

# NEWMARKET SKILLS CENTER

## Expanding High School Opportunities

### Student Employability Handbook 2024-2025

#### *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 360-570 unless otherwise noted

## Main Office

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## Attendance Message Line

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## Campus & Student Expectations

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 600 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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**Art and Animation (AA)** - The 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 credits may be available through the CTE DUAL Credit program, formerly CTE dual credit program and possibly through college classes at DigiPen Institute of Technology in Redmond, WA.

**Automotive Service Technology (AST)** - The AST program is an Automotive Service Excellence Education Foundation (ASEEF) accredited training facility. The AST program offers beginning and advanced course work. The AST level accredited program focuses on the eight 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 study all eight areas. Course work is taught by an ASE Certified master technician.

- ✓ College credits may be available through the CTE dual credit program
- ✓ ASE accredited program
- ✓ Equivalency credit for Lab Science
- ✓ ASE Entry-level testing with up to ten certificated areas (optional fee)

**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 CTE dual credit program
- ✓ ASEEF, ASE, and I-CAR certified program.
- ✓ Equivalency credit for English

**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 CTE dual credit program
- ✓ Equivalency credits for Math, Lab Science, and English

**Cosmetology** - New Market School of Cosmetology 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 Friday 12:00 PM-5:00 PM and Saturday 8:30 AM-5:00 PM, *with Saturday attendance mandatory*. New Market operates Monday through Friday, AM or PM sessions with a 3<sup>rd</sup> session available for our second-year students. Students must be at least 17 years of age to sit for the state written and practical exam. This program

requires a 15 to 24-month commitment to provide 1,600 hours necessary to take the state board exam for certification. Centralia Beauty College is a completely off-site program and students must have their own transportation.

- ✓ College credits may be available through the CTE dual credit program
- ✓ Equivalency credit for Lab Science

**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 CTE dual credit program

**Culinary Arts (CA)** - The CA program combines a comprehensive culinary curriculum with on-the-job training at our New Market Deli making our Culinary Arts program unique and exciting for growing minds. 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 and Lab Science
- ✓ Industry certification, including ServSafe Manager certification
- ✓ College credits may be available through the CTE dual credit program
- ✓ No face piercing, acrylic nails, nail polish, or jewelry of any kind may be worn during kitchen lab time

**Diesel & Marine Technology (DMT)** - Students will be provided with hands-on training in multiple areas of the diesel and marine technology field. The Diesel and Marine Technology program will cover a wide variety of topics and will use diesel engines as a focal point. Technical units will include the science behind corrosion, propulsion, and buoyancy, along with basic skills for topics including precision measurement, shop safety, tool use and rigging. Other units will focus on electrical systems, pneumatics, hydraulics and even material science.

- ✓ Equivalency credits for Math, Lab Science, and English
- ✓ College credits may be available through the CTE dual credit program

**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 Lab Science and Physical Education
- ✓ College credits may be available through the CTE dual credit program

**Master Esthetician (ME)** - This program provides students with comprehensive training in advanced skincare techniques and practices, preparing you for a rewarding career in the beauty industry. Through a partnership with the Olympia School of Advanced Skin Care, the Master Esthetician 12-month program allows you to earn your Master Esthetics credential. Students must be at least 16 years old to begin accumulating hours towards the 1,200-hour state requirement. Attendance throughout the school year and 1 summer session is required. Transportation is also required as it is located off-site. Session times are Tuesday through Friday 12:30 to 5:30 and Saturdays from 8:30 to 4:30.

- ✓ Equivalency credit for Lab Science
- ✓ College credits may be available through the CTE dual credit program

**Medical Assistant (MA)** - This program is a starting point to begin a career in the medical field. Learn the language of doctors, nurses, and health care professionals. Curriculum will include medical terminology, administrative focus, and basic clinical skills. There will be an opportunity for clinical experience. Successful completion of high school health and biology are recommended prior to attending this program.

