



Combining Purpose With Passion

Student Employability Handbook 2025 Summer School

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

New Market Staff Directory

*Phone numbers start with 360-570 unless otherwise noted

Main Office

Fax

4500

4502

Attendance Message Line

4501

nmsc.attendance@tumwater.k12.wa.us

Administration

Executive Director

matt.ishler@tumwater.k12.wa.us

Matt Ishler

4500

Director of Student Services

chris.bradshaw@tumwater.k12.wa.us

Chris Bradshaw

4430

Health & Wellness

Nurse

deborah.halstead@tumwater.k12.wa.us

4507

meloney.evans@tumwater.k12.wa.us

4507

stephanie.roberts@tumwater.k12.wa.us 253-677-7716

Office Staff

Executive Assistant to Director

colleen.bonner@tumwater.k12.wa.us

Colleen Bonner

4505

Registrar

alison.watson@tumwater.k12.wa.us

Alison Watson

4513

Student Support

laurel.ponzoha@tumwater.k12.wa.us

Laurel Ponzoha

4506

Front Office

natalie.fillippone@tumwater.k12.wa.us

4433

Summer Program Staff

Art & Animation

James McWhirter

Criminal Justice

Michael Morfoot

Automotive Service Technology

Zach Leitzke

Culinary Arts

Michael Moore

Barbering

Paula Brenner

Joel Shumate

Sarah Hooker

Family Health/Intro to Nursing

Jaimee Dobson

Beauty Basics (Centralia)

Lyndsi Erdman

JROTC

Roy Calica

Business & Community Leadership

Alisha Blain-Warner

Master Esthetician

Courtney Roberts

Collision Repair

Nathan Price

Medical Assistant

Cami Burrow

Construction Projects

Bob Ledesma

Veterinary Assistant

Jade Williams

Cosmetology (Centralia)

Jessica Teehee

Video Game Programming

Thomas Foster

Cosmetology (New Market)

Maddie Patton

Worksite Learning

Stephanie Tocher

Paula Brenner

Estela Iwinski

Rachel McPherson

Ena Robinson

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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 900 16-20 years old from 35 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

Summer Session: June 23rd - July 15th (No School July 3rd & 4th)

Class Time: 8:00-3:00

Attendance

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:

- During summer session, each school day represents a significant portion of the overall course instruction. As a result, students missing more than two (2) days will receive a failing grade.
- To excuse an absence, the parent or guardian must notify the attendance line at 360-570-4501 or email nmsc.attendance@tumwater.k12.wa.us within 48 hours of the absence.
- 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.
- 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.
- Tardiness is defined as not being in the classroom at the assigned start to the class period. If a student is 30 or more minutes late to class, the student will be considered unexcused-absent, not tardy.
- Students who have declared adult status to New Market administration are to be considered responsible for acting on their own behalf in excusing and being accountable for any absences.
- Leaving campus prior to dismissal times - Students must provide New Market attendance with verifiable parent/guardian permission before a student will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have adult status, must sign out at the front office prior to leaving campus. If a student leaves 30 or more minutes before the end of class, the student will be considered absent for the day. Students who leave campus without proper permission are subject to disciplinary action.
- 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 email when a student has an unexcused absence. There will be no Skyward calls going out during Summer Session.**

Bullying, Intimidation & Harassment

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

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

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

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

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

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

Care of School Property

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

Closed Campus

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

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

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

Discipline

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

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

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

Dress Expectations

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

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

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

Cosmetology Students: All students are expected to maintain a neat, clean, professional appearance at all times. Hair is expected to be worn in a modern style and to be well-groomed at all times. Makeup is to be worn modestly. All students are required to come to class fully prepared to learn which includes wearing the appropriate professional dress: black pants/slacks, colored shirt, black 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 cosmetology handbook for other specific dress code requirements.

Emergency Treatment/Health Information

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.

Electronic Media/Technology

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.

Cell Phone Policy

Mobile phones are to be off and away while class is in session. Students will have opportunities to check and use their phones during lunch time and breaks as designated by the instructor. Parents/guardians can reach their student at any time by calling the office.

An exception to the “off and away” policy may be granted by the instructor for a limited period of time *in advance* at the request of student/parent for legitimate reason. A request for exception at the point of violation is too late. Violations will result in a warning and communication with parent/guardian. Students may be asked to put the phone in an alternate, safe location away from them (such as teacher’s office) if violations continue.

Summer school at New Market is an elective program. Therefore, if a student is unwilling or unable to comply resulting in ongoing, repeated cell phone violations, the student can expect to be dismissed from the summer program.

Grading

According to WAC 392-415-070 any high school classes attempted must be recorded on a student’s transcript. The transcript will indicate that students attempted and potentially received 0.5 elective/CTE credit for each summer school session.

- Cosmetology students earn 2.0 elective or CTE credit for the entire summer session.
- Due to Tumwater School District’s transition to a new student information system (SIS) this summer, grades will not be viewable online. Please contact the instructor directly via the provided contact information with any questions or concerns regarding your student’s performance. Report cards will be sent home within two weeks from the end of the session. The credits will also be sent to the student’s home high school registrar at the end of August.

Information for Students

Information for students 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, on social media, and on bulletin boards located around campus.

