



Syllabus - Veterinary Assisting

2022-23 COURSE INFORMATION

Credits:

3.0 Credits/year (High School)
Equivalency: 1.0 Laboratory Science

Sessions:

First Session: Monday – Friday, 7:55 AM – 10:25 AM
Second Session: Monday – Friday, 11:10 AM – 1:40 PM

Course Description:

This program is designed to prepare students for animal related careers and/or college preparatory courses to further their education in applied sciences. This rigorous, fast-paced class provides students an opportunity to work with a wide variety of animals, tools of the trade, and diagnostic equipment. Classroom environment will simulate procedures performed in the veterinary hospital, pet care workplace, kennel, and stable facility. Students will learn theory and skills needed to become a veterinary assistant while investigating animal careers and advanced schooling options. At the end of the year students will use their knowledge and skill to complete an internship at an animal care facility.

Keys to Success:

Biology, chemistry, math, and a strong work ethic. A grade of 80% or better, no missing work and instructor approval, is required by end of 1st semester to remain in program for 2nd semester and attend an internship.

Prerequisites:

Successful completion of biology & health.

INSTRUCTOR INFORMATION

Jennifer (Jenny) L. Kuehn, LVT

Office Hours: 7:15 AM – 7:45 AM and 1:45 PM – 2:45 PM, Monday – Friday & by appointment

Office Location: 9001 Airport Rd., Building 4, Everett, WA 98204

Phone: (425) 348-2241

Email: kuehnjl@mukilteo.wednet.edu

Contact me by phone or e-mail and I will do my absolute best to respond to you that day

COURSE MATERIALS

Elsevier's Veterinary Assisting Textbook, 3rd edition, by Margi Sirois (Elsevier - 2020) ISBN: 9780323681452

Workbook for Elsevier's Veterinary Assisting Textbook, 3rd edition, by Margi Sirois (Elsevier - 2020) ISBN: 9780323681636

Veterinary Medical Terminology, 3rd edition, by Dawn Christensen (Saunders - 2019). ISBN: 9780323612074

All Creatures Great & Small, paperback edition, by James Harriot. (St. Martin Press – 1998) ISBN: 0312965788 (First Year Students only)

Required Materials

- Students are required to wear **solid-colored scrubs** (matching tops & bottoms) every day and must have them on the first day of school. The scrubs need to be a 2-pocket V-neck style. *
- Scrub pants will need to be hemmed so they do not touch the floor, for safety & disease control. Scrubs must be a solid color – no patterns or designs. *
- Students are required to have a watch with a second hand. *
- Students are required to have slip resistant shoes – athletic shoes are fine. *
- Rubber boots are optional for working in the barn facility.
- An I.D. Badge will be provided by Sno-Isle TECH Skills Center.
- Student Portfolio Supplies (provided): A 1" binder (with cover pocket), plastic sleeve protectors (30 minimum), and computer paper will be provided by Sno-Isle TECH Skills Center.
- School Supplies: 2" binder or equivalent, flash drive, paper, notebooks, pens; blue ink and correction colors, composition books (3 minimum), calculator, access to a computer/printer, and a flash drive for their portfolio.
- Other items students may need include hair ties (for long hair.)
- There is no Lab Fee for this class

Sno-Isle TECH Skills Center can assist ANY student with financial relief for needed materials or equipment for this course. We are also able to connect you with resources for barriers to school attendance. Please reach out to me as your instructor, or to any staff member for help. Complete the following on-line form provided to connect you to financial assistance:

<https://forms.gle/LybMGQ98aaDJwxRx5> Contact your instructor with any questions.

LEARNING OBJECTIVES

Students will demonstrate knowledge of the program safety requirements and safety regulations and how they apply to the veterinary industry. They will also understand the duties of a veterinary assistant, recognize a wide variety of breeds within major animal species, animal nutrition & husbandry, anatomy & physiology of multiple species, animal restraint, head to toe assessment on animal patients; physical exam, signalment, and patient history, basic grooming, preventive care, animal nursing, pharmacology, end of life care, laboratory procedures, and surgical nursing. In addition, they will understand medical records handling, learn how to master communication skills in a professional & team setting, resume, cover letter & reference development, job search and 21st Century skills.

