

Are you a Driver?

Sno-Isle TECH **requires student parking registration.** In order to receive a pass, you must have permission from your sending school. Not all sending schools allow drivers. Parking passes are available at no cost, but they do require a completed application including parent/guardian permission.

AM drivers arrive by 7:55 and leave when their bus leaves. **PM drivers** arrive no later than their bus and leave at 1:40.

Drivers are expected to drive safely and responsibly at all times, yield to buses and pedestrians, and park in LOT #1 in front of Building #1. No student is to be in the parking lot during class time. Failure to meet these expectations may result in loss of parking privileges, fines, towing, referral to home school, parent contact, police contact, and/or removal from Sno-Isle.

Temporary passes are available for special circumstances such as fieldtrips (ask at the Main Office for details.)



10/10/2014

Who's Who Among the Office Crew?

Director: Dave Rudy
Programs & Community Relations

Assistant Director: Maggie Bagwell
Attendance & Discipline

Main Office

Pat Jolin	Head Secretary
Heather Cain	Credit & Grades
TBD	Attendance & Parking
Lisa Walseth-Vetter	Fines & Fees

Career Center

Theresa Hausmann	Scholarships & Testing
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Out & About

Scott Vess	Custodian (Day)
Chad Wijenayake	Custodian (Night)



Sno-Isle TECH Skills Center
9001 Airport Road
Everett, WA 98204
www.snoisletech.com

ATTENDANCE: 425-348-2222, Option 1

MAIN: 425-348-2220
info@snoisletech.com



2014-2015



A Student's Guide to Success at Sno-Isle

* Please see your individual program syllabus for program-specific expectations.

Opportunities



Sno-Isle TECH offers a wealth of opportunities, from clubs to scholarships to internships, depending upon how involved you want to be. Did you know that our Dental Clinic serves low-income families in our

community? Some of our students volunteer at local events and work side by side with industry leaders, while others participate in internships and even more earn industry certifications which can help them get hired. You can also earn college credit to get a jump start on your future career! Visit Theresa in our Career Center for help finding scholarships or deciding which post-high school option is right for you. Ask your instructor how you can get involved. And remember... the more involved you are, the more successful you will be!

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 (Ruth Peckarsky 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 (425-348-2220) at 9001 Airport Road, Everett, WA 98204.

Attendance

The number one comment we hear from industry partners is "We want to hire someone who will come to work, on time, everyday."

Expectations: Students are expected to be in class each day that their sending school is in session and **transportation to Sno-Isle is provided by the sending school district.** If your school is not sending a bus but you have your own transportation, you are welcome to attend.

Excused Absences: Notes or phone calls about all absences are required for both Sno-Isle and the sending school. Valid reasons include: illness, family emergency, doctor or dentist appointments, religious observances, school activities, or other absences as deemed appropriate by a Sno-Isle Administrator.

Communication: A guardian must notify **both** the sending school and Sno-Isle on the day of the absence or within 2 school days of your return. For Sno-Isle, call (425) 348-2222, then leave a message detailing:

Name of student	Program and session	Reason for absence
Date(s) of absence	Person calling in	Phone number

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

Absence Notification: Guardians will be notified by an automated phone message or email for each absence and also by letter following the 4th and 7th 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 all credit for that semester. Students will be notified of the 10th absence and loss of credit by letter. Students may file a Credit Appeal seeking to restore credit (full or partial) for that semester. (See Elaine or Maggie.)

Planned Absences: If students anticipate being absent from Sno-Isle, a completed **Absence Form** should be turned in to the Office *before* the activity takes place. Forms may be obtained in the Office at Sno-Isle and must be signed by the designated person and your Sno-Isle instructor, then submitted to Sno-Isle's Office.

Check in/Check out Policy: Students arriving late or leaving early must sign in or out at the Office. Students will only be allowed to leave after a note or phone call is received from the guardian. Students who leave without following this procedure will be considered truant. Note: leaving class for more than one hour counts as an absence.

Emancipation: Students who are 18 or older and are not living with a guardian should request an Emancipation Form at the Office.

Behavior

And the number two comment: "Our employees need to be team players who can work well with anyone."

Expectations: Students are expected to conduct themselves in a professional manner at all times. Students may not interfere with the rights of others.

General Conduct: All violations will be subject to progressive discipline per Mukilteo School District's policies and procedures as published in the Student Rights and Responsibilities Handbook.

Safety is our #1 priority. Sno-Isle is a **closed campus.** We utilize **hall passes.** **Cell phones** and electronic devices are not to disrupt the educational environment, per staff discretion. Students should **dress professionally** according to the standards of their program as defined by the program instructor. Sno-Isle administration has **final discretion** in matters of dress. Staff has the right to **remove** disruptive students from class. Disciplinary actions are **reciprocally honored** with the sending high school.

Exceptional Misconduct: These behaviors, because of their impact on the school environment, may result in a suspension or expulsion without prior disciplinary interventions. These behaviors may also result in police intervention. Refer to the Mukilteo Student Rights & Responsibilities Handbook for further information as this is not an inclusive list.

Students in **possession of a dangerous weapon** (including replicas of such) on school grounds, at school activities, or en-route to or from Sno-Isle will be emergency expelled. Use or possession of **tobacco products including e-cigarettes** is prohibited on school grounds or at school functions. 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. Students responsible for **theft or vandalism** will be required to make appropriate restitution in addition to disciplinary actions.

Respect/HIB 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. ***HANDOUT**