

West Auburn High School



Student Handbook
2014-2015



401 West Main Street
Auburn, Washington 98001
(253) 931-4990

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Mission Statement

*The mission of
West Auburn High School
In a safe environment, all students
will achieve high standards of learning
to become ethically responsible decision makers
and lifelong learners.*



OVERVIEW

West Auburn's alternative programs serve from 250 to 300 students, grades nine through twelve. The age range of students at West Auburn varies from fourteen to twenty one years of age, and West Auburn is one of the school district's most diverse schools.

The school provides flexible educational options for students who may have been unsuccessful in past school experiences. These options include a traditional comprehensive **Day School**; **Learning Center**, an ALE contract based program which functions as a school within a school; **VCNEC** on the Muckleshoot Reservation, an independent study model that allows students to earn state-approved high school credit; and **Virtual**, an educational experience incorporating APEX on-line curriculum.

The entry process for each of our programs varies, but typically we are enrolling new students on a bi-weekly basis throughout the school year into the Virtual, Learning Center, and VCNEC. Day School students typically start at the beginning of a grading term, semester, or quarter. Out-of-district students may enroll in programs based on space available and meeting district waiver requirements. Dropout retrieval continues to be a primary focus of our school.

The sense of community at West Auburn is what makes our school effective. A state of the art facility, small classes, flexible program options, readily accessible technology, and a highly committed professional staff make West Auburn one of the leading alternative education schools in our state.



ADMISSIONS PROCEDURE

A student may be referred by a parent, counselor or school administrator, or may personally initiate a self-referral. Any student planning to enroll in West Auburn must have achieved ninth grade status. To enroll in West Auburn, contact the school at (253) 931-4990. You will be referred to the appropriate program.

Residency Requirements

Transfer students entering West Auburn as **academic seniors** must meet specific requirements.

In-district students must:

- *be enrolled for a minimum of one semester from the date of entering West Auburn
- *complete 3.0 credits at West Auburn regardless of how many credits were previously earned elsewhere
- *complete all district and state high school graduation requirements to graduate

Out-of-district students must:

*Meet all requirements listed for In-district students and have an approved release from their boundary district and a complete and approved waiver.

Registration Requirements

Auburn residents new to the district need the following documents to begin:

- *an immunization record
- *a transcript of completed work
- *attendance and discipline record from their previous school.

*proof of withdrawal from the previous school

If the student attended any Auburn school in the last calendar year, the counselor or an administrator from that school must initiate the referral process to the building principal for placement.

Any student under 18 years of age is considered an out-of-district student if his parents/legal guardians reside outside of the Auburn School District boundaries. Please contact the registrar for more information.

Out-of-district students need:

- *a release from the district of residence
- *an Application of Waiver into the Auburn School District

PROGRAMS

Day Program

West Auburn's Day Program consists of seven 55-minute periods. Class completion is based on unit competencies.

All students will be assigned an advisor. This teacher will be responsible for assistance in scheduling, keeping track of credits, monitoring behavior and attendance, and helping solve any problems that might arise.

New students enter Day School at each grading term. Contact the building office manager to arrange a pre-registration meeting.

Learning Center (253) 931-4993

Learning Center is a full-time program. Students work toward a high school diploma. Much of the work is computer-based. Morning, afternoon and/or evening classes are offered. Homework is required.

Virtual

Virtual School provides students with an online curriculum designed at addressing core academic subjects. Students are able to work from home, libraries, etc. from an Internet-based computer to complete their coursework. Students must meet with their instructor each week during their scheduled class time to guarantee their required 25 hours of coursework.

The Virtual Program provides you with a safe online learning environment from the comforts of home. Not only can you learn from home, but you can also become involved in school functions and activities such as school clubs, student body, and career and technical education courses.

VCNEC – (253) 833-1536

Virginia Cross Native Education Center is located on the Muckleshoot Reservation. It is an independent study model that allows students to earn state-approved high school credit.



SERVICES

Transportation (253) 931-4938

District bus transportation is available for students attending periods 1-6. Shuttle buses run between WAHS and the three other high schools. Metro bus passes are provided for other students subject to availability of funding.

Additional information can also be found on the district website.

School Nurse

The school nurse helps students with health problems and concerns and refers students to low-cost clinics when needed. The nurse is available on-call in case of emergency.