Certificate Opportunities

This course has an opportunity for students to earn a certificate and assesses student achievement of these specific outcomes:

- Red Cross CPR/First Aid/AED
- OSHA 10 (Healthcare) Certification
- Precision Exams – 21st Century Skills
- Precision Exams – Veterinary Assisting
- Precision Exams – Medical Terminology

Assessment Criteria and Grading Policies

Grades are comprised of the following disciplines:

- Professionalism - which includes communication, attendance, participation, adherence to policy & procedures
- Academic education
- Clinical/practical skill performance
- Leadership
- In addition to the above, 4th quarter grades include:
 - Career Skills Unit - Veterinary Assisting Internship

A grade of 80% or better, no missing work and instructor approval, is required by end of 1st semester to remain in the program for 2nd semester and attend an internship.

Grading Scale

A	94-100%	A-	90-93%	B+	88-89%
B	83-87%	B-	80-82%	C+	78-79%
C	73-77%	C-	70-72%	D+	68-69%
D	60-67%	F	0-59%		

Curriculum:

Clinical and administrative skills taught with a blend of classroom lecture, investigative study, and firsthand laboratory practical training.

Clinical/Practical Education - Represents the largest portion of a student's grade. Knowledge of these skills and the ability to demonstrate them with competency is imperative to success in this class and the veterinary industry.

Academic Education - A combination of subject related assignments, quarterly projects, quizzes, tests, mid-term, and final exams when appropriate. This works supports the knowledge gained though the clinical portion of the class.

Job Shadows - A job shadow is a learning experience that takes place at a business or organization in your community. For the Sno-Isle Veterinary Assisting Program you can shadow veterinarians, veterinary technicians, veterinary assistants, animal trainers, wildlife animal rehabilitators, veterinary personnel at a shelter or rescue facility and more.

Job shadows give you a chance to:

- Network and create relationships that might help you in securing an internship for later in the year.
- Begin to identify career interests by observing the daily routine of workers.
- Learn about the academic, technical, and personal skills required by certain jobs and careers.
- Understand the connection between school, work, and your goals for the future.
- Develop the skills required to secure future employment.

Ward Care* (Weekends/Holidays) - Our clinical education is facilitated by working with our program animals, who live within our facilities, on-campus. **These 'patients' are the responsibility of the students which demands time outside of the regular classroom schedule, non-instructional days, holidays, and on weekends.** This ward care requirement is shared between all students in the program and transportation is not provided by the school. A schedule for ward care will be provided, and attendance is mandatory. As with any occupation, if changes to the work schedule need to be made, it is up to the employee/student to communicate the needs with their supervisor (instructor) and co-workers to develop a solution and to make the necessary arrangements, so our animals are cared for. Failure to fulfill the ward-care requirement or to make necessary schedule arrangements – will result in academic discipline and the student may be terminated from the program. Hours worked for ward care will apply to the student's leadership grade.

Professionalism - Each student will be evaluated daily on their professionalism and communication. The students must demonstrate professionalism in their dress, attendance, work & daily tasks, and by following the code of conduct for the class – **EVERYDAY** without exception.

Internships* - Qualifying students will have the opportunity to complete an unpaid internship with hands-on experience at a veterinary clinic or related business, in the 4th quarter. To be qualified students must maintain an 80% minimum grade, have no missing assignments and no more than 9 absences in the either semester. All qualifying students will be required to complete 100 hours of internship hours and are not paid as it is an opportunity to observe and gain further skill in the veterinary field.

**Due to the structure of the Veterinary Assisting program, students who do not qualify for an internship due to grades, attendance, safety, or employability skills may be removed from the program at semester and will have the option of interviewing for an open Sno-Isle course at that time or return full-time to their sending high school. It is the ultimate decision of the instructor to approve participation in an internship.*

Leadership - A leadership register/log will be given at the start of the year for you to track your progress. Completing community service, being a part of club or school sports team, attending fairs and symposiums, volunteering at the animal shelter or pet sitting for example all count towards leadership points. Housing the resident mice or guinea pigs for the available holidays is another way for a student to achieve these points. You will be responsible for getting 25 leadership points (1 point = 1 hour) every quarter. Oversight from a supervisor or responsible adult is required for credit. T

Student Portfolio - All students will create a professional/academic portfolio which includes Resume, Application Example, Letter of Introduction/Cover Letter, Employability Skills Rubric, Program Competency Checklist, Leadership Experiences, Record of Oral Presentation, Writing/Reflection Examples, Credentials, Certificates, Leadership Experience and Final Project/Internship (includes a presentation and a reflection paper).

