

Sno-Isle Tech Student Handbook

2011 – 2012

Attendance Policy

Expectations: Students are expected to be in class each day that their sending school is in session and transportation to Sno-Isle Tech is provided by the sending school district. If you drive to Sno-Isle you should arrive at 7:55 AM for the AM Session and you may leave when your district's bus leaves. For the PM Session, you should arrive no later than your district bus and you may leave at 1:40 PM.

Verifying Absences: Notes or phone calls about all absences are required for both Sno-Isle and the sending school. Valid reasons for an excused absence include:

Illness	Family emergency
Doctor or dentist appointment	Religious observances
Sending high school activity	Other absences as deemed appropriate by a Sno-Isle Administrator

What To Do If Absent: A parent/guardian must notify both the sending school and Sno-Isle on the day of the absence. For Sno-Isle, call (425) 348-2222, then dial Voice Option 1 and leave a message detailing:

Name of student	Program and session
Reason for absence	Date of absence
Person calling in	Phone number where caller can be reached

When Returning from an Absence: Upon return to school, students must obtain an Admit Slip from the Attendance Secretary in the Main Office and take it to their instructor.

Excessive Absence Notification: Parents/guardians will be notified, by letter, following the 4th, 7th, and 10th absences. Sending schools will also be notified of students' attendance on a regular basis.

Loss of Credit: On the 10th non-school related absence of a semester, students will lose the opportunity to earn all credit for that semester. Students will be notified of the 10th absence and loss of credit in writing. Students may file an attendance appeal at that point seeking to restore credit (full or partial) for that semester.

Filing an Appeal for Loss of Credit: Students may appeal loss of credit following the 10th non-school related absence. To file an appeal, students must:

- Complete an Appeal Form within two (2) weeks of the 10th absence.
- Return the completed Appeal Form, signed by a parent/guardian, to the Administrator designated on the letter.
- The Administrator will review the Appeal Form and contact the student as soon as possible about the results of the appeal.
- If you are in a program that has internship responsibilities for the second semester, having to appeal for excessive absences during first semester may put your internship in jeopardy.

Pre Arranged Absences: If students anticipate being absent from Sno-Isle due to an activity at the sending school (athletic event, field trip, etc.), dentist or doctor appointment, etc, a completed Pre Arranged Absence Form must be turned in to the Attendance Secretary before the activity takes place. Forms may be obtained at your high school or in the main office at Sno-Isle and must be signed by the designated person and your Sno-Isle instructor, then submitted to Sno-Isle's Attendance Office.

Tardies: Tardy students must obtain an Admit Slip from the Attendance Secretary. Being tardy more than one hour counts as an absence; tardy less than one hour counts as 1/3 absence.

Leaving Early: Students needing to leave early must submit a note from a parent/guardian to the Attendance Secretary prior to leaving campus. If being picked up, their parent/guardian must come in to the main office and sign them out. Leaving class for more than one hour counts as an absence; leaving class for less than one hour counts as 1/3 absence.

Late Arrival or Early Release at the Sending High School: Students are expected to be at Sno-Isle during their regular class time on days that the sending school has an early release or a late arrival as long as bus transportation to Sno-Isle is still being provided. *If bus transportation is not provided but you drive a private vehicle, you ARE expected to attend Sno-Isle.*

Code of Conduct

Students attending Sno-Isle Tech are a dedicated group of individuals interested in being here. In the event a student does not follow published classroom behavior expectations, progressive discipline will be implemented. The following steps will be followed in each classroom in the case of behavior concerns:

1. Verbal warning
2. A copy of the "Student Teacher Contact Form" will be filled out, signed and a copy given to the student
3. A second "Student Teacher Contact Form" will be filled out, signed, copy given to the student and the teacher will contact the parent(s) to explain the situation
4. A mandatory parent/student/administrator/teacher and high school counselor conference will be held to discuss what improvement in behavior is necessary in order for the student to remain at Sno-Isle and what consequences will take place

As an extension of the sending high school, Sno-Isle Skills Center will honor disciplinary actions or requests of the sending high school. In all other situations, Sno-Isle Skills Center will follow Mukilteo School District's policies and procedures as published in the Student Rights and Responsibilities Handbook.

