Expanding High School Opportunities

Student Employability Handbook
2017-18

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.

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New Market Staff Directory

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Revised 8-2017
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Campus & Student Expectations

New Market is recognized for its unique and specialized educational programs. One of only 15 career-technical high school training centers in Washington State, New Market serves approximately 1000 16-20 years old from 25 consortium high schools. New Market serves as an extension to your home high school, offering a wide variety of career and technical prepatory 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 on New Market’s Campus 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

First Session

Passing Time: 7:43 to 7:50

Class Time: 7:50 to 10:20

Lunch / Teacher Planning

10:28 to 11:03

Second Session

Passing Time: 11:03 to 11:10

Class Time: 11:10 to 1:40

Passing Time: 1:40 to 1:48

Program Descriptions

Automotive Service Technology (AST)- The AST program is a National Automotive Technicians Education Foundation (NATEF) certificated training facility. The AST program offers beginning and advanced course work. The MLR level certified program focuses on the four basic Automotive Service Excellence (ASE) areas: Suspension & Steering, Brakes, Manual Drive Train & Axles, Suspension, and Automatic Transmission/Transaxle. We are also part of the Automotive Youth Educational System (AYES) providing internship and employment opportunities at local repair facilities. Course work is taught by ASE Certified Technicians, and provides the skills and training necessary, when combined with post-secondary, for four ASE certifications.

- College credits may be available through the Tech Prep program
- NATEF, ASE, and AYES certified program
- Internship opportunities

Advanced Automotive Service Technology (AAST)- The AAST program is a National Automotive Technicians Education Foundation (NATEF) certificated training facility. The AAST program offers beginning and advanced course work. The MLR level certified program focuses on the four basic Automotive Service Excellence (ASE) areas: Automotive Electrical/Electronics, Engine Performance, Engine Repair and Heating and Air Conditioning. We are also part of the Automotive Youth Educational System (AYES) providing internship and employment opportunities at local repair facilities. Course work is taught by ASE Certified Technicians, and provides the skills and training necessary, when combined with post-secondary training, for four ASE certifications.

- College credits may be available through the Tech Prep program
- NATEF, ASE, and AYES certified program
- Internship opportunities

Collision Repair Technology (CRT)- The CRT program offers its students Pro Level 1 certification. Students are involved in SkillsUSA leadership activities, and skills competitions, which stress cooperation and teamwork. Students learn vehicle construction, minor body repair, sanding, painting components and spraying techniques, plastic repair, estimating damaged vehicles, MIG welding, and many other operations related to vehicle repair. Safety and proper use of equipment and materials are stressed throughout this program. The program includes use of I-CAR, Axalta Paint Products, Chief, Hunter, and other professional training materials to meet National Automotive Technicians Education Foundation (NATEF) and Automotive Service Excellence (ASE) requirements, standards and certifications.

- College credits may be available through the Tech Prep program
- NATEF, ASE, and I-CAR certified program.
- Internship opportunities

Commercial Graphic Design AP* (CGD)- The CGD program offers students a comprehensive foundation in graphic design and illustration. Students develop their individual artistic style through practical problem-solving challenges, and applied design theory. Traditional and digital art making, digital photography and historical relevance are utilized for applications in 2D and 3D design for advertising, print, and sign-making. Industry standard software is utilized: Adobe Creative Suite, Flexi-Sign, and Painter. Students plan, analyze, and create visual solutions for community based clients, enjoy internship opportunities, and gain employment fundamentals in this rewarding field. This course prepares students for graphic design and illustration careers such as graphic designer, product designer, typographer, illustrator, and photographer.

- Earn high school fine arts credit
- College Credits may be available through the Tech Prep program
Construction Trades (CT)- The CT program is a pre-apprenticeship program teaching entry level construction skills and knowledge. This course covers both residential and commercial construction with an emphasis on job site safety. Additionally, students focus on employability skills, problem-solving, trainability, as well as team building. The course goal is to prepare students for direct entry into an apprenticeship by meeting rigorous academic and industry standards. Students learn “real world” experiences through field trips, guest speakers, and hands-on activities/projects.

