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# Sno-Isle TECH

is a

**NON-DRIVE**

**School**

*In order to support our member districts and ensure the safety of our students, Sno-Isle TECH **DOES NOT** permit students to drive. All students are expected to utilize the transportation provided by their high school.*



*Please Note: Temporary passes are available for special circumstances (with permission from a parent/guardian, the sending school **AND** a Sno-Isle TECH administrator).*

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## Who's Who Among the Office Crew?

Director: Maggie Bagwell  
Programs & Community Relations

Assistant Director: Judith Rosas  
Attendance & Discipline

### Main Office

Pat Jolin	Office Manager
Heather Cain	Credit & Grades
Karen Lee	Attendance/Reception
Lisa Walseth-Vetter	Fines & Fees

### Career Center

Theresa Hausmann	Scholarships & Testing
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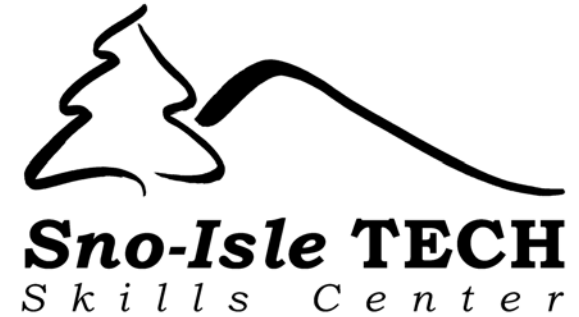
### Out & About

Marlene Johnson	Custodian (Day)
Chris Fickle	Custodian (Night)



9001 Airport Road · Everett, WA · 98204  
Main Office: 425-348-2220  
www.snoisletech.com

ATTENDANCE LINE: 425-348-2222



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## 2017-2018

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## A Student's Guide to Success at Sno-Isle TECH

\*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 in 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 Lisa Pitsch (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 Maggie Bagwell, 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 with appropriate permissions.

**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 parent/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 and leave a message detailing:

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

**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:** Parents/guardians will be notified by an automated phone message for each absence and also by letter following the 4<sup>th</sup> and 7<sup>th</sup> absences. Sending schools will also be notified of students' attendance on a regular basis.

**Loss of Credit:** On the 10<sup>th</sup> non-school related absence of a semester, students will lose all credit for that semester. Students will be notified of the 10<sup>th</sup> absence and loss of credit by letter. Students will need to file a Credit Appeal seeking to restore credit (full or partial) for that semester (see Judith).

### Planned Absences:

1. A student planning to be absent from Sno-Isle TECH should pick up a **Pre-Arranged Absence Form** in the Sno-Isle TECH office. The student should bring the completed form to the Sno-Isle TECH office prior to the absence.
2. A student planning to attend an activity at his sending school should pick up a **School-Related Activity Form** in the Sno-Isle office, complete the form and get signatures from their sending school and Sno-Isle TECH instructor. The student should bring the completed form to the Sno-Isle TECH office prior to the activity.

**Check-in/check-out Policy:** Students arriving late or leaving early must sign in and/or out at the office. Students will only be allowed to leave after a note or phone call is received from a parent/guardian. Students who leave without following this procedure will be considered truant. **Note: missing more than one hour of class is considered an absence.**

**Emancipation:** Students who are 18 or older and are not living with a parent/guardian should request an Independent Attendance 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 vape** 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. Police may be notified.