

**Northwest Career & Technical Academy**  
*A Washington State Skills Center*

**2018 SUMMER SESSION**

**LEARN · DO · LEAD**

Student/Employee  
Handbook

[www.nwtech.k12.wa.us](http://www.nwtech.k12.wa.us)

2205 WEST CAMPUS PLACE MOUNT VERNON WA 98273 360 848.0706

194 WEST LAUREL ROAD BELLINGHAM WA 98226 360 848-0706

1235 THIRD STREET, SEDRO-WOOLLEY, WA 98284 360 848-0706

## NORTHWEST CAREER & TECHNICAL ACADEMY STAFF DIRECTORY – SUMMER SCHOOL 2018

### **MOUNT VERNON CAMPUS**

2205 West Campus Place  
Mount Vernon, WA 98273

360 848.0706  
360 848.7586 Fax

### **SEDRO-WOOLLEY CAMPUS**

1235 3<sup>rd</sup> Street  
Sedro-Woolley, WA 98284

### **MERIDIAN CAMPUS**

194 West Laurel Road  
Bellingham, WA 98226

### **ADMINISTRATION**

#### **Director**

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#### **Associate Director**

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#### **Secretary/Registrar**

Candace Thomson

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### **PROGRAM STAFF**

#### **Animal Care & Handling (Mount Vernon Campus)**

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#### **Applied Medical Science (Mount Vernon Campus)**

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#### **Automotive (Sedro-Woolley High School)**

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#### **Construction – Wood Working (Sedro-Woolley High School)**

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#### **Culinary Arts (Mount Vernon Campus)**

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#### **Fire Science & EMS (Mount Vernon Campus)**

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#### **HS Health (Mount Vernon Campus)**

Joy Kramer .....

#### **Swinomish Hospitality (Swinomish Resort Campus)**

Lyle Hildahl .....

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#### **Veterinary Assisting (Mount Vernon Campus)**

Sharon Lane.....

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#### **Video Game Development (Mount Vernon Campus)**

Linton Porteous

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#### **Welding (Meridian High School Campus)**

Nick Wright.....

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## CAMPUS & STUDENT EXPECTATIONS

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The Northwest Career & Technical Academy is recognized for its unique and specialized educational programs. One of only thirteen career-technical training centers in Washington State, at capacity, the Northwest Career & Technical Academy will serve approximately 400 juniors and seniors from 23 sending high schools. The Northwest Career & Technical Academy serves as an extension campus for these area high schools, offering not only a broader variety of courses, licenses, 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 the Northwest Career & Technical Academy. Each student selects a program, which supports his or her 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 the Northwest Career & Technical Academy 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.
- Behavior expectations revolve around an employment theme. To check individual behavior students can ask themselves *"What would my employer say?"*

## SESSION & MEAL BREAK SCHEDULE

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### SUMMER SESSION

Mount Vernon Campus	June 18 – July 6, 2018, 8:00 a.m. - 3:00 p.m. (No School on July 4)
Meridian High School Campus	June 20 – July 10, 2018, 8:00 a.m. - 3:00 p.m. (No School on July 4)
Sedro-Woolley High School Campus	June 18 – July 6, 2018, 8:00 a.m. - 3:00 p.m. (No School on July 4)

### BREAKFAST SCHEDULE (MOUNT VERNON CAMPUS)

7:30 a.m. – 7:50 a.m.

### LUNCH SCHEDULE

#### Mount Vernon Campus

11:30 a.m. – 12:00 p.m.	Animal Care & Handling Fire Science & EMS High School Health Culinary A
12:00 p.m. – 12:30 p.m.	Applied Medical Science Video Game Development Intro to Veterinary Assisting Culinary B

#### Sedro-Woolley High School Campus

11:30 a.m. – 12:00 p.m.	Automotive Construction – Wood Working
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#### Whatcom Campus – Meridian High School

11:30 a.m. – 12:00 p.m.	Welding
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All schools are closed campuses – students are NOT allowed to leave the campuses between 7:30 a.m. and 3:00 p.m.

