



# Washington Network for Innovative Careers

A Northeast King County Skill Center

2020-21

## Parent/Student Handbook

Refers specifically to Remote Learning

Refers specifically to On-Site Learning

**IMPORTANT: Please see last page for Parent/Guardian Sign-off instructions**

### Mission

WANIC's primary mission is to provide quality, diverse, and cost-effective career and technical education for all students through interdistrict cooperation.

### WANIC's goals include:

- *Ensuring student access and opportunities while promoting equity and diversity in programs*
- *Providing highly challenging, relevant, specialized courses and programs to students*
- *Maintaining and expanding business and industry partnerships and connections*

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## **WANIC SKILL CENTER**

### **CONTACT US**

11605 132nd Ave NE Suite A108

Kirkland, WA 98034

Email: [wanic@lwsd.org](mailto:wanic@lwsd.org)

Tell: 425.739.8400

Fax: 425.739.8398

Website: [wanic.org](http://wanic.org)

### **Office Hours**

Monday – Friday 8:00 a.m. - 3:00 p.m.

### **Bookkeeper Hours**

Monday – Friday 9:00 a.m. - 1:00 p.m.

### **Staff**

Kari Schuh – Director/Principal

Jana Robertson – Office Manager

Nikki Meredith – Office Manager

Erika Somm – Bookkeeper

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

*Director of Human Resources  
16250 NE 74th Street  
Redmond Washington, 98052  
(425) 936-1266*

## CALENDAR AND SCHEDULE

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All classes meet daily, Mondays through Fridays.

Classes scheduled at WANIC Skill Center on Lake Washington Institute of Technology campus are **7:15-9:45 am** and **12:00-2:30 pm** (subject to slightly change to accommodate student schedules.)

Classes scheduled on DigiPen Institute of Technology campus are **7:15-9:45 am**, **12:30-3:00 pm**, and **3:30-6:00 pm** (subject to slightly change to accommodate student schedules.)

### ***School Calendar***

Classes at WANIC Skill Center and DigiPen follow the Lake Washington School District (LWSD) calendar, available on the LWSD website in [English](#) and [Spanish](#).

*NOTE: WANIC students do not release early on Wednesdays.*

### ***Daily Online Schedule***

Until further notice, classes will be conducted online.

Classes will consist of both synchronous and asynchronous learning time. Students are expected to actively participate in both learning times for the whole time the class is in session, or as required by the instructor.

Synchronous learning time: The instructor is presenting curriculum (teaching) and all students are online and actively engaged in learning.

Asynchronous learning time: The instructor is available to help students one-on-one or in small groups, answer individual questions, and provide support as needed. Students may work independently during this time.

### ***Emergency Closure***

As a courtesy, local radio stations and [flashalert.net](http://flashalert.net) will announce school cancellations, delays, and early dismissals due to inclement weather or emergencies. WANIC Skill Center will be delayed/closed in conjunction with the Lake Washington School District. If Lake Washington Institute of Technology (LWTech) or DigiPen is closed, WANIC classes held on those campuses will also be cancelled. LWTech recommends registering with [Omnilert](#) to have updates sent directly to you.

## REMOTE LEARNING

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### ***Home/Family Support***

For remote learning to be successful, students need an environment that supports focused virtual participation and uninterrupted study/work time. During the entire class time, students need access to a computer or tablet with an Internet connection. It is imperative to set up a quiet, uncluttered place to work with no distractions or other demands on their time or attention. Students are encouraged to communicate with their instructor if they experience challenges with their remote learning environment.

### **Online Behavior Expectations**

To maintain a positive, welcoming, and safe class culture the following behaviors are expected by all WANIC students, instructors, and staff:

We are Respectful	We treat ourselves and others with kindness in the virtual setting just as we would in person. We empathize with others by acknowledging that distance learning is different for everyone. We bring a positive mindset and the proper materials to the digital work environment.
We are Honest	We post and present information online in a truthful way. We try our best no matter the circumstance. We turn in work that represents our own thinking, citing sources and ideas that are not our own, when posting or submitting work online.
We are Safe	We follow the LWSD acceptable use policy when learning online. We email or reach out during office hours to an adult when we need help. We make appropriate, healthy, and lawful choices in our words, actions, and online presence.

