



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^w 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.

ḵuyayus səsq^wu?
Working together



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həli? čəda wələḥ^w
I am alive and strong



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WELCOME LETTER

September 3, 2026

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
206-631-7301

Maria Herrera Lofton, Assistant Principal
Maria.Herreralofton@highlineschools.org
206-631-7302

SCHOOL MISSION & CORE VALUES

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



PSSC'S BEHAVIORAL AGREEMENTS

- Be Present
- Be Respectful
- Be Engaged
- Be Professional

#championsofchoice

PROGRAM MODEL

PSSC serves high school juniors and seniors interested in specialized careers and technical learning through a half-day preparatory program. Students spend 2 ½ hours of their school day at PSSC and the other half back at their home high schools.

PSSC offers 19 programs:

- Advanced Construction Technology
- Aeronautical Science Pathway (offered on campus and at The Museum of Flight)
- Aquaculture, Fisheries & Technology (Marine Science Technology in District Catalog)
- Auto Body Technology
- Automotive Technology
- Behavioral Health
- Cyber Security
- Dental Assisting
- Digital Sound Recording
- Fire & Emergency Services
- Health Sciences (Pre-Nursing Pathway)
- Law & Justice (College in the High School)
- Pharmacy Technician
- Pre-Nursing (12th Grade only)
- Pre-Vet Tech
- Sports Medicine (College in the High School)
- Teaching Academy (College in the High School)
- The Institute for Culinary Arts & Sciences
- Video Game Design & Development

You will have an opportunity to earn technical skills, high school academic equivalency credits, industry recognized 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 14 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 - 7:45 AM- 8:00 AM - in the Health Science Building (HSB)

1st Session: 7:55 - 10:25 AM.

Lunch – 10:25 AM - 11:15 AM - in the Health Science Building (HSB)

2nd Session: 11:15 AM - 1:45 PM.

1:25 PM FW & Tahoma

3rd Session: Aeronautical Science (held at The Museum of Flight)
3:45 - 6:00 PM.

[Bus Schedule](#) – For transportation questions, please contact your sending school at:

Highline Public Schools: 206.631.7502

Federal Way Public Schools: 253.945.5960

Tukwila School District: 206.901.8050

Tahoma School District: 425.413.3220

[Highline Public Schools Calendar](#)

[Puget Sound Skills Center Calendar](#)

PARKING POLICY

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

1. FW and Tahoma student drivers in 2nd Session 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, or 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. To align with our 4 PSSC Agreements, all students will return a attendance/behavior contract at the beginning of the year, signed by themselves and their

parent/guardian. Failure to comply with these agreements will result in a student being placed on a probationary contract with our Dean of Students. Therefore, it is critical that students are present. **Whether excused or unexcused, missed time is missed time.**

1. Upon entering the classroom, each student will scan the QR code to check in for the day, and then put their smart devices in the designated area in the classroom. It is their responsibility as a student to complete the QR code so their presence is documented for the day. 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 a parent/guardian** by the following methods within 48 hours of the absence:
 - a. Phone call to PSSC Attendance Specialist, Kelsey Gomez (206) 631-7353
 - b. Email to Ms. Kelsey (kelsey.gomez@highlineschools.org)
 - c. Text message to Ms. Kelsey through Google Voice at (425) 298-7345
 - d. Hand-written note turned into Ms. Kelsey
4. Please include the following information in the note, call or email:
 - a. Student Name
 - b. Parent/Guardian Name
 - c. Program Name
 - d. Date of the absence
 - e. Reason for the absence
5. Students who are 18 years of age may excuse their own absence **in writing only** for the following reasons: school-related absence, medical appointment, or personal illness. If you have any questions about a student self-excusing, please contact Ms. Kelsey at the contact information listed above.
6. Prearranged absence forms are in the office. The form must be completed with all required signatures and approved before your extended absence. These absences include: vacations, missing class to attend activities at your home high school, or appointments. This form will be shared with your sending school as well.
7. Reassessment opportunities for missed work or tests will be determined and clearly published by the instructor. Not all assignments and evaluations are eligible for reassessment, especially those done in a lab setting.

