

Pierce County  
Skills Center

# Back-to-School Newsletter Fall 2024

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## Greetings PCSC Students & Families

My name is Scott Martin and I am the Director here at The Pierce County Skills Center. PCSC is an amazing place for students to build towards their future, and I am thrilled to have you join us and allow us to support you on this next step in your journey.

The PCSC staff and I are excited to welcome you to the 2024-2025 school year. In the following pages, you will find specifics about attending the Skills Center, start of school details, and PCSC expectations. Please take a minute to read through the information so you are prepared with the information you need for a fantastic start to the year.

We congratulate you on making the decision to attend PCSC. Students who attend PCSC are expected to demonstrate a higher level of responsibility and maturity. PCSC serves 10 school districts and 28 high schools and requires students to navigate two different systems. We understand that attending two different schools/districts can pose some interesting challenges. Please remember, PCSC is able to assist with many of the common barriers students encounter during the year. We only ask that you advocate for yourself and communicate with the main office so we can assist.

Our mission is to prepare all PCSC students for success in high demand, high wage jobs and/or post-secondary education. Programs are taught by industry experts who use competency-based instruction to help each student learn occupational, academic, and technical skills. Instructors challenge, motivate and provide opportunities for students to achieve in technical skill attainment, critical thinking, and leadership through applied academics and technology training. PCSC programs offer both IRC's (industry recognized credentials) and college credit. Our programs articulate with local community and technical colleges, allowing students to earn both high school and college credit at the same time at no cost. These are just a few of the PCSC benefits!

We are so excited to welcome you all to PCSC!

*Scott Martin*  
Director, PCSC



### PCSC Mission

It is our mission to prepare all PCSC students for success in high demand high wage jobs and/or post-secondary education.



## Back-to-School Night

**The PCSC Back-to-School Night is scheduled for Monday, August 26.**

The Skills Center will be open from 5:00pm-6:30pm. Stop by any time during these hours and take advantage of the opportunity to:

- Attend an informational session on how to successfully navigate the operations of PCSC (attendance, dress code, communication, etc...)
- Purchase PCSC gear and pay any program fees
- Meet program instructors and other important PCSC staff
- Visit your program and learn about some of the things you can expect throughout the year
- Get answers to any questions you may have



## IMPORTANT UPDATE

### First Day of School

Wednesday, August 28

AM Session - 7:55-10:25

PM Session - 11:15-1:45

If you are unsure which session you are registered for, email [info@pcskillscenter.org](mailto:info@pcskillscenter.org) Include your full name and what program information you need

## School/Program Fees

There are different program fees, certification fees, and uniform fees based on a student's program. The fee list is attached below

Students will be provided with online payment instructions after the start of school when they have been assigned their student ID #.

All uniforms and t-shirts will be ordered by the middle of September to ensure timely delivery. If a student isn't able to make the payment in September, a fine will be assessed, and it can be paid at a later date.

Financial assistance is available. Program fees will not be a barrier for students accessing programs. Please contact the main office for more information.

### PCSC T-Shirt - All Students\*\*

#### Short Sleeve

S-XL - \$10

XXL - \$12

#### Long Sleeve

S-XL - \$15

XXL - \$17

### Program Uniforms

See Fee Schedule for Automotive, Electrical Trades, Culinary, Medical Assistant, Medical Careers, Pharmacy, Physical Therapy & Veterinary

### CTSO - Student Leadership

\$20 - optional

### Program Specific Fees

See Fee Schedule for specific testing information

\*\* T-Shirts are optional for students with program uniforms (Automotive, Electrical Trades, Culinary, Medical Assistant, Medical Careers, Pharmacy, Physical Therapy & Veterinary)

# PCSC Expectations & General Information

## PCSC Student Handbook

Every PCSC student will have electronic access to the PCSC Student Handbook detailing center rules and expectations. It is important for students to understand that PCSC may have different rules and expectations than their home high school. One of the reasons PCSC only enrolls juniors and seniors is that it takes maturity and responsibility to navigate two different systems. The PCSC Student Handbook can be found on our website under "Resources" <https://www.bethelsd.org/domain/4815>

## Dress Code

PCSC dress code may differ from that of sending high schools. PCSC students are expected to dress and conduct themselves in a professional manner. Our programs require students to move and work, and students must dress in a manner that allows them to do so. Some programs will require a dress code or uniform consistent with industry standards, and students are expected to comply in order to remain in good standing. Specific program dress codes are outlined in the course syllabus and will be reviewed on the first day of school.