## **SPECIAL SERVICES**

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Individual Education Plans and/or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, via the student's sending high school/district, 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 support 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 be enrolled in a sending high school in order to receive special services support while attending the Northwest Career & Technical Academy.

## **SUMMER SESSION**

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Summer session is available to all students who have successfully completed the 8<sup>th</sup> grade through 11<sup>th</sup> grade (incoming high school freshmen – incoming high school seniors). Summer session is an excellent opportunity for students to explore the world of career and technical training. Students are eligible to earn a .5 credit per session upon successful completion. Information regarding availability of courses offered is publicized to age appropriate students each spring. Information is also available via the Northwest Career & Technical Academy website at [www.nwtech.k12.wa.us](http://www.nwtech.k12.wa.us)) or by calling the Administration Office. Registration for summer session begins during the Spring Open House/Registration (see the Northwest Career & Technical Academy calendar on our website: [www.nwtech.k12.wa.us](http://www.nwtech.k12.wa.us)). Lab fees may apply.

- Availability of summer session is dependent upon yearly legislative funding approval.
- Summer programs are exploratory only and will not offer Tech Prep credit.
- Students who are absent for more than 2 (two) days of summer session are NOT eligible to receive high school credit.

## **PROGRAM EXPECTATIONS**

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Expectations, policies, and procedures are developed as part of each class or program. Because the Northwest Career & Technical Academy programs simulate business as closely as possible, the expectations, policies, and procedures will mirror industry standards.

## **TOBACCO PRODUCTS**

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Possession of tobacco products by anyone under age 18 is illegal. There is a total ban on the use of all tobacco products by anyone on the Northwest Career & Technical Academy's campus (RCW 28A.120.310). 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.

## **WEAPONS**

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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, the Northwest Career & Technical Academy administrators are required to notify local law enforcement of a violation of this policy.

## **CARE OF SCHOOL PROPERTY**

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Students are responsible for the proper care of all equipment, books, supplies, and furniture supplied by the school. Anyone who damages property or equipment will be required either to pay for the damages or replace the item. Anyone misusing or abusing school property will be subject to disciplinary action.

While using computers or any technology, 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. 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 residues. Absolutely no food or beverage consumption is allowed while using any form of technology at the Academy.

## VISITORS

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- Visitors are **NOT** permitted during Summer Session.

## DRESS EXPECTATIONS

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Dress standards at the Northwest Career & Technical Academy 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 the Northwest Career & Technical Academy employability standards.

**Dress standards applicable to ALL students at the Northwest Career & Technical Academy are as follows:**

- Inappropriate dress may include but is not limited to: hats/bandanas or headwear of any kind and/or clothing which disrupts 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. Clothing which exposes the midriff, chest, undergarments, or open back area are not allowed. Pants are not permitted to fall below the hipbone. 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.
- Students must wear closed-toe shoes when directed by the instructor (for safety purposes).
- 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

## SAFETY

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On-the-job safety is a vital part of all occupations and is a part of each program at the Northwest Career & Technical Academy. 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:** Latex 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 the Northwest Career & Technical Academy. Individuals choosing to engage in the use of drugs or alcohol will be subject to disciplinary action by the Northwest Career & Technical Academy administration, which may additionally include contact with law enforcement.

## DISCIPLINE

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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. The Northwest Career & Technical Academy 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 the Northwest Career & Technical Academy 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.

- Acts of misconduct judged to be a breach of appropriate conduct will be handled in accordance with and as defined by the Northwest Career & Technical Academy discipline policy, consortium member district policies, and state law. This could involve notification of civil authorities.

## **TRANSPORTATION**

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Students are responsible for providing their own transportation to and from Summer Session.