### **Computer Code of Conduct**

In addition to the online behavior expectations listed above, these specific computer-use requirements are always in effect:

- Be ethical and courteous. Do not send hate, harassing, or obscene mail, text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
- While actively engaging in the online class, use the time for educational purposes only. No personal, commercial or political activity is allowed.
- Use online instructional tools for school purposes only.
- Do not use other devices during presentations or group discussions.
- As you may be on camera and may be asked to share your screen, dress appropriately and have only classroom appropriate apps running.
- Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
- Do your own work. Only submit original work and do not plagiarize the work of others. Do not assume that because something is on the Internet you can copy it.

## **ATTENDANCE**

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WANIC follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved. Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success. As part of recognizing the importance of this issue, parents and student are responsible for both being aware of student's attendance and correcting any error in a timely manner.

Programs at WANIC Skill Center include numerous hands-on activities which can be attained only by being in attendance. The skill application and practice is critical to skill competency.

All program instructors maintain the standards and attendance expectations for their programs. Refer to teacher syllabus for specifics.

An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

If a student is chronically absent, the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences shall not be considered excused until a conference is held to develop a plan to support the student and that the student is in compliance with such a plan.

#### Tardies

Students are expected to be in class each assigned class period on time. Corrective action may be taken when a student's tardiness becomes frequent or disruptive.

These standards teach what 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 complete what is expected and put materials away.

#### ***Absence Procedures***

**Absences must be reported by the parent/guardian to the WANIC Office within 5 days of the missed day.**

There are four ways to excuse an absence:

- A parent/guardian can submit an absence request online via the LWSD Skyward Attendance module (instructions will be emailed to all parents/guardians)
- A parent/guardian can email [wanic@lwsd.org](mailto:wanic@lwsd.org).
- A parent/guardian can phone 425.739.8400 (messages can be left 24 hours a day).
- A parent/guardian can send a written note, signed by the parent/guardian, directly to the WANIC office.

All attendance communication must include the student's full name, date of absence, and detailed reason for the absence and must be submitted directly to the WANIC office. Please review [the 3122P on the LWSD website](#) and [the 3122 file on the LWSD website](#) for more information on State laws regarding school absences. Until a valid reason is provided, the absence will be considered unexcused. Verification from a medical professional may be required for excessive absences. It is the student's responsibility to have their parents excuse absences on time.

*Absence excuses must be communicated directly to the WANIC office. We encourage communicating to the teacher too, however, the WANIC office must hear from the parent/guardian directly in order to excuse an absence. It is not the teacher's responsibility to relay parent messages to the office.*

**Pre-Arranged Extended Absence** If it is unavoidable that your student will be missing three or more school days, you must complete the [Pre-Arranged Absence Form](#) at least one week prior to the absence. This form requires approval from both the instructor and the WANIC Director, who will consider the student's current grade, attendance record, and the impact additional absences will have on the student's academic progress. This form can be found [at this link](#) or picked up in the WANIC office.

We believe that students need to be in school to receive the fullest measure of educational benefit and we would like to work with you to eliminate unnecessary absences. We understand that there are legitimate reasons that a student needs to be absent and will work with you and your student when these circumstances do occur. Poor attendance may impact your student's grade. In our effort to communicate and work together for your student's success, their grade and attendance information is available any time online through LWSD Skyward Family Access.

### ***Emergency Release & Illness***

Students, if you become ill during the day, report to your teacher. Do not leave school for any reason without signing out and without parent/guardian approval or you will be considered truant.

## **GRADING**

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WANIC grades are assigned quarterly and grade reports are forwarded to each home high school at the end of each semester. Students may receive up to three high school credits per year. Grading categories include at a minimum, but not limited to the following areas:

- **Employability:** Demonstrated employability, punctuality and participation, overall quality of work, attitude and conduct, adherence to safety rules, and leadership.
- **Knowledge:** Demonstrated understanding of related theory, test scores, and written work.
- **Skills:** Demonstrated application of related theory and attainment of identified competencies.

**ONLINE GRADES:** Students and parents/guardians are given access to view their grades and attendance online through LWSD Skyward Family Access.

**Note: A grade of "F" may be recorded for a course dropped at any time after the 10th day of the semester.**

## **CARE OF SCHOOL PROPERTY**

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Students are responsible for the proper care of all school property including but not limited to books, supplies, technology and furniture. Anyone who damages or loses property or equipment will be required to pay for the item to be repaired or replaced. 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 or classroom 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.