- ✓ Equivalency credit for Lab Science and English
- ✓ College credits may be available through the CTE dual credit program

**Navy National Defense Cadet Corps (NNDCC)** – This program prepares students for any career! Students will meet classroom learning objectives and physical fitness goals, giving them opportunities to serve their community and become leaders in their class. The Navy National Defense Cadet Corps program is identical to a JROTC program except it is fully funded by the school without financial assistance from the Department of Defense. The US Navy supplies the curriculum materials and unit equipment necessary to execute the program.

- ✓ Equivalency credit for English
- ✓ College credits may be available through the CTE dual credit program

**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 and English
- ✓ 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
- ✓ College credits may be available through the CTE dual credit program

**Veterinary Assistant (VA)** - 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 and English
- ✓ Opportunity to participate in 20-hour internship with area clinics
- ✓ College credits may be available through the CTE dual credit program

**Video Game Programming AP (VGP)** – Learn how to create video games in our computer science program specifically related to game development. In this program, you will learn how to build and work with 2D and 3D game engines, read, and write code in block, C, and C# environments. Utilize the power of math with every swing, item drop, and hit point in a video game to control a complex system of rules embedded within the game’s code. Create the art and animation for your game simulation with 2D graphics and a limited introduction to the 3D production pipeline to include modeling, texturing, rendering, rigging, and animation. 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. This program starts you down the path of becoming a versatile software developer with the knowledge and ability to design, program, and implement these systems.

- ✓ Equivalency credit for 3<sup>rd</sup> year Math and Fine Art
- ✓ College credits may be available through the CTE dual credit program
- ✓ Students will also be prepared to take the College Board Computer Science AP exam.

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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:**

- Absence from in person instruction is defined as not physically present on school grounds AND not participating in either instruction, instruction-related activity, or any other school approved activity.
- In the event of emergency school facility closure due to COVID-19 or other communicable disease outbreak, New Market will provide synchronous and asynchronous online instruction.
- Absence from synchronous online instruction is when a student does not log in to the synchronous meeting/class. Synchronous online instruction means scheduled, real-time instruction between the student and a certified teacher and provided opportunities for live, two-way interactive communication online.
- Absence from asynchronous instruction is when there is no evidence that the student accessed the planned asynchronous activity. Evidence of student participation must occur daily, within a 24-hour time frame of when participation is planned or expected. Asynchronous instruction mean instruction that is prepared by a certified teacher and occurs away from the physical school setting without two-way interactive communication.
- 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.
- Students who have declared independent status to New Market administration are to be considered responsible for acting on their own behalf in excusing and being accountable for 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.
- 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 independent 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 392-401, as well as Tumwater School District Policy 3122.
- Parents/guardians will be notified by phone and/or text via an auto dial system when a student has an unexcused absence. After every five (5) unexcused absences a letter will be mailed home as part of a progressive process to encourage student attendance. After twenty (20) unexcused absences, students may face disciplinary action which may include removal from program due to lack of attendance; as deemed appropriate by New Market administration.

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## **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.



## Career Services Department

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New Market is committed to supporting students as they prepare for their post-secondary pathway. This may involve worksite learning credit while attending New Market, direct-entry into skilled positions after graduation, or planning for college or additional technical training. Our Career Services team is prepared to help students with exploration, research, and beyond-high-school planning to succeed in their next steps. In addition, they are able to support students with social-emotional learning, crisis intervention, overcoming barriers to attendance, student success skills, employability skill development and scholarship application planning.

## 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 Independent 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.

## CTE Dual Credit/AP College Credit

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

Video Game Programming AP offers the opportunity to receive Advanced Placement college credits.

## 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.

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## 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 and Esthetician 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 closed-toe shoes. Students are not allowed to wear sleeveless shirts, short skirts, short shorts or hats. Centralia Beauty College students are required to wear a black lab jacket/uniform top at all times when on the clinic floor.