- College credits may be available through the Tech Prep program
- Pre Apprenticeship program
- Residential and commercial construction
- Preparation for direct entry to construction field

Cosmetology – Buben School of Beauty in Shelton and Tumwater and Centralia School of Beauty are more than beauty schools; they are businesses dedicated to teaching the techniques of cosmetology while building community relationships that allow students to reach their highest potential through hands-on experience. Students are instructed on current styles, trends, and creative techniques in the art of beauty and industry preparedness. Centralia school sessions run Tuesday through Saturday, with Saturday attendance mandatory. The Tumwater and Shelton schools operate Monday through Friday. Students must be at least 17 years of age to sit for the state written and practical exam. Training provides 1640 hours necessary to take the state board exam for certification. $300 Registration Fee. Off-site community based program. Own transportation required.

- College credits may be available through the Tech Prep program
- Tumwater, Centralia, and Shelton locations
- 1640 hours for Washington State certification

**Summer school commitment required**

Criminal Justice (CJ)- A course that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activates, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, equipment operation and maintenance, report preparation, and other routine law enforcement responsibilities.

In an effort to provide students with an experience that closely mirrors the real-world, field trips to criminal justice and law enforcement facilities, interaction with experts in local, county, state, and national law enforcement, judicial system, investigative and protective services are embedded throughout the year. Careers in law enforcement are expected to grow for all occupations. A more security-conscious society, concerned homeland security, and drug-related crimes contribute to the increasing demand for services. Students will receive credit for Senior Social Studies/Civics.

- Equivalency credit for .5 social studies and .5 civics after successful completion of 540 hours program
- College credits may be available through the Tech Prep program
- Constitutional and criminal law
- Fingerprinting, report writing, conflict resolution
- Field trips to all aspects of industry

Culinary Arts (CA) - The CA program combines a comprehensive culinary curriculum with on the job training making our Culinary Arts program unique and exciting for young people. Students exit the program job-ready and prepared for further culinary education. Students are immersed in daily commercial food production, customer service training and academic instruction. Possible opportunities in catering and internships available.

- Industry certification, including Serve Safe Sanitation certification
- College credits may be available through the Tech Prep program
- Students must have a current Washington State Food Handlers Card ($10) to participate
- No face piercing, acrylic nails, nail polish, or jewelry of any kind may be worn during kitchen lab time
- Culinary Arts will charge a fee of $50 for:
  - Chef coat, chef hat, kitchen apron, cut resistant glove
Cyber Security (CYB)- This program introduces students to the knowledge and skills necessary to pursue careers in the fast-growing, high-paying Cyber Security industry. In this class, students will gain knowledge and experience in computer hardware, networking, IT security, and Linux. We will use these skills to compete in the Air Force Association’s CyberPatriot competition and to prepare to sit for CompTIA’s Security+ certifications.

DigiPen Computer Science AP- The DCSAP program is an advanced program in “creating makers of technology”. Students create video games using trigonometry and higher math, computer programming in C, Zilch and Java as well as 2D and 3D computer animation. With guidance from the program partner, DigiPen Institute of Technology, the course prepares students for skills necessary for video game industry’s biggest need: qualified video game programmers and artists. Many of DigiPen’s college graduates have secured positions with top companies such as Nintendo, Interplay, DreamWorks Interactive, KnowWonder, and Valve. Students need to pass a qualifying entrance exam with Algebra I minimum.

- Make video games using Zero Engine, DigiPen Institute of Technology’s proprietary game engine and editor
- Learn C, Java and Zilch programming language
- Create 2D/3D computer animation
- Partner of DigiPen Institute of Technology
- 1.0 3rd year math credit
- 1.0 fine art credit
- Sit for Advanced Placement Exam if you choose

College Credit
DigiPen Computer Science is articulated with several entry-level college classes at the DigiPen Institute of Technology in Redmond, WA. Students will also be prepared to take the College Board Computer Science A exam.

Certification
Programs providing opportunities for industry certifications or state licenses.

Firefighting & EMS Careers (FS)- Learn the skills necessary to pursue a career in the fire service and to be an integral part of a community emergency response team. Taught by fire-fighting professionals, students are introduced to firefighter training, fire prevention, inspection and investigation, alarm systems, dispatching, CERT, and emergency medical services. In the Fire Science program, students will drill at a fire station conveniently located near New Market Skills Center in full bunker gear to gain further experience of what this profession has to offer. This is a realistic mix of hands-on training and academic learning that closely imitates a career in this exciting field.

Pre-Veterinary Technician (PVT)- This program is designed to prepare students to enter the animal health care field. The program includes both theory and practical application of skills and concepts, such as animal restraint, medical terminology, anatomy, physiology, surgery and medical nursing and disease process. Students participate in and are responsible for a weekly dog wash that raises money for the program as well as giving students hands on experience. Students gain insight into the different positions available in area clinics during a 20 hour job shadow experience, and upon successfully completing the program students are comprehensively prepared to enter any college Veterinary Technician Program.