## **CELL PHONE/ELECTRONIC DEVICES**

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Cell phones and electronic devices are to be silenced and put away during class time. It is the intent of WANIC Skill Center and the Lake Washington School District to provide a safe, productive, positive, and disruption-free classroom and learning environments. Use of cell phones (including texting, taking pictures and videos, etc.) and other electronic devices can be disruptive to the classroom environment and must be silenced during class time. Instructors may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus.

## **SAFETY**

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On-the-job safety is a vital part of all occupations and is a part of each program at WANIC. Everyone is expected to demonstrate safe work habits. WANIC reserves the right to search the following but not limited to lockers, backpacks and vehicles that are on campus and at school-related events if reasonable suspicion exists. 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:

1. **Safety Rules:** Students are expected to know, understand and follow safety rules as well as maintain an orderly and clean work area. Individual program safety rules are posted and must be followed.
2. **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.
3. **Handling Blood/Body Fluid:** Gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
4. **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.
5. **Fire Drills and Emergency Procedures:** Plans have been developed that will ensure the maximum efficiency and safety for evacuating the building during fires or other emergencies. Drills are to be taken seriously. Instructions will be posted for students in each room. Teachers will discuss the instructions periodically with the students.
6. **Closed Campus:** WANIC, as well as 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 WANIC they are expected to remain on campus for the full duration of their session unless they have received prior approval from the WANIC office. Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the front office that includes verifiable parent/guardian contact. Students who choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by WANIC administration.

## **DISCIPLINE**

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WANIC 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 WANIC is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. If disciplinary action is warranted this will result in referral to the student's sending high school for disciplinary measures.

## **SPECIAL SERVICES**

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Individual Education Plans (IEPs) and 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 in order to continue receiving special services support while attending WANIC.

## DRESS CODE

Dress standards at WANIC 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 WANIC employability standards.* WANIC instructors will provide dress code regulations specific to each program.

### WANIC MINIMUM COVERAGE DRESS CODE

In order to facilitate learning for all students, WANIC requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



**Upper TORSO:**  
Clothing must cover stomach, back, shoulders, chest and undergarments.

**Lower TORSO:**  
Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

**FEET:**  
Footwear must be worn at all times and be appropriate to the activity.

**Additional Guidelines**

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited.

**Exceptions** to dress code standards may be made for PE or school activities.

***A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.***

If the student's dress or grooming is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. If the student refuses, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended, if circumstances so warrant and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safe-guards before any corrective action may be taken.

- Inappropriate dress includes but is not limited to: hats/bandanas or other headwear and/or clothing which disrupt the education process and/or promote tobacco, alcohol, drug use, or promote or imply profanity, obscenities, sexual suggestion, or gang involvement are not allowed. Clothing which exposes the midriff, chest, or open back area are not allowed. 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.
- All dress standards apply in addition to or in conjunction with the employment standard of each program as defined by the program instructor.
- Protective clothing as required by Washington Industrial Safety & Health Administration (WISHA) is required.
- Dress or appearance must not present a health or safety hazard.
- When on site, everyone must wear shoes at all times.

## **TRANSPORTATION**

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Students provide their own transportation.

Students who are authorized to drive to and from any WANIC campus must know and observe the following regulations:

- Student vehicles are to be parked in designated spaces only. Vehicles must occupy only one parking space. Cars parked in unauthorized areas may be ticketed or towed.
- Handicapped parking is available.
- Student parking must comply with city fire codes; do not block fire lanes around the building.
- Follow the posted speed and stop signs on campus at all times. Speeding or careless driving on campus grounds or on streets bordering the campus or at off-campus sites may cause loss of driving privileges and/or further disciplinary actions.
- Drivers are responsible for keeping all litter contained in your vehicle. Littering is not permitted on any WANIC campus including the parking lot, the street bordering the campus, or at any 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. Students must gain permission from a staff member prior to going out to the parking lot for any reason during session.
- Drivers shall, at all times, yield the right of way to school busses and pedestrians.

Students who are authorized to drive to and from DigiPen will receive a parking pass from them.

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

## **EMERGENCY/FAMILY INFORMATION**

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**Health Information** - Parents/guardians have the primary responsibility for a student's health. WANIC does not have a full-time on-site 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.