### Items of the following types are not permitted at PCSC:

- Displays obscene or sexual words, pictures, messages, innuendoes, etc.;
- Displays drug or alcohol-related words, pictures, messages, innuendoes, etc.;
- Displays threats, violent conduct, weapons, etc.;
- Demonstrates hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, other protected groups, or gang association/affiliation, etc.;
- Shows private parts (clothing must cover private parts in opaque - not able to be seen-through material);
- Covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose);
- Attire worn in observance of a student's religion is not subject to this policy.

## Lunch

PCSC has a Culinary Arts program and a full cafe that is open to students, as well as the public. We anticipate opening our cafe in October. It is important for students to remember that they are expected to have eaten prior to class and food is not permitted in classrooms.

## Attendance

Just like in the workplace, on time attendance at PCSC is critical. Students are in class for two and a half hours each day at PCSC. Essentially, each day at PCSC equals three traditional school days. If students are absent, it is critical that they immediately connect with their teacher upon their return and get missed work. Unfortunately, PCSC does not have access to sending school attendance records, which requires parents/guardians to notify PCSC of any absences. Although we need absences to be excused, PCSC considers ALL missed days as part of an attendance pattern. Students who demonstrate "Chronic Attendance" issues (missing more than two days per month) will be referred for administrative interventions.

Attendance office and message line numbers are listed under "Contact Information" on page 5.

## Transportation

Each individual school district is responsible for providing bus transportation to PCSC. For information regarding routes/times, contact the home high school or school district transportation office.

## Student Parking

Student drivers are permitted to park at PCSC, and although a parking permit is required, there is no fee. Applications will be available to pick up at Back-to-School Night and in the main office after the start of school. Along with the applications, students need to bring proof of insurance, drivers license and registration to the main office. **We will start accepting applications the second week of school.** Students are permitted to park the first few weeks without a permit.

## Student Photo Release Opt Out Request

PCSC regularly posts photos of students and classroom activities on our social media accounts. We also have visitors from the press and other organizations who regularly take photos of our students in the classroom setting. Photos may be used in publications, on websites/social media sites, or in the media. Parents/Guardians who **do not** want student photos to be released, need to email their request to PCSC Director, Scott Martin at [smartin@bethelsd.org](mailto:smartin@bethelsd.org)

## Important Dates

### August 26

Back to School Night

### August 28

First Day of School

### August 30

Non-Student Day - No School

### September 2

Labor Day - No School

### September 16

Late Start - No AM Session

### September 27

PD Day for Staff - No School for Students

### October 7

Late Start - No AM Session

### October 18

PD Day for Staff - No School for Students

### November 11

Veterans Day - No School

### November 18

Late Start - No AM Session

### November 27-29

Thanksgiving Break

### November 26

End of 1st Trimester - No PM Session

### December 9

Late Start - No AM Session

### December 23- January 3

Winter Break

## PCSC Contact Information

- Main Office - 253.800.4800
- Attendance - 253.800.4822
- Fax - 253.800.4898
- Email - [info@pcskillscenter.org](mailto:info@pcskillscenter.org)
- Website - [pcskillscenter.org](http://pcskillscenter.org)

## Address:

16117 Canyon Road  
Puyallup 98375



## Academics, Account Access & Grade Reports

PCSC is a place of practice and mastery; a school focused on meeting and exceeding industry-recognized standards and earning certifications. It is one of the reasons that we do not offer D grades. Students only earn A, B, C or F at PCSC.

Student responsibility and advocacy are key elements to success at PCSC. It is critical that students are turning in their best work, on-time. Equally important, is that they are regularly checking the online gradebook to verify their grade and progress and, if needed, taking action and seeking assistance when they are not at standard.

## Trimesters & Grading Periods

PCSC is on a trimester schedule, so students/families will receive three formal report cards throughout the year. These are official grades and will post to the student's transcript. Additionally, at the half-way mark of each trimester, students/families will receive an official progress report.

## Student/Parent Access

PCSC uses Synergy as our student management system. Students/parents are able to access attendance and grade information at any time.