[Highline Public Schools Attendance Board Policy](#)

[Highline Public Schools Attendance & Truancy Policy](#)

GRADING POLICY

[Standards Based Grading](#)

[SBG Frequently Asked Questions](#)

STUDENT SUPPORT NEEDS

Our goal is to maximize each student's opportunity for success in life and work, but some students may need supports beyond what PSSC is able to provide. We will work with the staff at sending schools and families to make reasonable efforts in accommodation. However, industry-mandated safety standards and expectations are non-negotiable items.

PSSC classes are 2 ½ hour blocks, and CTE Preparatory courses. The ability to be self-motivated and work without constant oversight and redirection is crucial to success. Teamwork and working independently are both necessary skills in life and expectations in the workplace. These 21st Century Skills standards are as important as the technical skills students can master. In situations where these standards cannot be met with accommodations provided, we will work with the necessary parties to ensure a more suitable placement.

RECOMMENDED ACADEMIC SKILLS

Students in all programs will be working toward several Industry Recognized Certifications (IRCs), including ones focused on their career field, and ones that are useful in any job setting. Many programs are also "College in the High School" courses taught and graded to that college's standards. Because these IRCs and college-level courses require a high academic ability, students will have the greatest success in earning these certifications and/or college credit with near grade-level academic abilities in math, reading, and/or science. Individual program syllabi will contain the specific recommended skill levels.

INDUSTRY-RECOGNIZED CERTIFICATIONS

Industry-Recognized Certifications (IRCs) are an important component of every program at PSSC. Some of these certifications will be specific to the industry you are training for and are a requirement for entering the workforce. Some of them will be beneficial no matter what career field you enter. It is projected that more than 75% of jobs in Washington state will require credentials, certifications and/or education beyond a high school diploma, so our students are getting a head start. Every student will complete at least one IRC.

COLLEGE IN THE HIGH SCHOOL (CIHS) COURSES

Students are automatically enrolled in CWU College in the High School courses when they take the following PSSC programs: Law & Justice, Sports Medicine, Teaching Academy. It is important to note

that this begins a student's college transcript at CWU – their grade can have implications for things such as financial aid. College grading & transcript posting is based upon the college's academic calendar (such as withdrawal deadlines). Prior to the college's withdraw deadline, any student at risk of not earning credit will have a family meeting with PSSC teacher and PSSC School Counselor.

PSSC CAPSTONE PROJECT REQUIRED

To successfully complete your Career and Technical Education (CTE) program at PSSC, you must complete a Capstone Project and present it. This is mandatory for earning credit for 2nd semester, and could impact your ability to earn credit from the CTE pathway. This final project demonstrates the skills and knowledge you've gained throughout your time in the program.

Along with your project, all students must complete the following professional documents:

- a resume with references
- a cover letter
- a thank you email
- an email requesting a letter of recommendation
- a showcase of exemplar work presentation
- and a written reflection essay summarizing the year's learning and your plan for the future
- performance evaluations (student monthly self-reflections and quarterly teacher evaluations)

This Capstone Project and your End of Course exams serve as your final demonstration of readiness to enter your chosen career field or continue your education. It is a graduation requirement that cannot be waived.

Capstone Project Showcase for 1st Year Students:

- Complete a presentation of your portfolio and your best work to industry professionals, family, and/or friends, as required by your program.

Capstone Project Showcase for 2nd Year Students:

- Research and complete an individual project that showcases multiple industry skills mastered, which will be evaluated by industry professionals. 2nd year students will have already completed the minimum portfolio requirements during the previous year.

You will be provided a checklist with all of the requirements.

[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 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

Classes use Microsoft Teams as their primary digital learning platform. Access codes will be shared by your teacher. Contact the instructor for questions regarding parent/guardian Microsoft Teams access.

PARENTVUE & STUDENTVUE

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

[ParentVUE & StudentVUE](#) are the digital tools used for students, parents and guardians to view students' grades, attendance, and review student information.

Students from non-Highline schools will have different logins for their Highline StudentVUE and that of their sending district. Likewise, parent/guardian ParentVUE accounts will have a separate login for each district.

PARENTSQUARE

ParentSquare is a family engagement and communication tool designed to keep families informed and encourage engagement and connection across Highline.

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) is a group of student leaders elected by peers to represent the interests and voices of the entire student body. ASB meetings will be held monthly to provide a platform for students to share their ideas, express concerns, and contribute to the decision-making process. This promotes a culture of inclusion, engagement, and school pride.