Student Medication at School

Washington statute **requires** school personnel to obtain written authorization and instructions from the parent/guardian and the physician or dentist before administering any drug, whether prescription or **over the counter**, to students. Instructions from the physician or dentist must include the reason medication is to be given during school hours. It is district policy to administer such medication only when failure to receive the medicine may result in the student being unable to attend school and/or to be well enough to participate in learning activities at school.

When possible, the physician or dentist should be encouraged to organize medications so it will not necessitate the child taking medicine to school.

Medication, which is to be taken at school, must be brought to the office in the original container with the pharmacist's label

including the child's name, physician's or dentist's name, medication and dosage.

"Authorization for Medication" forms are available in the school office and in the office of many Auburn doctors and dentists. In the absence of the required form, a signed authorization from the physician or dentist and the parent may be accepted. Authorization for administration of medication to students shall be for a specific period of time, not to exceed the current school year.

Counselor

Our counselor is here to assist students in dealing with concerns in their lives. You may visit her for counseling, career guidance, and information about helpful resources outside school. Her office is located off the Commons area.

Food Services

Breakfast can be picked up in the student store *before* school.

The price is \$1.25 (regular) or \$ 0.00 (no charge - reduced).

Lunch provided by child nutrition is also available.

The price is \$3.00 (regular) or \$.40 (reduced).

Students in good standing may also leave campus for lunch.

EDUCATIONAL INFORMATION

You must have completed 8th grade before entering West Auburn.

Credit Completion

Students wishing to attend West Auburn often ask if they can complete their credits faster at West Auburn than in a traditional school. In some circumstances it is possible. A real advantage for you at West Auburn is the flexibility with multiple programs. You cannot fail or earn an incomplete at West Auburn. For coursework completed, you will receive a letter grade on your transcript. A semester credit (.5) is earned for most courses. Students enrolled in Work-Based Learning can earn an additional .25 credit upon completion of 90 documented work hours.

Credit for Drug/Alcohol Treatment

To receive credit, a student participating in treatment must provide the school with an **official, sealed transcript or letter** from the treatment center documenting the following:

- *Dates of treatment (entry and discharge)
- *Number of total hours spent in treatment by subject area that could be applied towards academic credit
- *A brief description of the content areas of each subject

Inpatient Treatment – Credit and/or points are granted by subject area by the registrar. Treatment hours are converted to credits. Credit will be posted to transcript with the appropriate course number if there are sufficient hours.

No credit will be granted for individual counseling, family counseling, or time spent participating in any twelve-step (AA, NA meetings, etc.) related activities.

Courses Available

You may take a variety of courses in basic requirements, electives, and vocational subjects. Class requirements and expectations are demanding, but you will find the atmosphere relaxed and embracing of personal learning styles.

Library

The library at West Auburn is open during the regular school hours of 8:00 a.m. to 2:20 p.m. Students are allowed to check out books and are expected to return them when due.

Books not returned will be charged to the student's account.

Computer Lab

Student use of the computer lab is a privilege. Each student must obtain teacher permission to work in the lab, have a current signed contract on file, and abide by the rules outlined in the contract.

A student may *not* use the computer lab if he/she is missing a scheduled class.

Computers and the network are district property and must be used appropriately. Equipment and network are subject to monitoring to assure appropriate use.

No use of the electronic communication system shall serve to disrupt the operation of the system. Hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs that harass others or gain unauthorized access to any computer or computing system and/or damage components of a computer or system is prohibited.

STUDENT ACTIVITIES

Associated Student Body

The Associated Student Body (ASB) represents you. Board members are elected by the students. This group is responsible for the ASB budget, planning student activities, and helping develop a positive student image in the community. ASB meetings are open to all with formal representation by elected homeroom representatives.

Vocational Education Club

The Career and Technical Educational Club is a community service organization open to all students enrolled in Career and Tech Ed classes. The club helps students develop leadership skills through class activities. Some activities include earning money through fundraising activities to buy holiday gifts for the needy and to donate money to non-profit organizations. Members can earn elective credit through participation.

ATTENDANCE POLICY

Students must attend classes on a daily basis in accordance with state law. Five (5) unexcused absences in a month and/or ten (10) unexcused absences in a year require the school to file a Becca Petition with the juvenile court. Excessive absenteeism may result in loss of credit or may cause a change in program.