**Students coming from Bellingham are NOT allowed to drive themselves. They must take the school bus provided or be driven by their parents.**

Other students who are authorized to drive to and from the Northwest Career & Technical Academy by their parent/guardian must know and observe the following regulations:

- **During Summer Session parking is allowed on the Skagit Valley College Campus, in designated "Student Parking" areas only. Cars parked in unauthorized areas may be towed.**
- **Parking is NOT allowed in the Northwest Career & Technical Academy parking lot – with the exception of those in need of a handicap spot (prior approval must be given by the Academy Administrative Staff).**
- Must carry a valid Washington State driver's license, proof of insurance and provide it upon request by a Northwest Career & Technical Academy administrator or designee.
- Must follow the 10 mph. speed limit on the Northwest Career & Technical Academy campus at all times. Speeding or careless driving on the Northwest Career & Technical Academy grounds, on streets bordering the Northwest Career & Technical Academy, 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 the Northwest Career & Technical Academy's campus including the parking lot, the street bordering the Northwest Career & Technical Academy 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.

**NOTE: PARKING VIOLATIONS FOR THE MOUNT VERNON CAMPUS WILL BE SUBJECT TO COMPLIANCE WITH SKAGIT VALLEY COLLEGE PARKING REGULATIONS.**

- The parking lot is considered **OFF LIMITS** during session hours, including lunch break. Students must gain permission from an Administrative staff member prior to go out to the parking lot for any reason other than to leave the 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.**

## **CLOSED CAMPUS**

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- **Summer Session students follow the same Closed Campus guidelines as regular school year program students.**
- The Northwest Career & Technical Academy, 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 the Northwest Career & Technical Academy they are expected to remain on campus unless they have received prior approval from a Northwest Career & Technical Academy administrator.** Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the Administration 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 Northwest Career & Technical Academy 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 the Northwest Career & Technical Academy administration. Students must also complete appropriate sign out process with the front office.

## ATTENDANCE

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The Northwest Career & Technical Academy 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.

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 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:

- Summer Session students who are absent more than 2 (two) days of summer session are NOT eligible to receive the .5 high school credit (or the High School Health credit, where applicable)
- All absences must be cleared within **48 hours from the date of the initial absence.**
- **Parents/Guardians must make contact with the Northwest Career & Technical Academy directly, to excuse any absences.**
- During the daily attendance procedure all instructors will identify students as being either excused or unexcused. An unexcused absence indicates that the instructor has had no communication from either the student or their parent/guardian.
- Parents/guardians must directly contact the Northwest Career & Technical Academy program instructor and provide information regarding the reason connected to any and all absences. This includes absences, which are known in advance, such as a legal appointment or sending school activity. Such absences **must be pre-arranged directly with your instructor no less than 48 hours** prior to the actual day of the appointment or event.
- All time for absences must be accounted for. It is responsibility of the student to meet with the program instructor to determine how this will occur.
- **Leaving campus prior to dismissal times** - Students must provide the Northwest Career & Technical Academy Student Center staff 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 Administration Office prior to leaving campus. Students who leave campus without proper permission are subject to disciplinary action.
- The Northwest Career & Technical Academy follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of eighteen.

## CAMPUS SERVICES

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The Northwest Career & Technical Academy Administration Office handles most situations that cannot be addressed by the program instructor. It is a place of business and everyone using the services needs to maintain a professional attitude. Sign-out sheets and appointment request slips are easily accessible at the Student Center.

## TELEPHONE

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Students may request permission to use the telephone in the Administration Office for calls **related to school activities, transportation, illness, and emergencies only**

## HEALTH/FAMILY SERVICES

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**Health Information** - Parents/guardians have the primary responsibility for a student's health. The Northwest Career & Technical Academy requires that a Health Information Form be completed. The Northwest Career & Technical Academy 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. If it is necessary for medication to be taken at school, it must be properly verified by the parent/guardian on the Health Information Form and supported by medical documentation. No medication, including those obtainable over the counter, can be possessed or distributed by students or furnished by the school.