- College credits may be available through the Tech Prep program
- Prepare for animal health care field
- Participate in 20-hour internship with area clinics
- Prepare for any college Veterinary Program
- Earn high school Lab Science credit

Professional Medical Careers (PMC) - The PMC program introduces students to the rewarding medical field and teaches the knowledge and skills applicable to many medical occupations. Students explore medical careers in their areas of interest, as well as in targeted demand areas for future job openings. Students completing all course work will:

- Participate in a 50-hour clinical internship
- Compile a professional portfolio for job interviews
- Be eligible to become Washington State Nursing Assistant Certified (NAC)
- Have their own transportation required for clinical internship
- Participate in 1st Aid/CPR/AED certification
- Participate in HIV/Bloodborne Pathogens certification
- Participate in specialty training certification in Dementia and Mental Health for caregivers
- Earn high school Lab Science credit

**College credits may be available through the Tech Prep program***
Small Business Start-Up (SBS)- Do you have an interest in starting your own business? The Small Business Start-Up program is an exploratory program that introduces students to the process of launching a business. Using a hands-on, team-centered approach, students will sharpen communication and collaboration skills, explore how to create a plan, raise funds, hone customer service interaction, develop as a leader, and learn foundational financial concepts. Students will explore the educational and entrepreneurial opportunities available from many fields including finance.

YouthBuild (YB) – YB is a full-time program that helps young people ages 16-20 earn their high school diploma or GED while getting hands-on training and work experience in the construction trades. Many YB students have struggled with obstacles that are getting in the way of their path to success – including poverty, violence, abuse, drugs, or lack of support. For some of our students, traditional high school has not been the answer. YouthBuild offers hope and a second chance to overcome these obstacles. Through YB youth will become part of a team and build lasting relationships with other students and staff who are committed to helping each other reach their goals in the classroom, on the jobsite, and in our community. YouthBuild is a full-time program where students spend 50% of their time in academics, 40% of their time building low-income residential housing, and 10% of their time developing employability and leadership skills through community service learning projects. YB is structured like a job and students receive a weekly stipend for active participation. YouthBuild is a Department of Labor funded partnership between New Market Skills Center and Community Youth Services. Interested students should apply directly through the Community Youth Services YouthBuild webpage: http://www.communityyouthservices.org/yb

Assessments

Evaluation is a continuing part of business and industry. At New Market each student will have an opportunity to participate in assessments of their work and training. It is important for a student to learn to evaluate and discuss their progress and work skills. Students will gain this knowledge by participating in New Market’s portfolio process which is an assessment tool used to evaluate their proficiencies and competencies in a program.

- New Market follows all state requirements in the administration of state assessment for all qualifying full time New Market High School students. Students who are not New Market High School students are tested at their sending high schools. Students unsure of their specific requirements need to visit their school counselor.

Associated Student Body

The Student Governance Council oversees the formalized Associated Student Body for program and campus leadership activities. All program or campus-wide fundraising plans and expenditures are approved through the ASB before implementation.

Attendance

State Law (RCW28A.225.010) and school board policy both recognize that regular attendance is the basis of success in the classroom. Student 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:

- All absences must be excused within 48 hours from the date of the initial absence or they will be considered unexcused.
- Absences communicated to the student’s sending high school will NOT be relayed to New Market. Therefore, parents/guardians must make contact with New Market attendance directly as well as the sending high school to excuse any absences.
- 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 been approved by New Market administration for adult status are to be considered responsible for acting on their own behalf in excusing and being accountable for any absences. If they student does not have adult status at sending High School a student is not eligible for adult status at New Market. In the case that the student attends New Market full time, they become eligible for adult status through a parent/guardian signature, or by not being claimed by parents as a dependent on income taxes.

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. Students who leave campus without proper permission are subject to disciplinary action.

- If the student is participating in an activity at their sending High School, they are responsible to bring a written excuse for the activity to the front office. They will also be held accountable for the completion of all work missed.
- New Market Activity - To participate in a New Market project or activity, which occurs during the hours a student is assigned to attend their sending high school, the student must complete a New Market Activity Request Form and submit it to the sending high school official with proper signatures no less than 48 hours prior to the date of the activity.
- New Market follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of 18.
- A list of defined excuses for excused absences can be found in the WAC 392-400-325, as well as Tumwater School District Policy
- Parents/guardians will be notified by phone via an auto dial system when a student has an unexcused absence. After the fifth unexcused absence, the student will sign an employability contract. Additionally, students may face disciplinary action which may include removal from program due to lack of attendance; as deemed appropriate by New Market administration.