- Bethel SD students - Synergy log in is the same as your home high school.
- Non-BSD students - If by September 8th, you have not received an email from BSD/PCSC with log in information contact Paulla Hockaday at [phockaday@bethelsd.org](mailto:phockaday@bethelsd.org) or 253.800.4800. Students will also receive log in information directly from their teachers the first week of school.

## Medication at School

If your student has a health care plan, and is required to have medication at school or self-carry, PCSC MUST receive current med orders from a physician before the first day of school. All questions can be directed to Paulla Hockaday at [phockaday@bethelsd.org](mailto:phockaday@bethelsd.org) or 253.800.4800.

## Follow PCSC on Social Media



Facebook - @PCSkillsCenter  
Instagram - @pcskillscenter  
Twitter - @PCSkillsCenter

## School Calendar

For the most part, PCSC follows the Bethel School District Calendar. There are some differences in the number of late start days. The calendar is included below and can also be found at <https://pcsc.bethelsd.org> under Schedules.

**Late Start** - All Late Start days are noted on the PCSC calendar. On Late Start days there is no AM session; the PM session runs as normal.

**Early Dismissal** - All Early Dismissal days are noted on the PCSC calendar. On Early Dismissal days there is no PM session; the AM session runs as normal.

## Inclement Weather

The Pierce County Skills Center follows the Bethel School District school calendar. A copy is included in the newsletter, and it can also be found on our website [www.pcskillscenter.org](http://www.pcskillscenter.org). In the event of inclement weather, PCSC will follow the same school closure or delay schedule as the Bethel School District. We will also post school closure information on our Facebook page.

## Safety

All programs at the Pierce County Skills Center, with the exception of Video Game Development, require the completion of a parent safety form. Please be aware that students will not be allowed to participate in the required activities outside the classroom setting until this form is completed. Please take a minute to visit the following link and complete the safety form for your student: <https://tinyurl.com/582ncec7>

## Lockers & Textbooks

PCSC does not assign students lockers; however, we can accommodate students who would like to secure their belongings and course materials. Students are responsible for providing their own lock. Students will be issued textbooks and other course materials and supplies and are responsible for securing such items.

**Students who leave items unattended are financially responsible for theft or damage.** PCSC does not allow locker decorations.

## Parent Communication

We encourage you to "like" us on Facebook to see the great things students are doing at PCSC.

We also use the REMIND app to send center-wide reminders, calendar announcements, school closures, etc. We encourage parents to sign up for the center-wide reminders. Simply text @pcsc2025 to 81010

Remind

## Electronic Devices

Personal electronic devices, including but not limited to iPods, iPads, PSP's, tablets, etc. can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. **All electronic devices, including Cell Phones, are to be turned off and put away before entering the building.**

Staff will provide initial reminders at the beginning of the year, however, students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action.

**Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.**

Electronic devices are commonly targets of theft or lost due to personal negligence and are rarely recovered. **Any student who chooses to bring a device on campus assumes full responsibility for theft, loss, and/or damage.** PCSC is not responsible, nor will we investigate theft of electronic devices.

## School Supplies

At the Open House, as well as on the first day of school, teachers will share with students any program specific materials/supplies they will need for class. Students should come prepared on the first day of school with a notebook, paper, pen, pencils and a USB drive.