Submitting work – Work is submitted in the turn-in bins, listed with your class title. Work is not accepted electronically unless the student has direct communication/approval from the instructor.

Make-up work – An equal number of days of the **excused absence** will be given as an extension for students who missed the opportunity to turn work in on time. Students who do not turn in their assignments within that time forfeit their make-up extension and the assignment will then be classified as late.

Late Work – All assignments and assessments have a due date which is always written on the Schoology calendar. Any assignment turned in late, up to 2 weeks will only receive partial credit (to be determined by the class) - less any deductions. Work turned in later than 2 weeks will not be accepted unless the student has direct communication/approval from the instructor.

Grading Communication – Students and parents can review grades on-line through the Qmlative Grading System for Mukilteo School District. Access information will be provided at the beginning of the school year. Parents and students can request a Progress Report at any time. Grades in this system for the VAP are updated every two weeks – at minimum.

Academic Honesty & Integrity – Academic honesty and integrity violations include but are not limited to:

1. Plagiarizing, copying, or submitting any part of another person's work (written, visual, or auditory) as representing one's own work.
2. Distribution/Sharing/Receiving of class assignments or test information in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.
3. Using "crib notes": Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).
4. Altering or accessing official school documents: A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

Suspected and confirmed instances of academic dishonesty will be referred to administration for documentation.


Accommodations – Sno-Isle TECH Skills Center can support accommodations for learning and health needs. The same as your sending school, we need updated paperwork that states what accommodations are needed. Please turn in any updates for your learning and accommodations plans to your instructor or the Study Center staff.

Course Policies & Procedures

Professionalism Policy – Each student will be evaluated daily on their professionalism which includes safety, dress, attendance, participation in daily work, tasks & class discussions and following the Industry Standards / Three R's.

"A Technical High School"

Industry Standards
3 R's of Professional Level of Expectations


Sno-Isle TECH
Skills Center

RESPONSIBLE

I arrive on time
I am prepared for the day
I am on task
I manage my time efficiently
I use electronic devices appropriately as defined for my workspace/classroom
I inform my supervisor/instructor when I will be late or absent
I take responsibility for missed work/assignments when late or absent
I always dress appropriately, professionally and wear all my uniform and PPE
I leave at my scheduled departure time
I do more than is asked of me. The minimum is not enough.

Signature _____

RELIABLE

I learn and grow from my mistakes
I read for understanding before I begin
I seek to understand rather than guess
I request instruction when I don't understand; I research, plan, and assess
I seek to contribute to my work-team/peers
I communicate my needs to my supervisor/instructor
I value my safety and the safety of those around me
I clean-up each day
I keep myself and my area organized and safe
I strive to be a person of integrity in all that I do

Signature _____

RESPECTFUL

I respect myself
I treat others with respect
I conduct myself in a professional manner
I see beyond my individual needs
I respect my co-workers'/peers' time
I respect my coworkers'/peers' tools/instruments and space

Signature _____

PLEASE PRINT

LAST NAME _____	FIRST NAME _____	PROGRAM _____
		AM PM

Attendance Policy – Every student is expected to attend this class on time and in-person. Attendance will be taken EVERY school day. 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.