### Bullying, Intimidation & Harassment

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New Market is committed to a safe and civil educational environment for all students, employees, parents, customers, vendors, consultants, contractors, and volunteers, free from harassment, intimidation or bullying. “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 or mental or physical 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
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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.

Revised 8-2017
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, and furniture supplied by the school. Anyone who damages property or equipment will be required either 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 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 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 an application requesting adult status. Once approved by 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. Part time students must have documentation to show they have adult status at their sending school in order to apply for adult status at New Market. In the case that the student attends New Market full time, they become eligible for adult status through a parent/guardian signature, or by not being claimed as a dependent on parents/guardian income taxes.

- **Revocation of Adult Status** – Revocation of adult status may occur if a student chooses to misuse or abuse this privilege. Revocation is completed by a New Market administrator.

**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

Most employees do not lose their jobs from lack of ability and skill, but rather as a result of a lack of self-discipline and poor attitude. 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.

Each staff member at New Market is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. In the event that disciplinary action is warranted a progressive process is followed. Individual staff has the right to remove any student from participating in the program for the day if that student’s behavior constitutes a disruption. 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

Dress standards at New Market are established in an effort to 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, or open back area are not allowed. Pants, tube or spaghetti strap tops or other clothes that expose or do not fully cover all undergarments are not allowed. Skirts, dresses or shorts which do not substantially cover the majority of the thigh area 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 including wearing the appropriate professional dress: black pants/slacks, colored shirt, black or white closed-toe shoes. Students are not allowed to wear sleeveless shirts, short skirts or hats. 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. New Market does not have a school nurse or 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 must be on file with the 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 Wellness Center. Authorization of medication at school must be completed and signed by a Licensed Health Care Provider and parent/guardian. 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.
- 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.

Fees

Fees from previous schools:
Full time students are required to take care of any fees owed from previous schools. If this does not happen, New Market will not be sent official transcripts from those schools, which will keep New Market from processing scholarship, college transcripts, and graduation records.

Category 1 - Training
Fees, which are necessary for a student to complete a process or project such as workbook, uniform, assessment/testing fee or project materials in a program and produce something that will be taken away upon completion of the process or project, are the responsibility of the student.

Category 2 – Program Fees
Programs requiring fees must be paid prior to final grades. If a student is in need of financial assistance, please contact the Office. Transcripts will be held until all fees and fines are paid.

Category 3 - Leadership and Professional Development
Fees, which are necessary for a student to participate in leadership and professional development activities such as membership dues, conference registration and travel costs are the responsibility of the student. All CTE programs have leadership fees for students who choose to participate. Conference fees are announced by program instructors.

Category 4 - Program Resale
Fees, which are charged to a customer for services performed in a program such as Culinary Arts catering charges, Auto Service lube, oil and filter charge, or Collision Repair Technology automotive painting, are the responsibility of the individual requesting said service. Individual service fees are posted in program areas and available in the main office.

Grading

New Market grades on an 18-week semester system with mid-term progress reports sent out after 9 weeks. Grades are forwarded to each home high school based on dates identified in the New Market reporting schedule. Students may receive up to three (3) high school credits for each successfully completed program. Grades will be issued for each of the following:

Professionalism: Demonstrated employability, attendance and punctuality, overall quality of work, attitude and conduct, adherence to safety rules and leadership.
Knowledge: Demonstrated understanding of related theory, test scores and written work. Equivalency credit is awarded.
Skills: Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

EQUIVELANCY CREDIT: This provides a student with an opportunity to meet a required class as part of their New Market program. For example, a student might earn a science credit while taking the Professional Medical Careers program. Equivalency credit is issued in the knowledge grade.

Identification Badges

In keeping with business and industry, an ID badge is required for some programs. Initially issued ID badges are at no cost to the student. The cost for a replacement badge is $2.00 and is the responsibility of the student.
Information Methods

Student information such as winners of the Most Employable Award, 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 and on bulletin boards located around campus.

Leadership Activities

New Market leadership activities exist to give everyone an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to one’s community. New Market endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for Career & Technical Education, a leadership component shall be integrated into each program curriculum. This may be accomplished through student organizations such as SkillsUSA, or through a locally developed leadership program. Dues for memberships/activities are payable in the office.