AUGUST		FEBRUARY									
M	T	W	T	F	M	T	W	T	F		
20-21 – PCSC Professional Learning Days					3	4	5	6	7	10 – Late Arrival	
22 – State Professional Learning Day #1			1	2	10	11	12	13	14	14 – Snow Make-Up Day or No School	
26 – State Professional Learning Day #2	5	6	7	8	9	17	18	19	20	21	17 – President’s Day – No School
★ 26 PCSC Back to School Night 5 – 6:30 pm	12	13	14	15	16	24	25	26	27	28	18 – Waiver Day #2 – No Students
27 – Back to School Prep / Staff	19	20	21	22	23						
28 – First Day of School	★ 26	27	★ 28	29	30						
30 – No School											
SEPTEMBER		MARCH									
M	T	W	T	F	M	T	W	T	F		
2 – Labor Day – No School	2	3	4	5	6	3	4	5	6	7	3, 17 – Late Arrival
16 – Late Arrival	9	10	11	12	13	10	11	12	13	14	12 – End of 2nd Tri/Grade Prep Early Dismissal
27 – State Professional Learning Day #3 No Students	16	17	18	19	20	17	18	19	20	21	
	23	24	25	26	27	24	25	26	27	28	
	30					31					
OCTOBER		APRIL									
M	T	W	T	F	M	T	W	T	F		
7 – Late Arrival		1	2	3	4		1	2	3	4	7-11 – Spring Break – No School
18 – Waiver Day #1 – No Students	7	8	9	10	11	7	8	9	10	11	21 – Late Arrival
	14	15	16	17	18	14	15	16	17	18	
	21	22	23	24	25	21	22	23	24	25	
	28	29	30	31		28	29	30			
NOVEMBER		MAY									
M	T	W	T	F	M	T	W	T	F		
18 – Late Arrival				1				1	2	12 – Late Arrival	
11 – Veterans Day – No School	4	5	6	7	8	5	6	7	8	9	23 – Snow Make-Up Day or No School
26 – End of 1st Tri/Grade Prep Early Dismissal	11	12	13	14	15	12	13	14	15	16	26 – Memorial Day – No School
27-29 – Thanksgiving Break – No School	18	19	20	21	22	19	20	21	22	23	
	25	26	27	28	29	26	27	28	29	30	
DECEMBER		JUNE									
M	T	W	T	F	M	T	W	T	F		
9 – Late Arrival	2	3	4	5	6	2	3	4	5	6	9 – End of 3rd Tri/Grade Prep Early Dismissal
Dec 23-Jan 3 – Winter Break – No School	9	10	11	12	13	9	10	11	12	13	12 – Last Day of School Early Dismissal
	16	17	18	19	20	16	17	18	19	20	19 – Juneteenth
	23	24	25	26	27	23	24	25	26	27	June 23-July 11 – Summer School, Session 1
	30	31				30					July 14-31 – Summer School, Session 2
JANUARY		JULY									
M	T	W	T	F	M	T	W	T	F		
13 – Late Arrival		1	2	3		1	2	3	4		
20 – Martin Luther King, Jr. Day No School	6	7	8	9	10	7	8	9	10	11	
	13	14	15	16	17	14	15	16	17	18	
	20	21	22	23	24	21	22	23	24	25	
	27	28	29	30	31	28	29	30	31		

**– KEY –**

- 🌸 Late Arrival (No AM Session)
- 🕒 Early Dismissal (No PM Session)
- 🚫 No School for Students
- 🏠 Non School Days
- 📅 Summer School, Session 1
- 📅 Summer School, Session 2

Student Calendar = 178 school days for students and 2 waiver days for teachers.

## Pierce County Skills Center Fee Schedule 2024-25\*

*All fees are subject to change*

<u>Aerospace Composites</u>		
Long Sleeve T-shirt	Fee	
SkillsUSA	\$14-\$15	
	\$20	
<u>Aerospace Machining &amp; Fabrication</u>	Fee	
Short or Long Sleeve T-shirt	\$9-\$15	
SkillsUSA	\$20	
<u>Automotive Technology</u>	Fee	
ASE Certification	\$50	
Uniform Shirt	\$38-\$39*	
SkillsUSA	\$20	
<u>Construction Trades</u>	Fee	
T-Shirt	\$9-\$15	
SkillsUSA	\$20	
<u>Criminal Justice</u>	Fee	
T-Shirt	\$9-\$15	
SkillsUSA	\$20	
<u>Cosmetology</u>	Fee	
Program Kit - includes textbook and all equipment and tools	\$1,450	
<u>Culinary Arts</u>	Fee	
Uniform - Chef Coat	\$25	
Uniform - Chef Hat	\$20	
Food Handler's Permit	\$10	
ServeSafe Certification (optional)	\$36	
SkillsUSA	\$20	
<u>Fire Science</u>	Fee	
T-Shirt	\$9-\$15	
Wildland Fire	\$20	
SkillsUSA	\$20	
<u>ITS &amp; Cybersecurity</u>	Fee	
T-Shirt	\$9-\$15	
SkillsUSA	\$20	
<u>Medical Careers</u>	Fee	
Uniform - Scrubs - see below for pricing	*	
NA-C Testing Fee	\$150	
NA-C Certification Fee (paid to State)	\$65	
NA-C Workbook	\$20	
SkillsUSA	\$20	
<u>Pre-Pharmacy Technology</u>	Fee	
Uniform - Scrubs - see below for pricing	*	
Uniform - Lab Coat	\$25	
HIV Certification/Pharmacy Assistant	\$50	
SkillsUSA	\$20	
<u>Pre-PT &amp; Sports Medicine</u>	Fee	
Uniform - Polo Shirt	\$26	
SkillsUSA	\$20	
<u>Pre-Veterinary Technology</u>	Fee	
Uniform - Scrubs - see below for pricing	*	
SkillsUSA	\$20	
<u>Video Game Development</u>	Fee	
Unity	\$100	
T-Shirt	\$9-\$15	
SkillsUSA	\$20	