- 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. **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 or email SCattendance@mukilteo.wednet.edu, then leave a message detailing: name of student, program and session, reason for absence, date(s) of absence, person calling in, and phone number, when returning from the absence.
- For the program – **the student** is required to “call-in” to the instructor letting them know they will be not in class for the day. The direct line for the Veterinary Assisting program is (425) 348-2241. They are required to leave a voice mail or a message with the person answering the phone.
- Upon return to school, students must obtain a pink admit slip in the office and turn it into their instructor.
- Planned Absences: If students anticipate being absent from Sno-Isle for a school related absence, a completed (green) absence form/ school related activity absence form should be turned in to the office before the activity takes place. Students who have a planned absence due to a personal activity/appointment, a completed (blue) absence form should be turned in before the activity. Forms may be obtained in the classroom or the Sno-Isle office. These forms must be signed by the designated person and your Sno-Isle instructor, then submitted to the Sno-Isle 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.
- There could be days where there is class, but you are not scheduled to attend due to your sending school schedule and transportation. If your school is not sending a bus you are welcome to attend class on that day if you can secure transport.

Safety - There is inherent risk when working with animals. We do all we can to mitigate risk, but live animals are HIGHLY UNPREDICTABLE. Commitment to a safe work environment, by all students is necessary. All students must successfully complete the safety and animal behavior units with a score of 100% prior to exposure to resident animals. If you get hurt while at school, it is your responsibility to tell your instructor right away.

Mature actions and safety must be practiced ALL OF THE TIME. It is expected that if you have met the requirements set forth by Sno-Isle Tech (age, grade, prerequisites), you are mature enough to control your behavior, act adult-like while in the laboratory/treatment/ classroom settings. **No horseplay!** If you endanger the safety of others (students, administrators, animals) you will be removed from the VA program permanently.

No students shall intentionally do harm to anyone (other students, administrators, animals) or anything (classroom materials, facilities). Harm includes physically, mentally, and emotionally damaging behavior.

Disinfectants, bleach, laboratory stains and other potentially hazardous materials are frequently used. Proper safety procedures must be followed every time you are using them. This includes but is not limited to the use of gloves, masks, aprons, gowns, eye protection, and boots.

There are several rooms/buildings where the VA program works takes place. It is impossible for the instructor to directly supervise all the spaces all the time. A commitment to safe work habits and reliably safe behavior must always be practiced, by every student, to ensure the safety of all, whether the instructor is in the room or not.

COVID Specific Safety - Covid-19 is a highly contagious respiratory illness that has caused severe illness and death around the globe. Anyone can be a carrier of Covid-19, and some are known as asymptomatic carriers, which means they show no sign of the disease, but can pass it on to others. Anyone can catch Covid-19 and be subject to symptoms which range from mild to severe. Symptoms may appear from 2 – 14 days after exposure to the virus. Some known symptoms of Covid-19 include (this is not a comprehensive list):

- Fever (above 100.4) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

We will be working hard to keep our campus and classrooms as safe as possible. Personal safety measures recommended include:

- Wash your hands, for 20+ seconds, with warm water and soap – FREQUENTLY!
- Physical distance whenever possible
- Avoid staying confined with others whenever possible
- Allow for maximum air flow when able
- Guests require proof of vaccination
- Avoid touching your face
- No sharing of food/drinks

Health Insurance & Health Risks - It is REQUIRED that each student be covered by health/accident insurance for the entire year, while in the VA program. **Health/Accident insurance is required for every**

student while they work with our resident animals and on an Internship in the VA program. Animals are highly unpredictable and though it has been uncommon, significant injury can occur while working and learning in this program. (Coverage is available through the Student Accident Insurance plan. Contact your sending school's main office for more information.) Record of the student's health /accident insurance coverage is required by the end of the first week of school. A copy of their insurance card is sufficient for this requirement.

The Center for Disease Control (CDC) recommends that all animal care workers be vaccinated and are current for tetanus. Tetanus vaccine is a core vaccine, therefore, record of current tetanus vaccination history is required for all students in this class. If overdue, this vaccine can be obtained by your physician and/or county health department. Verification of your current vaccine status will be required prior to handling any animals in the program, or a signed declination of vaccine is needed.

<https://www.cdc.gov/tetanus/about/index.html>

The Center for Disease Control (CDC) recommends that all animal care workers be vaccinated and are current for Rabies. Rabies vaccine is not a core vaccine and remains only a recommended for folks of certain risk groups – which animal care takers, and veterinary assistants align. If you do choose to get a 2 shot – pre-exposure Rabies vaccine series, please submit a copy of your Rabies vaccine for your VA program record. <https://www.cdc.gov/mmwr/volumes/71/wr/mm7118a2.htm>

Copies of health insurance and current vaccinations (tetanus and rabies) can be sent to the instructor electronically, either by a PDF or a picture – OR copies can be submitted to the classroom or main office.