Non-Discrimination

New Market Skills Center 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 Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator – Meagan Dawson, 360-709-7030, meagan.dawson@tumwater.k12.wa.us, 621 Linwood Avenue SW, Tumwater, WA 98512; Title IX Coordinator – Wendy Bromley, 360-709-7020, wendy.bromley@tumwater.k12.wa.us, 621 Linwood Ave SW, Tumwater, WA 98512; Section 504 Compliance Coordinator – Andra Kelley-Batstone, 360-709-7030, andra.kelley-batstone@tumwater.k12.wa.us, 621 Linwood Ave SW, Tumwater, WA 98512.

Program Expectations

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.

Release of Student Information

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

Safety

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.

Sexual Harassment

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

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

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature.
- Repeated, offensive, and unwelcome insults and/or jokes that are sexual or gender-based in nature.

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

Important factors to remember:

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

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

No On-Line Gradebook this Summer

Due to Tumwater School District's transition to a new student information system (SIS), grades will not be viewable online this summer. Please contact the instructor directly via the provided contact information with any questions or concerns regarding your student's performance. Report cards will be sent home within two weeks from the end of the session. The credits will also be sent to the student's home high school registrar at the end of August.

Special Services

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.

Drug and Alcohol Use – Policy 3409

Possession or use of controlled illegal, addictive, and/or harmful substance products (including tobacco, 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 drug, alcohol, or tobacco products by anyone on New Market's campus (RCW 28A.120.310; TSD board policy 3409). Possession of tobacco products by students is illegal (RCW 28A.31.170). Violating this state law will result in disciplinary action, including possible legal action.

Transportation

Transportation is the responsibility of the parent/guardian during summer school.

Students who to drive to and from New Market or any off-campus site must know and observe the following regulations:

- Must carry proof of insurance and provide it upon request by a New Market administrator or designee.
- Must park in designated student parking areas only in the main parking lot or specified areas for off campus sites. Cars parked in unauthorized areas may be towed.
- All skateboards and bicycles may not be ridden on the sidewalks, or in the buildings.
- Must follow the 5-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.

Weapons on School Premises – Policy 4210

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 9A1.280).

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.

2025 Summer Electronic Media & Communications Technology Policy Statement/Agreement

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.

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



Reviewed by: _____ Date: _____

ANNUAL EMERGENCY AND STUDENT HEALTH INFORMATION

Student's name _____ Birthdate _____ Gender ____ Grade/Teacher _____

Parent/Guardian _____ Phone _____ Cell _____

Email address _____

Health Care Provider _____ Phone _____

Emergency Contact _____ Phone _____

Emergency Contact _____ Phone _____

<input type="checkbox"/> YES <input type="checkbox"/> NO My student has a life-threatening health condition		<input type="checkbox"/> My student has NO HEALTH CONCERNS at this time	
ADD/ADHD	Diabetes (see below)	Physical disabilities	
Autism Spectrum Disorder	Dietary concerns	Seizure disorder (see below)	
Allergies (see below)	Feeding support	Skin condition/eczema	
Asthma (see below)	Frequent headaches/migraines	Social/Emotional/Behavioral concerns	
Bladder/kidney or bowel concerns	Hearing problem	Stomach/intestinal concerns	
Blood disorder	Heart condition (see below)	Vision problems	
Brain (injury, conditions, surgery, etc.)	Other health conditions	Glasses/contacts	

Allergies:☐ Bee sting ☐ Food allergies (specify) _____ ☐ Other allergies (specify) _____

Describe allergic reaction and treatment _____

*Has your child been advised by your Healthcare Provider to keep an EpiPen? ☐ Yes ☐ NoAsthma Please check applicable triggers: ☐ Allergies ☐ Exercise ☐ Irritants ☐ Respiratory infections ☐ Weather changes****ALERT TO PARENTS/GUARDIANS**** The school must know of LIFE-THREATENING conditions (for example severe allergy with anaphylaxis, diabetes, heart condition, seizure disorder, asthma) prior to the start of school as these require an additional plan per RCW 28.A210.320. Contact the school nurse to begin the process.

Please list other health conditions: _____

MEDICATIONS List any medications taken.Medication: _____ For: _____ ☐ Home ☐ SchoolMedication: _____ For: _____ ☐ Home ☐ SchoolMedication: _____ For? _____ ☐ Home ☐ SchoolMedication: _____ For? _____ ☐ Home ☐ School****Policy for Medication at School**** 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 healthcare providers have Authorization for Medication forms, available at TSD schools or, online at the TSD website.****I permit my child's school/child care to add immunization information into the Immunization Information System to help maintain my child's records and for the release of information.**

Parent/Guardian Signature: _____ Date: _____

****If your child is ill/injured at school, we will contact the parent/legal guardian or emergency contact person, if possible, and call 911 if the injury or illness warrants it. I consent to releasing 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.**

Parent/Guardian Signature: _____ Date: _____

Edited 2/4/25

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 student's principal in writing, by October 1st or within 10 days of enrollment after October 1st**, that you do not want such information released to those who request it. New Market Skills Center has defined "directory information" as:

STUDENT DIRECTORY INFORMATION

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

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

New Market Skill Center
Request to Prevent Disclosure of
2025 Summer 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: _____

2025 Summer Student Handbook Acknowledgment

Student Name _____

Program Name _____

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

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

Student Signature

Date

Parent/Guardian Signature

Date

Please return this form to program instructor