### Uniforms

PCSC T-Shirt/Uniforms  
Programs without a specific uniform will purchase a PCSC t-shirt. Students have the choice of a long or short sleeve t-shirt

Short Sleeve	S-XL - \$10	XXL - \$12
Long Sleeve	S-XL - \$15	XXL - \$17

The following programs have a PCSC uniform and are not required to buy a t-shirt, however they have the option to do so:  
Automotive, Culinary Arts, Electrical Trades, Medical Careers, Medical Assistant, Pre-Pharmacy, Pre-Physical Therapy & Pre-Vet

Scrub Fees - Medical Careers, Pre-Pharmacy, Pre-Vet

Bottoms: S-XL - \$24 2XL & above - \$27    Tops: S-XL - \$22 2XL & above - \$24

### SkillsUSA/HOSA Membership Fees

SkillsUSA Membership - \$20.00 - Optional  
HOSA Membership - \$20.00 - Optional  
SkillsUSA and HOSA are the PCSC student leadership organizations. Students have the opportunity to compete in various competitions at the regional level to qualify for the state and even national competition.

**\*\* Students/Families with a financial need should see the PCSC main office for more information on financial assistance**



**PCSC Staff Contact**  
**Main office 253-800-4800**  
**Attendance Line 253-800-4822**  
**info@pcskillscenter.org**

<b>Name</b>	<b>Program</b>	<b>Email</b>
Anderson, Rob	Automotive Technology	randerson@bethelsd.org
Bell, Pat	Construction Trades	pbell@bethelsd.org
Bieber, Trish	Assistant Director	pbieber@bethelsd.org
Cappetto, Phil	Pre-PT & Sports Medicine	pcappetto@bethelsd.org
Charbonneau, Eliza	Culinary Arts	echarbonne@bethelsd.org
Dannen, Elizabeth	Medical Careers	edannen@bethelsd.org
Devi, Navinita	Medical Assistant	ndevi@bethelsd.org
Dewitt, Sarah	Pre-Vet Tech	sdewitt@bethelsd.org
Hay, Levi	Electrical Trades	lhay@bethelsd.org
Hockaday, Paulla	Office Assistant	phockaday@bethelsd.org
Iyall, Jennifer	Manager	jiyall@bethelsd.org
Jones, Hayden	Composites	hajones@bethelsd.org
Leger, Maggie	SPED Liaison/504 Coordinator	mleger@bethelsd.org
Lewis, Ian	Video Game Development	ilewis@bethelsd.org
Lovre, Robb	Fire Science & Emergency Services	rlovre@bethelsd.org
Maksim, Nisa	Mechatronics/Pre-Engineering	nmaksim@bethelsd.org
Martin, Scott	Director	smartin@bethelsd.org
Merafuentes, Gaudencio	Pre-Pharmacy Tech	gmerafuent@bethelsd.org
Milbradt, Gary	Automotive Technology	gmilbradt@bethelsd.org
Salhus, Christine	Office Assistant	csalhus@bethelsd.org
Savell, Melly	Culinary Arts	msavell@bethelsd.org
Scroggins, Adam	ITS & Cybersecurity	ascroggins@bethelsd.org
Thomas, Evan	Machining & Fabrication	ethomas@bethelsd.org
Tout, Dave	Construction Trades	dtout@bethelsd.org
Vidick, Mikey	Criminal Justice	mvidick@bethelsd.org
Wilkinson, Sam	Student Services Assistant	swilkinson@bethelsd.org

The Pierce County Skills Center is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at 253.800.4302, Section 504 coordinator Brian Lowney, Executive Director of Special Education at 253.800.2300 or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at 253.800.2019 with any questions or complaints.