



# STUDENT HANDBOOK

We begin by acknowledging that we are on the ancestral land stewarded since time immemorial by the Salish people of the Duwamish, Green, White, Cedar, and Upper Puyallup Rivers, many of these giving birth to the contemporary citizens of the Muckleshoot Indian Tribe. We honor and give thanks that we are able to collectively engage in this conversation on their sacred homelands about the future of teaching and caring for our sacred children and youth.

tiḥdx<sup>w</sup> t(i) adḥəčusadad  
Protect what you love



*We honor the ancestral language of these lands and waters and the many tribal peoples who have continued to protect and teach the language. We honor the Muckleshoot Indian Tribe for continuing to partner with Highline Public Schools which is located within Muckleshoot's usual and accustomed territories.*

ḥuyayus səsq<sup>w</sup>u?  
Working together



*We honor the ancestral language of these lands and waters and the many tribal peoples who have continued to protect and teach the language. We honor the Muckleshoot Indian Tribe for continuing to partner with Highline Public Schools which is located within Muckleshoot's usual and accustomed territories.*

həli? čəpa wələḥ<sup>w</sup>  
I am alive and strong



*We honor the ancestral language of these lands and waters and the many tribal peoples who have continued to protect and teach the language. We honor the Muckleshoot Indian Tribe for continuing to partner with Highline Public Schools which is located within Muckleshoot's usual and accustomed territories.*

# WELCOME LETTER

September 6, 2024

Thank you for choosing Puget Sound Skills Center (PSSC) and Highline Public Schools as part of your educational journey. Our promise is “Every student in Highline Public Schools is known by name, strength and need and graduates prepared for the future they choose.” As a PSSC student, you will receive career-specific knowledge and skills, a hands-on learning environment as well as an opportunity to earn professional certifications and college credits through our tuition-free technical and professional training.

We look forward to working with you this school year.

Sincerely,



Juan Lozano, Principal/Director  
[Juan.Lozano@highlineschools.org](mailto:Juan.Lozano@highlineschools.org)  
206-631-7301



Norma Barrineau, Assistant Principal  
[Norma.Barrineau@highlineschools.org](mailto:Norma.Barrineau@highlineschools.org)  
206-631-7302

## SCHOOL MISSION & CORE VALUES

Preparing our students with skills and knowledge for success in college, career and citizenship.



# PROGRAM MODEL

PSSC serves high school juniors and seniors interested in specialized career and technical learning through a half day program. Students spend half of their school day in their home high schools, and half their school day at PSSC.

PSSC offers 20 programs:

- Advanced Construction Technology
- Aeronautical Science Pathway (partnership with Museum of Flight)
- Aerospace Manufacturing & Engineering
- Auto Body Technology
- Automotive Technology
- Behavioral Health
- Cyber Security
- Dental Assisting
- Design & Marketing
- Digital Sound Recording
- Fire & Emergency Services
- Law & Justice
- Marine Science Technology (partnership with Maritime High School)
- Multimedia Design
- Pre-Nursing
- Pre-Vet Tech
- Sports Medicine
- Teaching Academy
- The Institute for Culinary Arts & Sciences
- Video Game Programming

You will have an opportunity to earn technical skills, equivalency credits, professional certifications and college credits through your program. Each program will have their own requirements which may include mandatory internships/externships, voluntary internships/externships, and other professional opportunities.

PSSC is one of 16 skills centers in Washington state, offering high-quality, tuition-free technical and professional training. Operated by Highline Public Schools, PSSC serves students from consortium school districts such as Highline, Federal Way, Tukwila, and Tahoma in addition to serving Muckleshoot Tribal Schools and the greater south Puget Sound area.

# DAILY LIFE AS A PSSC STUDENT

## SCHEDULE

Breakfast [upon arrival in the Health Science Building (HSB)]

7:45 a.m.

AM Session:

7:55 - 10:25 a.m.

Lunch [upon arrival from home school (HSB)]

10:25 – 11:15 a.m.

PM Session:

11:15 a.m. - 1:45 p.m. (FW & Tahoma Bus Riders ONLY dismissed from class 1:25pm)

Period 3: Aeronautical Science (held at The Museum of Flight)

3:45 - 6:00 p.m.

## [BUS SCHEDULE](#)

## [PSSC CALENDAR](#)

## PARKING POLICY

Students who choose to drive and park cars at school are bound by the following rules:

1. FW and Tahoma drivers are dismissed at 1:45pm.
2. All motor vehicles parked on school grounds must be registered with the school.
3. Students parking in the student lot are required to register for a current parking permit for any vehicles on campus obtained at the front office or by completing the [online form](#) to ensure safety of our campus.
4. Parking permits are free of charge.
5. Parking passes must be visible in your vehicle.
6. All students need to park in the parking lot located at the back of the school. Do not park in any areas designated for staff, visitors, handicapped parking, fire lanes, and bus lanes.
7. All student drivers must be licensed and covered by automobile insurance.
8. The Highline School District and Puget Sound Skills Center are not responsible for damage to private vehicles or loss of personal content. Students Park at their own risk.