Electronic Devices – Sno-Isle TECH is a no phone campus. Students can use electronic devices (phones/tablets) as necessary, for educational purposes ONLY, and only while in the classroom – and ONLY WITH EXPLICIT APPROVAL BY THE INSTRUCTOR. Examples of educational purposes: research, taking pictures of the white board/study notes, videoing procedures/skills etc. If this policy is infringed upon the instructor reserves the right to adjust the policy to a NO TOLERANCE POLICY where electronic devices will be not allowed and confiscated as appropriate.

Electronic devices are not allowed in the treatment, barn, or kennel areas – AT ANY TIME. This is for the safety of your device as well as the safety of our animals. Failure to follow this policy can result in removal from the program.

Phone Calls/Text Messages - All phone calls and text messages are to be made before or after class. With the instructor's permission local calls are made from the phone if deemed necessary. Students are not to receive cell phone calls or text messages during class. **In a true emergency, parents are to call the Sno-Isle Tech office** and they will quickly be put in contact with the classroom and the necessary parties. Please see the electronic devices policy above for additional clarification.

Social Media - Classes use social media to share stories and study guides. Social media can be a great tool for communication between the AM & PM classes. If using social media for these purposes' students are expected to refrain from comments that can be interpreted as slurs, demeaning and inflammatory etc. Students who share in false, inflammatory, inappropriate, unprofessional information on social media will be dropped from the program.

Videos of procedures and skills are allowed – but posting of these videos on ANY social media site/platform, website etc. is strictly prohibited. **Photos and videos of the patients are strictly prohibited**, unless necessary for specific adoption purposes – and must include direct permission from the instructor for each individual situation.

Food and Drink in the Classroom -

- Personal food and drink are allowed, and we will be participating in the Culinary Class student run café, known as the Training Grounds Café. Due to Covid there will be specific guidelines regarding food in the classroom. Food must be eaten socially while physically distanced from other students, in the classroom during lecture time only, AND ONLY if proper hygiene, social distancing, and manners are respected. Wash your hands, chew with your mouth closed, and clean up after yourself. ABSOLUTELY NO SHARING OF FOOD AND DRINK IS ALLOWED.
- Food and drink are not allowed in the treatment, kennel, barn, computer, or laboratory areas. This too, is for the safety of our student and animal populations.
- GUM IS NOT ALLOWED IN THE VA CLASS/LAB SPACES. Xylitol can be deadly for our animals; therefore, gum of any kind is not allowed in class.

Locker Room & Restroom Use - There are lockers for student use, and lockers will be assigned at the beginning of the year 1 locker per person. **Only 3 persons will be allowed to be in the locker room at a time**. Social distance protocols will be followed in the locker room. All purses and backpacks must be stored in the locker room and will not be allowed in the classroom. You may supply your own lock, or you can check one out from your instructor. The locker room is open to all students and is shared with the classroom next door. **You will be required to come dressed in your uniform – no changing on campus**. Personal grooming is to be done outside of classroom time.

The restrooms are in the locker room area. Our policy regarding the restroom is an adult policy. If you need the facilities, use the facilities. You do not need to ask permission. Frequent and long visits to the restroom and trips with multiple people are strongly opposed. Suspicions regarding your health and intentions may come into question. This policy can change to a bathroom pass policy if issues arise.

Leaving the Classroom - Students must be given permission from the instructor to leave the class for any reason. A hall pass always needs to be with the student with specific destination information, for the students to leave the classroom. These paper passes need to be filled out along with the pass info on the front door of the classroom.

Visitors to the VA Classroom are not allowed to touch the program animals, photos of program animals are strictly prohibited.

Visiting Animals - No other animals will be allowed into the Veterinary Assisting facility without an appointment and direct/prior permission from the instructor.