**Privacy Rights:** Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called Directory Information. Parents can tell the school and district to keep Directory Information private as well. You can specify your Directory Information options at the same time that you verify your student's information in LWSD Skyward Family Access. This must be done before September 15 each year. Or you may write a letter to WANIC explaining your request to withhold Directory Information.

To set options online: In LWSD Skyward Family Access, in the Online Student Information Verification section, in Step 1 a. at the bottom of the page, you will find the "Allow Publication of Student's Information for:" section. You can select Yes or No to the following options:

- **Military:** If you select No, LWSD will not release student information to military recruiters.
- **Higher Ed:** If you select No, LWSD will not release student information to institutions of higher education.
- **Public:** If you select No, student information will not be shared with any person, entity or organization outside of the school district and its partner organizations. Your child's information will NOT: appear in news releases, be announced at graduation, or posted on school or district websites. **If you select No, we will not take photographs/videos of your student participating in any classroom, lab, or field trip activities.**

- **District:** If you select No, student information will not be used in any communication within the school district and its partner organizations. Your child's information will NOT: be published in student directories or posted on internal school websites. **If you select No, we will not take photographs/videos of your student participating in any classroom, lab, or field trip activities.**

All these options default to Yes.

**If you set either the Public or District options to No, be sure to inform your student so they understand why they will not be included in any photographs or videos during WANIC activities.**

**Photographs and Videos:** In addition to the settings above, we ask parents/guardians to specify whether WANIC staff may or may not take photographs or videos of students during WANIC class time, labs, or field trips. Parents/guardians must check the appropriate option on the Handbook Sign-off Survey, which is linked on the last page of this document.

## **SECURITY OF PERSONAL ITEMS**

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Personal items should never be left unattended in any program area. WANIC is not responsible for loss of personal items.

### **LOST & FOUND**

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Any person who finds an item should bring it to the office. If an item has been lost, check in the office to see if it has been turned in.

## **DUAL CREDIT**

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Most WANIC programs offer Dual Credits (students can earn both high school AND college credit). Students who successfully complete their program with a grade of B or better are eligible to receive college credits. For more information visit the Pacific NW College Credit (formerly Tech Prep College Connections) website <https://www.pnwcollegecredit.org/>. DigiPen students should speak with their instructor to learn about earning college credits for DigiPen Institute of Technology.

## **LEADERSHIP ACTIVITIES**

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WANIC leadership activities exist to give all students an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to their community. WANIC endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for vocational education, a leadership component shall be integrated into each program curriculum. This may be accomplished through Career and Technical Student Organizations (CTSO) such as Skills USA, HOSA, or through a locally developed leadership program, such as Explorers.

## **QUESTIONS & INFORMATION**

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Students are encouraged to contact their instructor or the WANIC office for questions regarding:

- |                           |                                 |
|---------------------------|---------------------------------|
| ▪ Schedules or activities | ▪ Grades or credits             |
| ▪ Attendance              | ▪ Financial assistance          |
| ▪ Program offerings       | ▪ Personal or academic concerns |
| ▪ Enrollment              |                                 |

# LAKE WASHINGTON SCHOOL DISTRICT

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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Click the link to view the LWSD Student Rights and Responsibilities, which pertain to all students attending schools and programs within the Lake Washington School District, including the WANIC Skill Center.

[Student Rights and Responsibilities](#)

Please pay particular attention to these sections:

- **Attendance**
- **Codes of Conduct**
- **Technology Code of Conduct**
- **Prohibition of Discrimination and Harassment**
- **Prohibited Items**

## **HANDBOOK SIGN-OFF - To be Completed by Parent/Guardian**

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### **Parents/Guardians**

After thoroughly reviewing this Handbook and the LWSD Student Rights and Responsibilities with your student, **please complete the online Parent/Guardian Handbook Sign-off Form (click on the link below)** to indicate that you and your student have read and understood all content. If you have any questions, please contact the WANIC office at [wanic@lwsd.org](mailto:wanic@lwsd.org) or (425) 739-8400.

[Parent/Guardian Handbook Sign-off Form](#)

*All policies and procedures apply even if this form is not completed.*

### **Students**

Your instructor will provide an electronic Student Handbook Sign-off Form for you to sign electronically during your class time. Meanwhile, be sure to go over all the items in the handbook with your parent/guardian and let us know if you have any questions. Contact the WANIC office at [wanic@lwsd.org](mailto:wanic@lwsd.org) or (425) 739-8400.

*All policies and procedures apply even if this form is not signed.*