# CULTURE OF LEARNING

## ABSENCE REPORTING

The seat time mandate for CTE courses in Washington ensures students receive sufficient instructional hours and hands-on training time to master necessary technical skills. Prescribed minimum seat time safeguards the quality of CTE programs by allowing for in-depth classroom learning, adequate lab practice on equipment, and fulfillment of certification requirements. Upholding seat time standards is crucial for preparing a workforce with job-ready expertise meeting industry needs.

Therefore, it is critical that students are present. Whether excused or unexcused, missed time is missed time.

1. If a student is tardy, they must complete the QR code in their classroom. It is their responsibility as a student to complete the QR code so their absence can be corrected to a tardy. If they do not complete the QR code, the student will be marked absent.
2. As a professional courtesy, please contact the course instructor via email, Google voice text or phone call.
3. Absences may be excused by any of the following methods within 48 hours of the absence:
  - a. Phone call to PSSC Attendance Specialist, Kelsey Gomez (206-631-7353)
  - b. Email to PSSC Attendance Specialist, Kelsey Gomez ([kelsey.gomez@highlineschools.org](mailto:kelsey.gomez@highlineschools.org))
  - c. Hand-written note turned into PSSC Attendance Specialist Kelsey Gomez
4. Please include the following information in the note, call, or email:
  - a. Student Name
  - b. Parent Name
  - c. Date of the absence
  - d. Reason for the absence
5. Prearranged absence forms are in the office. The form must be completed with all required signatures before departure date. This form will be shared with your home school as well.
6. Reassessments opportunities will be clearly published and determined by the instructor. Not all assignments and assessments are eligible for reassessment.

## [HIGHLINE PUBLIC SCHOOLS ATTENDANCE BOARD POLICY](#)

## [HIGHLINE ATTENDANCE & TRUANCY](#)

## [GRADING POLICY](#)

### [Standards Based Grading](#)

### [SBG Frequently Asked Questions](#)

## [CLASS LINK](#)

Highline Public Schools uses a Single Sign-On (SSO) tool called ClassLink, which gives students and teachers access to a dashboard with all district-approved educational apps. All Google applications as well as any districtwide apps are accessed through ClassLink. All student and teacher Chromebook and Windows issued devices will now use the same login as ClassLink. After login, all Chromebooks will open directly to the ClassLink Launchpad, displaying all their digital tools.

## DIGITAL CLASSROOM

Google classroom will be utilized as our digital learning platform. Access codes will be shared by your teacher. Contact the instructor for parent/guardian Google classroom access.

## PARENTVUE & STUDENTVUE

Students and families are responsible for setting up their StudentVUE and ParentVUE accounts.

Parent VUE lets students, parents and guardians view their assignments, grades and attendance, and review student information.

Student VUE gives students easy access to assignments, grades and attendance.

Students from non-Highline schools will have separate logins for their Highline StudentVUE and ParentVUE.

## ASSOCIATED STUDENT BODY (ASB)

ASB stands for Associated Student Body. When ASB is referred to, it means the group of students elected to represent the entire student body. Each Program at PSSC will have elected student leaders to represent their program.

## WORK-BASED LEARNING

WBL is an instructional strategy that provides students with career exploration opportunities and hands-on learning where knowledge gained in CTE courses can be applied to real-life work experiences. The goal of every work-based learning program is to prepare students for the next generation of the workforce. PSSC students will participate in Work Based Learning through their CTE program and may earn elective credits.

Common WBL Opportunities:

- Job placement in career pathway
- Internships
- Clinicals
- Externships

All PSSC students will participate in Work Based Learning.

## MONTHLY MANDATORY ONLINE ASSIGNMENT FRIDAYS

Once a month instructors will attend an all-day professional development session in-person at PSSC. The dates can be found on the PSSC Yearly Calendar. An independent, online assignment will be posted on the course Google classroom as well as the PSSC website. The online assignment is due by the following Monday. If students complete the assignment to a

satisfactory level, they will remain “present” for the PD Friday. If they do not complete the assignment to a satisfactory level, they will be marked absent for the day.

## SECOND YEAR ELIGIBILITY

All Year 1 PSSC students will have quarterly check-ins with their PSSC teachers, student success dean, counselor, and families to assess performance in their program, needed supports, and progress towards mastery of content and skills necessary for Year 2 programming. All information will be shared with the home school support staff.

## **STUDENT CONDUCT**

### CLASS CHARTER

Students agree to uphold the class charter as created by the course.