Dress Code - The Veterinary Assisting Program Dress Code is intended to get the student prepared for the veterinary workplace. Clients, employers, and co-workers expect a certain level of professionalism, and this starts with first impressions and your dress. With our dress code policy, we are getting you prepared for these environments.

Scrubs (required)** - Students are required to wear scrub tops and bottoms, every day and will need to wear them on the first day of school. Scrubs must be a matching solid color (top & bottom), with no patterns. The scrubs need to be 2-pocket V-neck style tops with matching pants. Pants will need to be hemmed so that they do not touch the floor, for safety and disease control.

A minimum of two sets of scrubs are recommended. You may need to purchase an additional pair at the end of the year for internships. **Students are required to wear their scrubs & Sno-Isle ID badge while at their internships.** The scrubs you wear out to internships should not be in good condition, free of hole and stains.

For a very competitive price and best selection scrubs can be ordered on-line from
<https://www.amazon.com/> <http://www.smartscrubs.com/> <https://www.scrubsandbeyond.com/>

If you prefer to shop locally you can visit Walmart, Whistle Workwear in Everett, or Scrubs and Beyond in Lynnwood.

Shoes (required)**- Athletic styled shoes with good traction are required. Later in the year barn boots will also be required for work in the barn. The program offers boots for borrow during our equine unit (sizes and styles are limited). You may bring a pair of your own rubber boots for this unit, if desired. Open toed shoes are NOT allowed.

Watch (required)** - A watch **with a second hand** is required. You will need to wear this every day, in class. This is a vital part of the veterinary physical exam. You will be required to wear this every day, as part of your professionalism grade.

**** Sno-Isle is committed to having this class (and all their classes) being fully accessible and barrier free to attend. This means that if you are unable to purchase the above items for ANY REASON the school will cover these costs for. To gain this support complete the following on-line form provided:**
<https://forms.gle/LybMGQ98aaDJwxRx5> **Contact your instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information on gaining access to this barrier reduction support.**

I.D. Badge (required) - You will be issued a Sno-Isle Tech photo identification tag. Once issued, you will be required to wear this every day, as part of your professionalism grade. The first I.D. Badge issued to

you is free of charge. If you lose or damage your badge, you will be required to pay \$5.00 for a replacement.

Hair - Must be styled in a professional manner. Long hair must be pulled back (for safety and disease control) and secured in a ponytail or other styling accessory. Natural colors are preferred and are mandatory during your internship.

Piercings - Low profile earring only. Other piercings (eyebrow, lip, septum etc.): clear posts only, for safety and professionalism during class and internships.

Accessories - Necklaces, scarves, dangling or hooped earrings, bracelets and fake fingernails are not allowed at any time for safety and hygienic reasons.

Tattoos - Must be covered.

Make-up - Natural and tastefully done.

Perfume - Minimal use.

Students are expected to come dressed in scrubs and within the limits of the dress code by the second week of school, and every other school day thereafter, unless otherwise discussed. If you do not have your scrubs, you will be required to wear the program provided scrubs, for the class session. Your lack of participation will reflect in the professionalism portion of your grade.

On days where scrubs are not required – you will be given notice by the instructor. The following guidelines must be followed for you to wear “normal” clothes to the VA program class. It is expected that your clothing choices are still professional.

Students can wear what they want if those choices do not hinder the educational process and honor the intention of the dress code policy in support of a respectful environment. Matters of dress are at school officials’ discretion. Special exceptions for medical and religious necessity, (pursuant RCW 28A.320.140) will be made. If a clothing, grooming, or accessory item/choice is in question and not addressed in the policy, the VA program instructor will determine whether said item creates a disruption to the educational process.

The following clothing, accessories, and/or modes of dress are **not acceptable**:

- Bare feet or unsafe footwear.
- Clothing and/or accessories that are identified as gang related or is suspicious as gang related.
- Clothing and/or accessories with drug, alcohol, firearms, vape and/or tobacco graphics, sayings, and/or symbols.
- Clothing with sexually explicit, vulgar, or offensive graphics, sayings, and/or symbols.
- Clothing that reveals undergarments (boy & girls), such as underwear, bras, bandeaus, and bralettes.

