, respect, and integrity. At the forefront is the value we place on students showing up every day, on time, prepared to participate in class, contribute to a positive culture, and ready to reap the rewards of personal growth, academic achievement, and a sense of accomplishment.

***Be Safe. Be Responsible. Be Respectful. Be Present.***

## COVID-19/ILLNESS CONSIDERATIONS

We require students and parents/guardians to be vigilant to the student's health.

Students who test positive for COVID-19 are required to isolate at home for a minimum of five days. From Day 6, if symptoms improve and they have had no fever for the past 24 hours without the use of fever-reducing medications, they can come back to school.

There are no options to access the class remotely if students are absent for any reason.

Keeping students home when they are too sick for school protects other students and staff from any potential illness, not just COVID-19.

Visit <https://www.lwsd.org/programs-and-services/health-services/too-sick-for-school> for WANIC policies regarding students with symptoms.

If the student shows any of the following symptoms while at school, they may be required to leave campus (requires parent/guardian acknowledgement):

- Fever or chills
- Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Muscle pain or body aches
- Diarrhea

Contact your medical provider if your student is experiencing any symptoms that are concerning to you.

NOTE: If the student has allergies, they are required to manage symptoms before coming to school.

## CALENDAR AND SCHEDULE

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All classes meet daily, Mondays through Fridays.

Classes scheduled at WANIC Skill Center on Lake Washington Institute of Technology (LWTech) campus are **7:15-9:45 am** and **12:00-2:30 pm**

Classes scheduled on DigiPen Institute of Technology campus are **7:15-9:45 am**, **12:30-3:00 pm**, and **4:00-6:30 pm**

### ***School Calendar***

Classes at WANIC Skill Center and DigiPen follow the Lake Washington School District (LWSD) calendar, available on the WANIC website (subject to change) <https://wanic.lwsd.org/about-us/district-calendars>

*NOTE: WANIC students do not release early on Wednesdays.*

### ***Emergency Closure***

As a courtesy, local radio stations and [flashalert.net](https://flashalert.net) will announce school cancellations, delays, and early dismissals due to inclement weather or emergencies. WANIC Skill Center will be delayed/closed in conjunction with the Lake Washington School District. If LWTech or DigiPen is closed, WANIC classes held on those campuses will also be cancelled.

## CODES OF CONDUCT

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### ***Behavior Expectations***

To maintain a positive, welcoming, and safe class culture the following behaviors are expected by all WANIC students, instructors, and staff:

We are Respectful	We treat ourselves and others with kindness. We empathize with others by acknowledging that learning is different for everyone. We bring a positive mindset and the proper materials to the classroom and lab environment.
We are Honest	We present information in a truthful way. We try our best no matter the circumstance. We turn in work that represents our own thinking, citing sources and ideas that are not our own.
We are Safe	We follow the LWSD acceptable use policy. We email or reach out during office hours to an adult when we need help. We make appropriate, healthy, and lawful choices in our words and actions.

### ***Computer Code of Conduct***

In addition to the behavior expectations listed above, these specific computer-use requirements are always in effect:

- Be ethical and courteous. Do not send hate, harassing, or obscene mail, text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
- While actively engaging in the class, use the time for educational purposes only. No personal, commercial or political activity is allowed.
- Use instructional tools for school purposes only.
- Do not use other devices during presentations or group discussions.
- Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
- Do your own work. Only submit original work and do not plagiarize the work of others. Do not assume that because something is on the Internet you can copy it.

## ATTENDANCE

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WANIC follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved. Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success. As part of recognizing the importance of this issue, parents and student are responsible for both being aware of student's attendance and correcting any concerns in a timely manner.

Programs at WANIC Skill Center include numerous hands-on activities which can be attained only by being in attendance. The skill application and practice are critical to skill competency. All program instructors maintain the standards and attendance expectations for their programs. Refer to teacher syllabus for specifics.

An excused absence may not be approved if it causes a serious adverse effect on the student's educational progress.

If a student is chronically absent, the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences shall not be considered excused until a conference is held to develop a plan to support the student and that the student is in compliance with such a plan.

**There are no options to access the class remotely if students are absent for any reason.**

Tardies: Students are expected to be in class each assigned class period on time. Corrective action may be taken when a student's tardiness becomes frequent or disruptive.