Closed Campus: Sno-Isle is a closed campus. Students are expected to report directly to their classes and remain on the school grounds during the school day. Students are not allowed to have visitors with them while at Sno-Isle.

Hall Passes: Students are expected to have a pass signed by their instructor to be out of class.

Cellular Phones and Other Electronic Communication Devices: Cell phones and other electronic devices may not disrupt the educational environment, per instructor and administrative discretion.

Disruptive Conduct: Students are expected to display job appropriate behavior and attire at Sno-Isle. Staff has the right to remove disruptive students from class. Serious and/or chronic violations will result in progressive discipline per Mukilteo School District policy and procedures.

Possession of Dangerous Weapons: Students in possession of a dangerous weapon (including replicas of such) on school grounds, at school activities, or enroute to or from Sno-Isle will be emergency expelled. Police will be notified.

Use of Tobacco Products: Use of tobacco products is prohibited on school grounds or at school functions. Violators will be subject to progressive discipline per Mukilteo School District policy and procedures.

Use of Drugs/Alcohol: Sale, use, possession of, or being under the influence of alcohol, controlled substances, items purported to be alcoholic beverages or controlled substances, related paraphernalia or misuse of prescription drugs are prohibited. Violators will be subject to progressive discipline per Mukilteo School District policy and procedures. Police will be notified.

Theft or Vandalism: Students responsible for theft or vandalism will be required to make appropriate restitution. Violators will also be subject to progressive discipline per Mukilteo School District policy and procedures. Police may be notified.

Dress: *Students should dress according to the standards of their program as defined by the program instructor.* Protective clothing may be required in some programs, and shoes must be worn at all times. Dress or appearance must not present a health or safety hazard or be disruptive to the learning environment. Hats/caps may be worn with instructor permission. Dress which promotes drug, alcohol or tobacco use, profanity, gang involvement (including bandannas), or implies harassment of any kind is prohibited. Sno-Isle administration has final discretion in matters of dress.

Respect Policy: All students and staff at Sno-Isle are expected to treat others with respect and dignity. Harassment of any kind (any act that degrades an individual's or group's race, color, ethnicity, gender, sexual orientation, physical or mental disability, religion, etc.) is prohibited. Violators will be subject to progressive discipline per Mukilteo School District policy and procedures. Police may be notified.

Emancipation: Students over 18 who are not living with a parent/guardian should request an Emancipation Form from the Attendance Secretary. The student and parent/guardian must sign the form.

Transportation Information

The sending school district determines students' eligibility to drive to Sno-Isle. Check with the sending school's designee for more information.

Bus Transportation: Students must ride the transportation provided by the sending school district unless otherwise specified by the sending school. If students miss the Sno-Isle bus provided by the sending school district, students may not drive or ride with anyone to Sno-Isle without the written permission of a parent/guardian and sending high school authority. Violators will be reported to the sending high school.

Driving Privileges: Students wanting authorization to drive to Sno-Isle must do the following:

1. Obtain a "Parking Pass Application" from the Sno-Isle main office.
2. Return the completed application to the Sno-Isle main office with proof of insurance, a valid driver's license, and \$25 for a parking permit (an additional \$5 will be charged to replace any lost/stolen permit).
3. Display the parking permit on the lower driver's side corner of the front windshield.

Temporary Driving Privileges: Students needing temporary authorization to drive to Sno-Isle must do the following:

1. Receive written permission from the sending school's vice-principal or designee.
2. Submit the written permission to the main office immediately upon arrival at Sno-Isle. Please bring the license plate number to the office.
3. Place the temporary parking pass issued on the dashboard of the vehicle.