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

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## 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 Nurse's Office. Authorization of Medication form 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.

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## 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.

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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 Veterinary Assistant program.

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## Harassment, Intimidation, & Bullying

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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. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (District Assistant Superintendent 360-709-7030) that supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

#### **What are the next steps if I disagree with the outcome?**

##### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

##### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s HIB Policy [3207] and Procedure [3207P].

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

#### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit [Tumwater’s District website](#).

#### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit [Tumwater’s District website](#).

#### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I'm concerned about discrimination or harassment?**

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Meagan Dawson, 360-709-7030, meagan.dawson@tumwater.k12.wa.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Wendy Bromley, 360-709-7020, wendy.bromley@tumwater.k12.wa.us

Concerns about disability discrimination:

Section 504 Coordinator: Meagan Dawson, 360-709-7030, meagan.dawson@tumwater.k12.wa.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Wendy Bromley, 360-709-7020, wendy.bromley@tumwater.k12.wa.us

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### **Who else can help with HIB or Discrimination Concerns?**

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor’s Office of the Education Ombuds (OEO)**

The Washington State Governor’s Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington’s K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student’s gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student’s gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district’s Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit [Tumwater’s District website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Wendy Bromley, 360-709-7020, [wendy.bromley@tumwater.k12.wa.us](mailto:wendy.bromley@tumwater.k12.wa.us)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information on page 14.

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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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The Tumwater School District does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boys Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator and Section 504 Compliance Coordinator: Meagan Dawson, 360-709-7030, meagan.dawson@tumwater.k12.wa.us. Address: 621 Linwood Ave SW, Tumwater, WA 98512. Title IX Coordinator: Wendy Bromley, wendy.bromley@tumwater.k12.wa.us. Address: 621 Linwood Ave 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 Directory Information 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 Main Office 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, career-related apprenticeship, and internship opportunities. Information regarding scholarships is available on our website at [www.NewMarketSkills.org](http://www.NewMarketSkills.org) under the Career/Student Services Tab and in the CARE Center.

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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 Main Office will be open to answer phone calls, unless Tumwater School District is closed.

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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 button and select "forgot your login/password?"
- 3) Enter your email and click 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.

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## 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.



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## 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 can obtain their parking permit by filling out the vehicle registration form on our website under Quick Links. Students who are authorized to drive to and from New Market or any off-campus site must know and observe the following regulations:

- Must be registered to park on campus and have their parking permit displayed.
- Must carry proof of insurance and provide it upon request by a New Market administrator or designee.
- Must park in designated student parking areas. Cars parked in unauthorized areas may be towed.
- 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:

Adna School District	748-0362 ext 704	Napavine School District	262-3630	Shelton School District	426-3182
Centralia School District	330-7628	North Thurston School District	412-4545	Tenino School District	339-4370
Oakville School District	273-5946	Rainier School District	446-2209	Tumwater School District	709-7700
Olympia School District	596-7700	Rochester School District	273-0292	Yelm School District	458-3300

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## 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.

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## 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 9A.12.280).

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.

## 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.

\* Please Note: your sending school Skyward log-in is not the same as New Market unless you attend a Tumwater school.

If you are interested in accessing New Market's Family Access, please follow the steps below.

1. Visit [www.newmarketskills.org](http://www.newmarketskills.org)
2. Click on the Skyward Button
3. Select "Forgot your Login/password?"
4. Enter your email address and click Submit

If you have any questions, please contact the main office at 360-570-4525.

## 24-25 Attendance Agreement

**ALL STUDENTS WHO WISH TO ATTEND NEW MARKET SKILLS CENTER MUST COMPLETE AND SIGN THIS AGREEMENT**

I \_\_\_\_\_ (**print full name**), here after known as **the student**, enter into this attendance agreement with full knowledge and understanding of my responsibilities as listed in section I. below and the consequences for violating the terms of this agreement.