These standards teach what 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 complete what is expected and put materials away.

### ***Absence Procedures***

**Absences must be reported by the parent/guardian to the WANIC Office within 48 hours of the missed day.**

There are four ways to excuse an absence:

- A parent/guardian can submit an absence request online via the LWSD Skyward Attendance module (let the WANIC office know if you'd like help with this).
- A parent/guardian can email [wanic@lwsd.org](mailto:wanic@lwsd.org).
- A parent/guardian can phone 425.739.8400 (messages can be left 24 hours a day).
- A parent/guardian can send a written note, signed by the parent/guardian, directly to the WANIC office.

All attendance communication must include the student's full name, date of absence, and detailed reason for the absence and must be submitted directly to the WANIC office. Please review [the 3122P on the LWSD website](#) and [the 3122 file on the LWSD website](#) for more information on State laws regarding school absences. Until a valid reason is provided, the absence will be considered unexcused. Verification from a medical professional may be required for excessive absences. It is the student's responsibility to have their parents excuse absences on time.

*Absence excuses must be communicated directly to the WANIC office. We encourage communicating to the teacher too, however, the WANIC office must hear from the parent/guardian directly in order to excuse an absence. **It is not the teacher's responsibility to relay parent messages to the office.***

### **Pre-Arranged Extended Absence**

If it is unavoidable that your student will be missing three or more school days, you must complete the [Pre-Arranged Absence Form](#) at least one week prior to the absence. This form requires approval from both the instructor and the WANIC Director, who will consider the student's current grade, attendance record, and the impact additional absences will have on the student's academic progress. This form can be found [at this link](#) or picked up in the WANIC office.

### **Teachers are not required to provide classwork or assignments in advance of an absence.**

We believe that students need to be in school to receive the fullest measure of educational benefit and we would like to work with you to eliminate unnecessary absences. We understand that there are legitimate reasons that a student needs to be absent and will work with you and your student when these circumstances do occur. Poor attendance may impact your student's grade. In our effort to communicate and work together for your student's success, their grade and attendance information is available any time online through LWSD Skyward Family Access.

### **Emergency Release & Illness**

Students, if you become ill during the day, report to your teacher. Do not leave school for any reason without signing out and without parent/guardian approval or you will be considered truant.

## **GRADING**

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WANIC grades are assigned quarterly and grade reports are forwarded to each home high school at the end of each semester. Students may receive up to three high school credits per year. Grading categories include at a minimum, but not limited to the following areas:

- **Employability:** Demonstrated employability, punctuality and participation, overall quality of work, attitude and conduct, adherence to safety rules, and leadership.
- **Knowledge:** Demonstrated understanding of related theory, test scores, and written work.
- **Skills:** Demonstrated application of related theory and attainment of identified competencies.

Students and parents/guardians are given access to view their grades and attendance online through LWSD Skyward Family Access.

The WANIC team supports every student toward successful completion of the full academic year. The competencies within a skill center course build upon one another progressively. If a student is earning a D or N (No Pass) toward the end of Semester 1, this indicates they are not attaining these standards and skills with adequate proficiency. WANIC will review their academic performance, attendance records, and other contributing factors. To avoid further negative effect on the student's grade/GPA, the WANIC team may determine it is in the student's best interest to withdraw from the program and return to their home high school for the remainder of the school year.

**Note: A grade of N (No Pass) may be recorded for a course dropped at any time after the 10th day of the semester.**

## CARE OF SCHOOL PROPERTY

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Students are responsible for the proper care of all school property including but not limited to books, supplies, technology and furniture. Anyone who damages or loses property or equipment will be required to pay for the item to be repaired or replaced. 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 or classroom 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.

## CELL PHONE/ELECTRONIC DEVICES

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Cell phones and electronic devices are to be silenced and put away during class time. It is the intent of WANIC Skill Center and the Lake Washington School District to provide a safe, productive, positive, and disruption-free classroom and learning environments. Use of cell phones (including texting, taking pictures and videos, etc.) and other electronic devices can be disruptive to the classroom environment and must be silenced during class time. Instructors may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus.