Parking Lot Rules: Student drivers must observe the following rules on the Sno-Isle campus:

1. Parking permit must be displayed at all times; park in designated student areas only.
2. The parking lot is off limits during class time.
3. Drive safely and responsibly on and around the Sno-Isle campus. There is a 5 MPH speed limit on campus at all times; yield the right of way to buses and pedestrians.

Failure to meet these expectations may result in loss of driving privileges, towing, fines, referral to home school, parent contact, police contact, and/or removal from Sno-Isle.

Other Information

Snow/Emergency Conditions: Sno-Isle is closed only if the Mukilteo School District is closed. For Sno-Isle Snow and Emergency Information, call the 24-hour Information Line at (425) 348-2222, then dial Voice Option 9.

- If the sending high school is running one hour late, come to Sno-Isle one hour late.
- If the sending high school is running two hours late, do not come to Sno-Isle.
- Students will not be counted absent if transportation is not provided by the sending school district.

Academic Credit Approved for Skills Center Courses: Some sending high schools grant equivalency credit in math, science, English, or computer science for classes at Sno-Isle. Check with your sending school counselor to see if you qualify. A cross-credit application form is available in the office.

College Credits: Many Sno-Isle courses offer college credits. Please ask your instructor about the details.

Study Center: The Study Center is available to all students for help with class work, study skills, and tests. Students can arrange assistance through their program instructor or request a pass to the Study Center.

Opportunities

Many amazing opportunities exist here at Sno-Isle TECH, and we encourage you to become involved with as many as you can! From clubs such as Robotics and FBLA to program specific job shadows and volunteer opportunities, there are countless ways to increase your learning and networking within the community. Each of these experiences is a valuable addition to your resume, and it builds you into a well-rounded person with a wealth of experiences to draw from. Taking advantage of these options can also increase your likelihood of getting a scholarship.

Assistance

If you are experiencing difficulty paying fees or you need assistance in any way, please let your instructor know. You are also welcome at any time to speak to the Director, Dave Rudy, or the Assistant Director, Maggie Bagwell.

The Mukilteo School District No. 6 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This applies to all educational programs and/or extracurricular school activities. Further, the District recognizes the needs of persons with disabilities as defined by the Americans with Disabilities Act (ADA) of 1990. The District complies with state and federal accessibility regulations to provide access for our students, staff, parents, and guests. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer (Bruce Hobert 425-356-1325) and/or Section 504 Coordinator (Jean Anthony 425-356-1277) and/or ADA Coordinator (Debra Fulton 425-356-1330). Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Dave Rudy, Director (425-348-2249) at 9001 Airport Road, Everett, WA 98204.

PRE-ARRANGED ABSENCE FORM



- √ This form is to be used for pre-arranged absences (athletic events, field trips, club activities, tests, doctor appointments, etc) and should be completed and turned in before the activity takes place.
- √ Do NOT use this form for transportation problems on Early Release days.

When complete with all signatures, please return this form to the Sno-Isle office for processing.

- If this form is not submitted prior to the absence, your absence may be deemed UNEXCUSED.
- Approval is granted on a case by case basis and may not be granted by the Sno-Isle instructor or administration if the absence will negatively affect the student's attendance and/or grade. Excessive absences may result in loss of credit.

Information in this box must be completed before submitting form to Sno-Isle TECH

Student Name _____ Program _____ AM PM Today's date: _____

Sending School _____ Date of absence _____ Time _____ Reason for absence _____

Verified by: Counselor Instructor Advisor Administrator Office Personnel Parent/guardian

_____ Print Name _____ Title _____ Phone _____

_____ Signature _____

*For questions and/or information call (425) 348-2221

STATUS: Approved NOT APPROVED: Instructor has concerns regarding student's grade and/or attendance.

Sno-Isle TECH Instructor Signature _____ Date: _____