### PROFESSIONAL DRESS POLICY

Students must wear a lanyard with their student ID and PSSC provided attire and/or program-specific uniform daily.

Staff are responsible for communicating professional attire in the course syllabus. In addition, staff will monitor student dress daily for safety and professionalism.

[Highline Student Dress Policy](#)

### ACCEPTABLE USE TECHNOLOGY POLICY

Highline School District views the use of electronic resources as central to the delivery of education, and as such maintains the expectation that all students will use electronic resources and tools as an essential part of their learning proficiencies. It is the policy of the school district to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students (end users).

### VIOLATIONS OF STUDENT CONDUCT POLICIES

The conduct described violates Highline Public Schools’ expectation of student behavior while at school, on a school bus, on a field trip, or at any school-related activity. Students may be disciplined for engaging in this conduct, up to and including suspension and expulsion. Students may also be disciplined, including suspension or expulsion, for engaging in prohibited conduct online, while using social media, or while away from school if the conduct disrupts the learning atmosphere, educational programs or school activities, or infringes on the rights of others.

Violations of Student Conduct Include:

1. Academic Cheating/Plagiarism/Academic Dishonesty
2. Alcohol & Drugs
3. Arson & Reckless Burning
4. Assault/Threat of
5. Cyberbullying
6. Defacing or Destroying Property
7. Discrimination & Harassment
8. Disruptive Behavior
9. Explosives
10. Extortion/Blackmail
11. False Alarms
12. Falsification/Forgery of Documents
13. Fighting
14. Gang-Related Behavior
15. Harassment, Intimidation or Bullying
16. Inappropriate Contact
17. Inappropriate Language
18. Inciting Aggression
19. Interference with Authority
20. Lewd Behavior
21. Misuse of Technology
22. Negligent/Reckless Driving
23. Obscene or Disruptive Material
24. Possession of Stolen Property
25. Refusal to Cooperate
26. Sexual Harassment
27. Theft
28. Threat to a School (including bomb threats)
29. Tobacco Products
30. Toy Guns/Toy Weapons
31. Truancy
32. Unauthorized Gatherings
33. Unsafe Activity
34. Weapons

[Highline Public Schools Policies](#)

CELL PHONE POLICY

Cell phones should be used for educational purposes only as directed by the instructor.

HIGHLINE DISCRIMINATION POLICY

Highline School District does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator. For a copy of your district's nondiscrimination [Policy 3210](#) and [Procedure 3210](#), contact your school or district office or view it online here: <https://www.highlineschools.org/departments/student-support/bullying-civil-rights-sexual-harrassment>

Your School Compliance Official: The principal (or designee) of your school



Any person having inquiries should contact:

- Civil Rights Act (students) and Title IX: District Ombudsman, 206.631.3100, [civilrightscoordinator@highlineschools.org](mailto:civilrightscoordinator@highlineschools.org); [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org)
- Section 504 of the Rehabilitation Act: Health & Social Services Compliance Manager, 206.631.3011, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org)
- Address: 15675 Ambaum Blvd. SW, Burien, WA 98166

**For more information about harassment, intimidation and bullying policies, sexual harassment policies, and gender inclusive schools policy, use [this link](#).**

**For more information about our district equity policy, use [this link](#).**

## **SAFETY**

### VISITOR POLICY

1. Please note all exterior doors will be locked on the PSSC campus for student safety. All people must enter through the main entrance doors.
2. Non-PSSC students are not allowed on campus during school hours.
3. School visitors (including unaccompanied parents) must sign-in in the office and wear a visitor's badge issued by office staff.
4. If you see visitors on campus who are not wearing badges, please direct them to the main office.

### BUILDING ACCESS

All exterior doors are locked. You may only enter PSSC through the front office doors on the Main Building and the front doors of the Health Science Building.

### STUDENTS EXEMPTED FROM PHOTOS

Federal law allows Highline Public Schools to disclose some personally identifiable information about students ("student directory information"), without written consent. Information may be given to outside organizations, but the primary use of directory information is to allow the school district to include this information in certain school publications, including:

- The annual yearbook
- Honor roll or other recognition lists
- Printed programs for graduation, sports competitions, or school plays
- School-related social media posts and video productions, print and online communication and media coverage of district/school events or activities.

Highline Public Schools defines "student directory information" as:

- Name, address, email address and phone number
- Date of birth

- Dates of enrollment and enrollment status
- Diplomas and awards
- Participation in activities and sports
- Height and weight (for athletes)
- Grade level and most recent school or program attended
- Photograph or video image

If you **do not** want the school district to disclose directory information, including your student's photo or video image, without prior written consent, you must notify your school in writing by **September 14 of each school year**. This includes sharing directory information with media outlets and partner organizations.