- Exposure of navel, lower back, midriff, buttocks, cleavage, and/or chest (Neck to knees should be covered.)

Students who choose to dress inappropriately will be asked to change into other clothing. If they do not have any other clothes to change into, they may be provided with clothing from the school. Otherwise, arrangements must be made for students to go home or for a parent to bring clothes to school.

Veterinary Assisting Program Internship Policy* - An important part of the Veterinary Assisting Program curriculum is the site-based internship. Qualifying students will have the opportunity to complete an unpaid internship with hands-on experience at a veterinary clinic or related business, in the 4th quarter.

- To be qualified students must maintain an 80% minimum grade.
- Students must have no missing assignments to qualify for an internship.
- Students must have no more than 9 absences in the first semester and 4 at the end of the 3rd quarter to qualify for an internship.
- All qualifying students will be required to complete 100 hours of internship hours total over 8 weeks (12.5 hours a week) that are not paid, as it is an opportunity to observe and gain further skill in the veterinary field.
- Transportation to and from the internship site is not provided by Sno-Isle and must be provided by the student/parent.
- Students will need to meet in-person with the learning site for interviews and to complete all necessary documentation, prior to the start of the internship. (Documentation required by Sno-Isle and any supplemental documentation needed by the internship site.)
- Students are responsible for finding their own internship site (starting in January), determining the level of applied work allowable by that internship site, reaching an agreed upon schedule between themselves and the internship site.
- Standards for professionalism and academic dishonesty will apply during the internship. Failure to meet these standards could result in academic discipline and removal from the Veterinary Assisting Program.
- Students must be currently covered by health insurance, to attend an internship. (Coverage is available through the Student Accident Insurance plan. Contact the office for more details.)

*Due to the structure of the Veterinary Assisting program, students who do not qualify for an internship due to grades, attendance, safety, or employability skills may be removed from the program at semester and will have the option of interviewing for an open Sno-Isle course at semester or return full-time to the sending high school. **It is the ultimate decision of the instructor to approve participation in an internship.***

Course Calendar - TBD

September 7 - FIRST DAY OF SCHOOL

October 7 - Mid-Quarter 1

November 3 - Future Student Open House (6 – 8 PM) *Second Year Students must attend

November 3 - Future Student Applications Opens

November 8 - End of Quarter 1

November 11 – VETERANS DAY—NO SCHOOL

November 23 - Staff In-Service—No PM Session

November 24-25 - THANKSGIVING BREAK—NO SCHOOL

December 14 - Mid-Quarter 2

December 19-January 2 - WINTER BREAK—NO SCHOOL

January 3 – Veterinary Assisting Second Year Student Application Opens

January 16 - MARTIN LUTHER KING DAY—NO SCHOOL

January 25 – Veterinary Assisting Second Year Application Closes

February 1 - End of Quarter 2 / Semester 1

February 1 - Staff In-Service NO AM SESSION

February 7 – 2023-24 Interviews – No AM Session

February 8 - 2023-24 Interviews – No PM Session

February 14 – 2023-24 Interviews – No AM Session

February 15 - 2023-24 Interviews – No PM Session

February 17- Snow Make-Up Day if needed

February 20 - PRESIDENTS DAY—NO SCHOOL

March 7- Mid-Quarter 3

March 31 - Notification of 2023-2024 Student Status

April 3-7 - SPRING BREAK—NO SCHOOL

April 13 - End of Quarter 3

May 16 - Mid-Quarter 4

May 29 - MEMORIAL DAY—NO SCHOOL

May 30 - Staff In-Service—No AM Session

June 16 LAST DAY OF SCHOOL

Mukilteo School District complies with federal and state rules and regulations and does not discriminate in any programs or activities 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 service animal and provides equal access to the Boy Scouts and other designated youth groups. 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. The following individuals have been designated to handle questions or complaints of alleged discrimination: Title IX Officer - Bruce Hobert (425-356-1319), Section 504 Coordinator - Lisa Pitsch (425-356-1277), and the ADA/Access Coordinator - Karen Mooseker (425-356-1330), all located at 9401 Sharon Drive in Everett, WA 98204. 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 in Everett, WA 98204.