## SAFETY

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On-the-job safety is a vital part of all occupations and is a part of each program at WANIC. Everyone is expected to demonstrate safe work habits. WANIC reserves the right to search the following but not limited to lockers, backpacks and vehicles that are on campus and at school-related events if reasonable suspicion exists. 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:

1. **Safety Rules:** Students are expected to know, understand and follow safety rules as well as maintain an orderly and clean work area. Individual program safety rules are posted and must be followed.
2. **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.
3. **Handling Blood/Body Fluid:** Gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
4. **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.
5. **Fire Drills and Emergency Procedures:** Plans have been developed that will ensure the maximum efficiency and safety for evacuating the building during fires or other emergencies. Drills are to be taken seriously. Instructions will be posted for students in each room. Teachers will discuss the instructions periodically with the students.



6. **Closed Campus:** WANIC, as well as 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 WANIC they are expected to remain on campus for the full duration of their session unless they have received prior approval from the WANIC office. Students who need to leave campus prior to regular dismissal time will need to follow established checkout procedures with the front office that includes verifiable parent/guardian contact. Students who choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by WANIC administration.
7. **For LWTech location only:** Unlike many public high schools, the LWTech campus is open to the public. The entrances are not locked or monitored. There are security cameras in many locations, however, these are not being constantly monitored. WANIC does not provide supervision of students before or after class time hours.

(The DigiPen campus doors are locked and monitored during school hours.)

## DISCIPLINE

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WANIC will help students to develop and reinforce self-control, orderliness, respect, academic honesty, and efficiency necessary to maintain a positive attitude, self-discipline, and overall effectiveness as a future employee. Each staff member at WANIC is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. If disciplinary action is warranted this will result in referral to the student's sending high school for disciplinary measures.

## SPECIAL SERVICES

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Individual Education Plans (IEPs) and 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. Students with Individual Education Plans or Section 504 Accommodation Plans must remain enrolled in a sending high school in order to continue receiving special services support while attending WANIC. Please contact our Special Services Program Coordinator if you would like more information: Barb Beck [bbeck@lwsd.org](mailto:bbeck@lwsd.org) or 425.471.4847.

## SECURITY OF PERSONAL ITEMS

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Personal items should never be left unattended in any program area. WANIC is not responsible for loss of personal items.

## LOST & FOUND

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Any person who finds an item should bring it to the office. If an item has been lost, check in the office to see if it has been turned in.

## DRESS CODE

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Dress code standards at WANIC are established to connect to the expectations of an employment setting. Therefore, *several standards acceptable at the comprehensive high school level may not be deemed acceptable by WANIC employability standards*. A good general policy regarding the dress code is: If there is any question about an item being inappropriate in an employment setting, don't wear it.

Inappropriate dress includes but is not limited to: Dressing in a manner that is not conducive to the educational/employment environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang related, nor may it promote illegal activities or activities that violate school regulations.

WANIC instructors will provide dress code regulations specific to each program.

Protective clothing as defined by Washington Industrial Safety & Health Administration (WISHA) may be required.

When on site, everyone must wear shoes at all times.

If the student's dress or grooming is deemed unprofessional, the principal/designee shall request the student make appropriate corrections. If the student refuses, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. All students shall be accorded due process safeguards before any corrective action may be taken.

## TRANSPORTATION

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Students provide their own transportation.

Students who are authorized to drive to and from any WANIC campus must know and observe the following regulations:

- Student vehicles are to be parked in designated spaces only. Vehicles must occupy only one parking space. Cars parked in unauthorized areas may be ticketed (fined) or towed.
- Handicapped parking is available.
- Student parking must comply with city fire codes; do not block fire lanes around the building.
- Follow the posted speed and stop signs on campus at all times. Speeding or careless driving on campus grounds or on streets bordering the campus or at off-campus sites may cause loss of driving privileges and/or further disciplinary actions, including a ticket (fine).
- Drivers are responsible for keeping all litter contained in your vehicle. Littering is not permitted on any WANIC campus including the parking lot, the street bordering the campus, or at any 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. Students must gain permission from a staff member prior to going out to the parking lot for any reason during session.
- Drivers shall, at all times, yield the right of way to school busses and pedestrians.

DigiPen will communicate to students who drive to and from DigiPen will receive a parking pass from them.

Failure to follow the above stated rules may result in the termination of driving/parking privileges and/or further disciplinary action, including a ticket (fine).