Non-Discrimination

The Tumwater School District does not discriminate on the basis of sex, race creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or services animal and provides equal access to the Boy Scouts and other designated youth groups. The following positions have been designated to handle questions and complaints of alleged discrimination:

Title IX and Civil Rights Compliance Coordinator 360-709-7000
621 Linwood Ave. SW, Tumwater, WA 98512

Program Expectations

Expectations, policies, and procedures are developed as part of each class or program. Because New Market programs simulate business as closely as possible, the expectations, policies, and procedures will mirror industry standards.

Recognition Program

At New Market, students are preparing for the world of work or continuing education. In business and industry, quality work is recognized with promotions, salary, increased level of responsibility and awards. Quality during training is recognized in a similar manner. New Market also encourages students to go on to further training or education and will help find available scholarships aimed at specific training goals. New Market recognizes individuals in each program monthly who consistently demonstrate a high level of excellence. The selected students are honored at our monthly Most Employable Student Award Ceremonies.

Periodically, students receive recognition for special accomplishments such as: placement at a competition, perfect attendance, or employability and professionalism. These honors are recognized at the Awards or Recognition Ceremonies.

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, honor roll and/or other recognition lists. During the school year, district personnel will be photographing students for the Open Line publication, school newsletters, and/or the NMSC website. In addition, many school events and activities are videotaped for presentation on the NMSC web site 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 NMSC student center 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. The first pair of eye protection will be issued by the school. Thereafter, the student is responsible for the purchase of any additional pairs.
- **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.

**Scholarships**

Information regarding scholarships is available on our foundation website at www.newmarketskills.org.

**School Closures**

New Market follows the Tumwater School District operating schedule. Change of schedule information or closure due to inclement weather or emergencies will be given to radio stations by 6 a.m. For information on closure status, tune to your local stations that carry this information. If Tumwater School District is running two hours last, NMSC will not have first session, but will be closed if TSD closes schools for the day. However, if your sending high school is closed because of inclement weather, you will not be expected to attend New Market that day. Listen for conditions on KGY 1240 AM, and KXXO 96.1 FM. The Office will be open to answer phone calls, unless Tumwater School District is closed.

**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.

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**Skyward On-Line Grade Book**

Student information including, grades and attendance are accessible via Skyward. Students, parents/guardians, and sending high schools can easily access up to date information by logging on and following the steps listed below:

1) http://www.NewMarketSkills.org
2) Click on the Skyward tab
3) Read and follow the instructions listed

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**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. Students with Individual Education Plans or Section 504 Accommodation Plans must remain enrolled in a sending high school.

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**Summer Session**

Summer session is available to all students who have successfully completed middle school. Summer session is an excellent opportunity for students to explore the world of career and technical training. There are two sessions of summer school offered with a project fee per session. Students are eligible to earn a .5 credit per session upon successful completion and meet either elective or CTE credit towards high school graduation. Information regarding availability of courses offered is available via the New Market website at www.newmarketskills.org or by calling 360-570-4500. Registration for summer session is an on-line application only and registration dates vary from year to year. (see New Market calendar).

- Availability of summer session dependent upon yearly legislative funding approval.
- Students with special needs need to contact administration so appropriate accommodations/placements can be provided.

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**Tech Prep/AP College Credit**

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

The following programs offer the opportunity to receive Advanced Placement college credits:
- DigiPen Computer Science
- Commercial Graphic Design
Tobacco and Alcohol Use – Policy 3409

Possession of tobacco products (including spiced or other types of cigarettes and e-cigs) or alcohol by anyone on campus grounds is illegal. There is a total ban on the use of all tobacco products by anyone on New Market’s campus (RCW 28A.120.310; TSD board policy 3409). Possession of tobacco products by students is illegal (RCW 28A.31.170). Violating this state law will result in disciplinary action, including possible legal action.

Transportation

Transportation is provided by each school district to and from New Market. Each district has established its own transportation policy. Any student missing the bus will be responsible for arranging their own transportation back to their home school.