In addition to the General ASB, each program at PSSC will elect its own student representative(s) to serve as liaisons between their program and the broader student leadership team.

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
- Field trips to industry sites
- College visits

All PSSC students will participate in some form of Work-Based Learning and fill out a contract at the beginning of the year to start the process.

MONTHLY MANDATORY ONLINE ASSIGNMENT FRIDAYS

Once a month instructors will attend an all-day professional development session in-person at PSSC. The dates are highlighted in purple on the [PSSC Yearly Calendar](#). An independent, online assignment will be posted on the course Teams classroom. The online assignment is due by the following Tuesday evening. 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 that missed Friday.

SECOND YEAR ELIGIBILITY

Eligibility to return as a 2nd Year Advanced Student

All PSSC students will have quarterly performance evaluations with their PSSC teachers to assess success in their program, and communication will take place with the student success dean, sending school and families when additional supports are needed.

In order to return as a 2nd Year Advanced Student, they must demonstrate mastery of content and skills considered necessary by their industry-trained teacher(s), and pass the End-of-Course exam each semester. Students must also successfully earn the schoolwide and program specific required IRCs.

Students who are unable to complete the required skills, unable to pass the End-of-Course exams, and IRCs in one year may be eligible to return to PSSC for another year and additional time to complete those items, but would not have earned the advanced status to be considered a 2nd Year Advanced Student.

Students who return to PSSC and enroll in a different program will also be considered a 1st year student, as it is their first year in that program.

Students may attend the same program at PSSC for a maximum of two school years. However, this does not count summer school which is open to students who have finished the 8th grade until the summer before their senior year.

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 daily, as well as the PSSC-provided attire and/or program-specific uniform as directed.

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 | 11. False Alarms |
| Cheating/Plagiarism/Academic Dishonesty | 12. Falsification/Forgery of Documents |
| 2. Alcohol & Drugs | 13. Fighting |
| 3. Arson & Reckless Burning | 14. Gang-Related Behavior |
| 4. Assault/Threat of | 15. Harassment, Intimidation or Bullying |
| 5. Cyberbullying | 16. Inappropriate Contact |
| 6. Defacing or Destroying Property | 17. Inappropriate Language |
| 7. Discrimination & Harassment | 18. Inciting Aggression |
| 8. Disruptive Behavior | 19. Interference with Authority |
| 9. Explosives | 20. Lewd Behavior |
| 10. Extortion/Blackmail | 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](#)

STUDENT PERSONAL SMART DEVICES POLICY (CELL PHONE, TABLETS, HEADPHONES/EAR PODS)

Students, Parents and Teachers will sign a Cell Phone Contract for Joint Accountability

Purpose: The guiding language from Governor Ferguson is “Away for the Day” - To keep phones from disrupting learning, increased safety, productivity and well-being.

When Phones Must Be Put Away

- During class: Phones off or on Do Not Disturb, stored in backpack or designated classroom location
- Classroom breaks: No phone use while moving between spaces
- Restroom passes: Leave phone in classroom when using the restroom

When Phones Are Allowed

- Before school: Anytime before the bell rings
- After school: Anytime after your session's final bell

Emergency Communication

- Parents: Call the main office directly in emergencies at (206) 631-7300
- Students: Get a pass to use the office phone for urgent calls

Classroom Use & Exceptions

- No instructional use unless pre-approved by an administrator
- Computers available at all school sites for academic work
- Accommodations honored: Students with 504, IEP, MV, or Health Plans may use devices as documented

Consequences (Progressive)

1. First: Verbal reminder to store phone properly from the classroom instructor – documented in Synergy
2. Second: Phone confiscated by classroom instructor for the period; possible admin referral – documented in Synergy
3. Third: Admin referral and parent/guardian contact and phone to be held by the Dean of Student Success – documented in Synergy

Immediate referral if the disruption is significant or dangerous – documented in Synergy

Goal: These steps are instructive, not punitive, to maintain a respectful and safe learning environment.

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, civilrightscordinator@highlineschools.org; titleixofficer@highlineschools.org
- Section 504 of the Rehabilitation Act: Health & Social Services Compliance Manager, 206.631.3011, 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 that 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 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, and must be wearing your PSSC ID.

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 activities
- School-related social media posts and video productions
- Printed, 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 12 of each school year**. This includes sharing directory information with media outlets and partner organizations.