## EMERGENCY/FAMILY INFORMATION

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### ***Health Information***

Parents/guardians have the primary responsibility for a student's health. WANIC does not have a full-time on-site school nurse or 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, if the need arises.

### ***Privacy Rights***

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called Directory Information. Parents can tell the school and district to keep Directory Information private as well. You can specify your Directory Information options at the same time that you verify your student's information in LWSD Skyward Family Access. Or you may write a letter to WANIC explaining your request to withhold Directory Information.

To set options online: In LWSD Skyward Family Access, in the Online Student Information Verification section, in Step 1 a. at the bottom of the page, you will find the "Allow Publication of Student's Information for:" section. You can select Yes or No to the following options:

- **Military:** If you select No, LWSD will not release student information to military recruiters.
- **Higher Ed:** If you select No, LWSD will not release student information to institutions of higher education.
- **Public:** If you select No, student information will not be shared with any person, entity or organization outside of the school district and its partner organizations. Your child's information will NOT: appear in news releases, be announced at graduation, or posted on school or district websites.
- **District:** If you select No, student information will not be used in any communication within the school district and its partner organizations. Your child's information will NOT: be published in student directories or posted on internal school websites.

All these options default to Yes.

***Photographs and Videos:*** Please notify the WANIC office if WANIC or LWSD staff **may not** take photographs or videos of students during WANIC class time, labs, or field trips. Parents/guardians must check the appropriate option on the Handbook Sign-off Form, which is linked on the last page of this document.

## DUAL CREDIT

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Most WANIC programs offer Dual Credits (students can earn both high school AND college credit). Students who successfully complete their program with a grade of B or better are eligible to receive college credits. For more information visit the Pacific NW College Credit website <https://www.pnwcollegecredit.org/>.

DigiPen students should speak with their instructor to learn about earning college credits for DigiPen Institute of Technology.

## LEADERSHIP ACTIVITIES

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WANIC leadership activities exist to give all students an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to their community. WANIC endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for vocational education, a leadership component shall be integrated into each program curriculum. This may be accomplished through Career and Technical Student Organizations (CTSO) such as Skills USA, HOSA, or through a locally developed leadership program, such as Explorers.

## QUESTIONS & INFORMATION

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Students are encouraged to contact their instructor or the WANIC office for questions regarding:

- Schedules or activities
- Attendance
- Program offerings
- Enrollment
- Grades or credits
- Financial assistance
- Personal or academic concerns

## LAKE WASHINGTON SCHOOL DISTRICT

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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Click the link to view the LWSD Student Rights and Responsibilities, which pertain to all students attending schools and programs within the Lake Washington School District, including the WANIC Skill Center.

#### [Student Rights and Responsibilities](#)

Please pay particular attention to these sections:

- **Attendance**
- **Codes of Conduct**
- **Technology Code of Conduct**
- **Prohibition of Discrimination and Harassment**
- **Prohibited Items**

## HANDBOOK SIGN-OFF - To be Completed by Parent/Guardian

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### Parents/Guardians

After thoroughly reviewing this Handbook and the LWSD Student Rights and Responsibilities with your student, **please complete the online Parent/Guardian Handbook Sign-off Form (click or scan below)** to indicate that you and your student have read and understood all content.

In addition, please indicate if you do/do not grant WANIC or LWSD permission to take photographs/videos of your student. *If we don't receive a parent/guardian response to this question, your student will be recorded as "Permission Granted".*

If you have any questions, please contact the WANIC office at [wanic@lwsd.org](mailto:wanic@lwsd.org) or (425) 739-8400.

Click link:

[Parent/Guardian Handbook Sign-off Form](#)

Or Scan QR code:



*NOTE: All policies and procedures apply even if this form is not signed.*

## HANDBOOK SIGN-OFF - To be Completed by Student

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### Students

After thoroughly reviewing this Handbook and the LWSD Student Rights and Responsibilities with your parent/guardian, **please complete the online Student Handbook Sign-off Form (click or scan below)** to indicate that you have read and understood all content.

If you have any questions, please contact the WANIC office at [wanic@lwsd.org](mailto:wanic@lwsd.org) or (425) 739-8400.

Click link:

[Student Handbook Sign-off Form](#)

Or Scan QR code:



*All policies and procedures apply even if this form is not signed.*