## **LOST & FOUND**

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Any person who finds an item should bring it to the Administration office. If an item has been lost, check in the Administration Office to see if it has been turned in. If backpacks, purses or packages of any kind are found left unattended, DO NOT HANDLE. Notify and Instructor or Administrator immediately. Lost & found items will be held for no more than 30 days. Unclaimed items will be donated to charity.

## **SCHOOL CLOSURES**

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Hazardous weather, floods, or unexpected emergencies may force changes in bus transportation schedules and pickup/drop-off points for students.

The following radio and television stations begin broadcasting emergency schedules or school closure information at 5 a.m.: **KAPS 660 AM • KBRC 1430 AM • KOMO 1000 AM • KIRO 710 AM KAFE 104.3 FM • KOMO 4 TV • KING 5 TV • KIRO 7 TV•**

Announcements will say:

- Schools closed for one day only. All activities cancelled.
- Schools open \_\_\_\_ hour(s) late. Dismissed at regular time unless announced otherwise. Listen for further announcements.

No announcement means school as usual.

When hazardous weather prevails, your cooperation in keeping telephone lines to radio stations free allows us to provide the quickest delivery of information.

A report of school schedule changes due to adverse weather conditions and other emergency situations is also available at the Public Schools Emergency Communications System Web site.

The Administration Office will be open to answer phone calls, unless Mount Vernon School District is closed.

## **5000 GRADING**

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- **Grading for Summer Session students will reflect a one time .5 Elective high school credit. Grades are awarded on a Pass/Fail basis.**
- Upon completion of the Summer Session, the Northwest Career & Technical Academy will forward the grade to the student's sending high school.
- Grades may be based on the following criteria
  - **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.
  - **Skills:** Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

## **STUDENT RIGHTS**

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The Northwest Career & Technical Academy and the Mount Vernon School District comply with all federal rules and regulations and do not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status or non-job related sensory, physical or mental disabilities in their educational programs, activities, or employment procedures and personnel practices as required by state and federal laws. Inquiries regarding compliance and grievance procedures may be directed to Dr. Carl Bruner, Superintendent, Mount Vernon School District. We hire only U.S. citizens and lawfully authorized alien workers per the Immigration Reform and Control Act of 1986. The Northwest Career & Technical Academy is a drug-free/tobacco-free workplace.



## 7001 BULLYING, INTIMIDATION & HARASSMENT

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The Northwest Career & Technical Academy 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; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

A common theme in cases of harassment, intimidation, and bullying 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 the Northwest Career & Technical Academy at school related activities or at Northwest Career & Technical Academy 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. A copy of the Mount Vernon School Board Policy and formal complaint forms are available in the Student Center.

## SEXUAL HARASSMENT

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In conjunction with Mount Vernon School District Policy, **the Northwest Career & Technical Academy will not tolerate sexual harassment or sexual violence.** Anyone who has been found, after appropriate investigation, to have engaged in sexual harassment on Northwest Career & Technical Academy 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 Northwest Career & Technical Academy 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.

**WHAT TO DO IF YOU ARE HARASSED**

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- Communicate to the harasser what you are feeling, and that you expect the behavior to stop. You may do this verbally or in writing. Try to get support from a friend, parent, or trusted equity advocate on campus.
- If the behavior continues or is severe, go to your instructor, or Northwest Career & Technical Academy administrator. Document exactly what happened. Give a copy of your written record to the instructor or administrator, and keep one for yourself. Your documentation should include the following factual details:

**What happened - date, time, location, name(s) of the harasser(s) and any witnesses?**

**What you said or did in response including to whom you reported the incident?**

**How the harasser responded to you?**

**How the harassment affected you?**

**Contact:** Sending School District

**Local Resource Agencies:**

Police/Sheriff (Sexual Assault)	..... 911
Dept. of Education, Seattle Office of Civil Rights	..... 206 220-7900
Equity Education, OSPI/Olympia	..... 360 725-6257
Human Rights Commission, Olympia	..... 800 233-3247
Safe Place (Sexual Assault) 24 hours	..... 360 754-6300
Equal Employment Opportunity Commission, Seattle	..... 800 669-4000