- I. **The student** understands that New Market Skills Center (NMSC) is a school of choice and that daily attendance directly impacts success in the program. **The student** understands that at 20 unexcused absences this agreement has been violated and **the student** is subject to withdrawal from NMSC. With this in mind, **the student** agrees to the following responsibilities:

II. Responsibilities of **the Student**

- A. **The student** will attend class every day school is in session
- B. **The student** will arrive in class at the scheduled start time
- C. **The student** will depart class at the scheduled dismissal time
- D. All absences will be excused within 48 hours by **the student's** legal guardian or **the student** if 18 years of age or older, via one of the following methods:
  - i. a signed note delivered to the NMSC main office located in building A
  - ii. calling NMSC's attendance line at (360) 570-4501
  - iii. emailing [nmsc.attendance@tumwater.k12.wa.us](mailto:nmsc.attendance@tumwater.k12.wa.us)

III. NMSC agrees to hold **the student** accountable for daily attendance, evaluate extenuating circumstances, and aid the student in a plan for success. With this in mind, NMSC agrees to the following responsibilities:

A. Responsibilities of NMSC

- i. Automated nightly attendance calls (when service is available) will be made to the primary phone number on file when attendance action is required.
- ii. At 5 unexcused absences, a "5 Day Letter" will be mailed to **the student's** mailing address and a copy sent to the sending school counselor. **The student** will be referred to the Career Services Dept. to develop an attendance improvement plan.
- iii. At 10 unexcused absences, a "10 Day Letter" will be mailed to **the student's** mailing address and a copy sent to the sending school counselor. **The student** will be referred to the Director of Student Services.
- iv. At 15 unexcused absences, a "15 Day Letter" will be mailed to **the student's** mailing address and a copy will be sent to the sending school counselor. The student will be referred to the Director of Student Services and Career Services Department.
- v. At 20 unexcused absences, the Exit Interview Team will meet with **the student**.

IV. Signatures of Acknowledgment

_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
		(if the student is under 18 years of age)	

## 24-25 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

\_\_\_\_\_

Print Parent Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**Please return this form to the program instructor**

**24-25 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 \_\_\_\_\_

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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 the Main Office 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.

## 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 New Market to the contrary in accordance with New Market 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 school 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. New Market Skills Center has defined "directory information" as:

### STUDENT DIRECTORY INFORMATION

- ⦿ Student name, address, parent email address and telephone number
- ⦿ Photograph 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

This type of information is used in school publications such as newsletters, school programs (graduation, etc.), and recognition lists. During the school year, district personnel will be photographing students for publications, websites, school newsletters, and websites. Requests for directory information will also come from the local media. In addition, many school events and activities will be videotaped. Parents/Guardians who do not want their children included should make that request in writing to their school office each year.

Two federal laws require local educational agencies under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with directory information categories: name, email address, address, and telephone listing, unless parents have advised the school, in writing, not to release such information.

New Market Skills Center will not release any directory information for commercial purposes or for other purposes not related to the conduct of school business.

# New Market Skill Center

## Request to Prevent Disclosure of 2024-2025 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 school in writing by October 1st of each school year, or within 10 days of enrollment after October 1st. 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, no action is required.**

### For Students in All Grades:

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

**SCHOOL/DISTRICT USE:** 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:** Do NOT release my student's visual image or directory information to outside agencies 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:** 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 may hold live Video Conference (Zoom, Google Meet) meetings where all students are invited to attend. 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)"

### FOR JUNIORS & SENIORS ONLY

**U.S. Military:** The Federal Every Student Succeeds Act requires high schools to provide a list of student's names, email addresses, addresses and telephone numbers to military recruiters. To opt out, check the box below. 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.

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 child's school.

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

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

**24-25 Student Handbook Acknowledgment**

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

Program Name \_\_\_\_\_ Session \_\_\_\_\_

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/Guardian Signature

\_\_\_\_\_  
Date

**Please return this form to program instructor**