Any student who wishes to drive to and from New Market or any off campus site must obtain permission from their sending high school. Students who are authorized 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 10 mph. speed limit on New Market campus at all times. Speeding or careless driving on New Market grounds or on streets bordering New Market or at the off campus sites may cause loss of driving privileges and or further disciplinary actions.
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on New Market’s campus including the parking lot, the street bordering New Market or at any of the off campus sites.
- Music must be at a level that will not be disruptive to the educational process. Music should not be able to be heard outside of the student’s vehicle.
- The parking lot is considered OFF LIMITS during session hours, including lunch break. Students must gain permission from their instructor prior to going out to the parking lot for any reason other than to leave campus at regular dismissal times.
- Drivers shall, at all times, yield the right of way to school buses and pedestrians.

Failure to follow the above stated rules may result in the termination of driving/ parking privileges and or further disciplinary action.

Pupil Transportation Numbers:

<table>
<thead>
<tr>
<th>School District</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralia School District</td>
<td>330-7628</td>
</tr>
<tr>
<td>Oakville School District</td>
<td>273-5946</td>
</tr>
<tr>
<td>Olympia School District</td>
<td>596-7700</td>
</tr>
<tr>
<td>North Thurston School District</td>
<td>412-4540</td>
</tr>
<tr>
<td>Rainier School District</td>
<td>446-2209</td>
</tr>
<tr>
<td>Rochester School District</td>
<td>273-0292</td>
</tr>
<tr>
<td>Shelton School District</td>
<td>426-3182</td>
</tr>
<tr>
<td>Tenino School District</td>
<td>264-4948</td>
</tr>
<tr>
<td>Tumwater School District</td>
<td>709-7700</td>
</tr>
<tr>
<td>Yelm School District</td>
<td>458-3300</td>
</tr>
</tbody>
</table>

Visitors

Visitor Approval Process: 24 HOURS PRIOR to bringing a student visitor to New Market, you must complete the following procedures:

- Obtain and complete a Visitor’s Approval Form available in the Main Office.
- Return the completed form to the Main Office for administrative approval at least 24 HOURS PRIOR to the requested visit.
- Final approval will be granted only after a phone call or e-mail has been made to the visitor’s school/ employer/ parent verifying the proposed visitor is in good standing and/ or not a potential threat.
- Visitors are not allowed during critical times such as prior to school vacation, during finals/testing, etc.

Cosmetology Students: Visitors are permitted in the reception area only. No visitors are permitted at the work stations while students are working on a customer. Lunchrooms are for student use only. Visitors are not permitted to enter this area at any time.
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 9.41.280).

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. Also, by law, in the case of possession of a firearm, New Market administrators are required to expel the student.
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-in’s & 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 Signature ____________________________  Date __________

Please return this form to the program instructor
Emergency Treatment/Health Information

Please print neatly

Student’s Name ___________________________ Cell Phone ___________________________

NMSC Program(s) ________________________________________________________________

Parent or Guardian Name ___________________________ Home Phone ___________________________

Home Address _________________________________________________________________

Father’s Employer Address ___________________________ Father’s Work Phone ___________________________

Mother’s Employer Address ___________________________ Mother’s Work Phone ___________________________

EMERGENCY CONTACT PERSON

Name ___________________________ Relation ________ Phone ___________________________

Physician ___________________________ Phone ___________________________

Dentist ___________________________ Phone ___________________________

Hospital ___________________________ Phone ___________________________

MEDICAL INFORMATION/HEALTH INFORMATION NMSC SHOULD BE AWARE OF:

☐ Life Threatening Health Condition (please list: ____________________________________________)
☐ Student requires medication at school
☐ Student carries an Epi-Pen
☐ Student carries an Inhaler

Note: If you checked any of the bottom three boxes, completing an “Authorization of Administration of Medication at School” Form is required. Please retain a copy of this form in the front office.

____________________________________________________________________________________

If the parents and authorized physician named above cannot be reached at the time of an emergency, and if, in the judgment of NMSC authorities, immediate observation or treatment is necessary, 911 will be called. In the event your student needs medical attention, do you authorize NMSC authorities to transport your student (properly accompanied) to the hospital or doctor/dentist most easily accessible. Please Check One       Yes ☐ No ☐

_________________________________________          _________________________________

Parent/Guardian Signature                           Date

Please return this form to the Program Instructor

Revised 8-2017
New Market Skills Center Challenge Course

Participants Name: ___________________________________ Birth Date: ______________ Age: ____________
Address: _________________________________________________________ Phone: __________________________
Organization with which you are participating: __________________________________________
Health insurance Co.: __________________________________ Policy #: __________________________
Doctor’s Name: __________________________________ Phone: ___________________________________

Please read this document carefully. It must be signed by all participants in programs of New Market Skills Center. If the participant is a minor, at least one parent or guardian (parent and guardian being referred to as Parent) must also sign, as evidence of their agreement to these terms and conditions on their own behalf and on behalf of the minor participant. References in this agreement to “I” or “we” refer to all who sign below, unless otherwise indicated.

PARTICIPANT AGREEMENT
(Including Acknowledgment and Assumption of Risks, Agreements of Release and Indemnity, and Other Provisions)

In consideration of the services of New Market Skills Center, I, Participant and Parent of a minor participant, acknowledge and agree, for myself and on behalf of a minor participant for whom I sign, as follows:

Activities and Risks
I understand that the challenge course activities conducted by New Market Skills Center, the structures and premises on which they are conducted and related equipment, may expose participants to certain risks. The activities require moderate physical exertion, and include a variety of games and initiatives, high and low challenge course elements (a variety of structures over, through and on which participants may be asked to walk, swing or climb, with or without the assistance of staff or co-participants) and associated challenge course climbing activities. Certain of the challenge course elements may be as high as 50 feet off the ground and, while reasonable measures will be taken to prevent a fall or collision, accidents may occur.

Among the hazards and risks of the activities and use of the premises and equipment are the following: falls; abrupt and possibly damaging contact with structures and other objects, and other persons; anxieties and fears associated with heights; close contact with other participants; the carelessness of participants, and misjudgments on the part of the staff of New Market Skills Center, the failure of structures and equipment; and the unpredictable forces of nature. Participants may experience an increased heart rate and other symptoms of anxiety and stress due to physical exertion, reliance on other participants, and a fear of height or of being unprotected or falling. Participants and staff may fail to follow proper procedures, instructions and the operating policies of New Market Skills Center. Injuries associated with participation in this program may include breaks, sprains, strains, bruises and other contusions and in extreme cases, emotional upset, anxiety and even death.

The description above of these risks is not complete and other unknown or unanticipated risks may result in property loss, injury or death. Engaging in these activities may require a degree of skill and knowledge different from other activities with which participants may be familiar. Participants have responsibilities for managing the risks to themselves others. The training activities are instructional in nature and participants are expected to expand and challenge their skills and judgment. Participant and Parent acknowledge that participation in this activity is purely voluntary, and with full knowledge of the inherent and other risks.
Acknowledgment and Assumption of Risks

Understanding the nature of the activities and their risks, and that other risks may be encountered which cannot be reasonably anticipated, I acknowledge and expressly assume all risks of the New Market Skills Center activities, whether or not described in this document, known or unknown and inherent or not. I take full responsibility for any injury or loss, including death, which I, or the minor for whom I sign, may suffer, arising in whole or part out of my, or the minor’s, enrollment or participation in the activities of New Market Skills Center.

Release and Indemnity

If I am an adult Participant or the Parent of a minor Participant, I hereby agree, for myself and on behalf of the minor participant for whom I sign below, TO RELEASE, INDEMNIFY (that is, defend, protect and pay claims, including costs and attorneys fees), AND HOLD HARMLESS New Market Skills Center, its agents, and employees, (“Released Parties”), with respect to any and all claims of injury, disability, death, or other loss or damage to person or property suffered by me, by any member of my family, rescuers, co-participants, or any other person, arising in whole or part from my participation in the training or any related activity, WHETHER ARISING FROM THE NEGLIGENCE OF A RELEASED PARTY OR OTHERWISE, and to the fullest extent permitted by law.

Additional Provisions

I, an adult Participant or Parent of a minor Participant, authorize New Market Skills Center to provide or obtain for me, or for the minor, such medical care as it considers necessary and appropriate, and I agree to pay all costs associated with such care and related transportation. New Market Skills Center and any third party medical care giver are authorized to exchange medical information concerning my, or the minor’s, medical condition. Any dispute between a Released Party and Parent or Participant will be governed by the substantive laws of the State of Washington and any mediation or suit shall take place only in that state, in Thurston County. If the dispute cannot be resolved by mutual agreement, I agree to submit it to a mediator recognized by the Courts of that State and County. I will pay all costs and attorney’s fees incurred by any Released Party in defending a claim or suit brought by me, or by or on behalf of the minor participant, if the claim or suit is withdrawn or to the extent a court or mediator determines that the Released Party is not responsible for the claimed injury or loss.

This agreement is entered into voluntarily, and after careful consideration. Its terms cannot be supplemented or amended except in writing. I understand and agree that it is binding, to the fullest extent allowed by law, upon all persons signing below, their respective heirs, executors, administrators, wards, minor children (whether or not they are Participants) and other family members. If any part of this agreement is found by a Court or other appropriate authority to be invalid, the remainder of the agreement nevertheless shall be in full force and effect.

In emergency call: __________________________________________ Phone: _______________________________

Signature of participant: ______________________________________ Date: ________________________________

Signature of Parent: ______________________________________ Date: ________________________________
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 the District to the contrary in accordance with District 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
- The 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. The District 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 the District that they do not want their student’s information disclosed without their prior written consent.
New Market Skill Center
Request to Prevent Disclosure of
2016-17 Student Directory Information

New Market Skills Center will release student “Directory Information” for school-related purposes without parent permission unless notified by parent in writing by October 1st of each school year, or within 10 days of enrollment after October 1st, that they do not want such information released to those who request it. 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. Return one form per student. Additional forms can be obtained at your student’s school office.

NOTE: if releasing this information is acceptable to you, no action is required.

Visual Image and Directory Information for Other Uses:

☐ SCHOOL/DISTRICT USE: Please do NOT release my student’s visual image or other directory information for New Market Skills Center use, including publications or websites.

☐ PUBLIC USE: Please do NOT release my student’s visual image or directory information to outside organizations for school-related purposes (such as graduation announcements, higher education institutions, or parent organizations).

☐ MEDIA USE: Please 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

FOR FAMILIES OF HIGH SCHOOL JUNIORS & SENIORS ONLY

U.S. Military: The federal Elementary and Secondary Education Act requires high schools to provide a list of student’s names, addresses and telephone numbers to military recruiters. Parents have the right to request that their student’s name be omitted from that list. 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.

☐ Please 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 school office no later than October 1st of each school year.

Student’s Name: _____________________ School: _____________________ Grade: ______

Signature of Parent/Guardian: ____________________________________________
Consent to Receive Automated Communications

New Market Skills Center uses School Messenger, an automated system, to make important school-related announcements in the form of calls to the cellphone and residential telephone numbers of parents/guardians. These communications include messages about emergency situations (for example, but not limited to: weather closures, fires, dangerous persons, school lockdowns, health risks, and unexcused absences), and messages that are closely related to the educational mission of the school (for example but not limited to: no class session for staff development, curriculum night, and open house).

By providing telephone numbers on and signing student registration paperwork, you consent to receive automated calls from the District at those numbers. You may opt not to receive such automated messages (other than emergency messages) by submitting the form below to your school office, or by providing notice to your school secretary by phone or by email.

(Separate and return this form to opt out of automated messages.)

Request Not to Receive Automated Messages

Although the District requests that parents/guardians consent to receive automated messages as described above by providing telephone contact information on registration paperwork, you may opt out of receiving automated phone calls (other than emergency messages) by completing the information below:

Student Name(s) and Grade(s): ____________________________________________ School: ______________________________

I opt out of receiving automated (check all that apply) telephone calls from the District at the following numbers (list all numbers that apply, including area codes):

1. ___________ ________ □ Cellphone □ Residential line
2. ___________ ________ □ Cellphone □ Residential line
3. ___________ ________ □ Cellphone □ Residential line
4. ___________ ________ □ Cellphone □ Residential line

Your decision to opt out will be effective unless you notify us otherwise in writing. Note that the law allows schools to make automated emergency calls (such as about school lockdowns) to telephone numbers you have provided regardless of whether you opt out of other messages.

Parent Name: ______________________ Signature: __________________ Date: ________

Please return this form to your school.
Family Access-Skyward

Family Access is a web based tool designed to enhance parent/guardian and school communication. Your use of the Family Access is voluntary. Skyward is a tool for parents to access their students’ grades, assignment status and communicate with the instructor.

If you are interested having Family Access, please follow the steps below.

1. Visit www.newmarketskills.org
2. Click on Family Access below Skyward
3. Do you want Skyward Access? Click on Sign up here
4. Complete the Skyward Family Access Application and Submit
5. You will be notified via email with an account name and password

Once you obtain Family Access you can opt into email notifications.

1. Login to Skyward via www.newmarketskills.org
2. Click “My Account”
   (Please confirm your email address is up to date)
3. See the bottom of the page, check boxes for receiving emails in regards to attendance, grades, and progress reports.

Thank you.
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 Signature                           Date

Please return this form to program instructor