1. Students are expected to attend all regularly scheduled classes every day.
2. Student attendance will be tracked daily.
3. Following an absence from school, students must verify the reason for non-attendance with the Attendance Secretary within 24 hours after returning. Students may not clear their absence during instructional time. Students absences may be excused for illness, legal or medical appointments, family emergency, bereavement, or religious holiday.
4. It is a student's responsibility to clear unverified absences from school.
5. Students leaving the building during scheduled class time must sign out through the office.
6. Advisors, teachers, or the Attendance Secretary may trigger interventions at any time at which a negative attendance pattern is observed.
7. Advisors, or the principal, may modify a student schedule or program at any time as a strategy to help a student solve an attendance problem.

8. Students who are long-term suspended for the remainder of the semester or at the end of the school year may be readmitted on a space available basis only, after a conference with the principal.

TARDY POLICY

Students must have an official hall pass in their possession from a West Auburn High School (WAHS) staff member if they are out of class during class time or are going to be late to their next class. If the student is 10 minutes late after class starts the student will be marked absent.

STUDENT CONDUCT

Parents, community and the Auburn School District have worked together to provide staff, building and equipment to help prepare our students for a successful future. We are committed to providing students with the best education possible and expect our students will take pride in being a member of the West Auburn community.

General Expectations: Throughout the school year, students will be expected to assume the following responsibilities.

- Attend all classes daily
- Be in the classroom with all necessary materials and ready to learn when the bell rings
- Give his/her best effort on every assignment, activity or project
- Treat all students and staff with respect
- Follow the specific rules of each classroom teacher
- Follow specific school and campus regulations
- Help maintain a safe and orderly school environment
- Speak without using profanity
- Pick up after yourself in the commons throughout the day

If a student consistently fails to meet one or more of these expectations, a consequence will be administered. The following information serves as a guideline for **minimum** consequences if a student chooses to violate building rules/regulations.

- Short-term suspension (up to 10 days)
- Long-term suspension (exceeds 10 days)
- Expulsion (attendance denied for an indefinite period of time)

Consequences to the disruption of the instructional process and unbecoming conduct not specifically addressed herein will be dispensed pursuant to the Auburn School Board policy manual.

Those issues not covered specifically are subject to progressive disciplinary procedures. Violations may result in suspensions and/or expulsion.

Student Rights, Responsibilities and Regulations

Each West Auburn student receives the *Student Rights, Responsibilities, and Regulations* at the beginning of the year or upon entry into a program and is expected to comply with all provisions therein.

Commission or participation in Criminal Acts

Commission or participation in criminal acts on or about school property or at school sponsored-events is prohibited and will be referred to the appropriate legal authority for disposition. School authorities may take disciplinary action whether or not criminal charges result. Specifically, the following types of misconduct may result in removal from class, short-term suspension, long-term suspension, emergency expulsion or expulsion. Initial discipline shall be based on the seriousness of the offense, school district policy, and/or state and federal law.

Arson – intentionally setting a fire

Assault – physical threats or violence performed on a person

Burglary – unlawful entry into a school facility with intent to perform theft or vandalism

Drugs and Alcohol – possession, use, or sale of dangerous drugs, narcotics or alcohol on or about school property or at school-sponsored events

Explosives – possession of explosive devices or materials on or about school property or at school sponsored events, or threats stated or implied, to place explosive materials or devices on or about school property

Extortion, Blackmail, or Coercion – obtaining money, property, or favor by violence performed against persons, or forcing another to perform an act against his/her will by force or threat of force

Dangerous Weapons – illegal possession or use of firearms on or about school property or at school sponsored events. Possessing, handling, or transmitting any object, which could be considered a weapon at school or at a school-sponsored event is in violation of this policy

Larceny – theft of property of another student, school employee, or the district

Malicious Mischief – intentional damage to the property of another student, school employee, or the district

Robbery – theft of the property of another student, school employee, or the district by force or threat of force

Trespass – being present in an unauthorized place, or refusing to leave when ordered to do so

Unlawful Interference – interfering with any district employee in the proper conduct of his/her responsibilities by force or threat of force

Attendance

Students will attend regularly scheduled classes and all assemblies unless officially excused. (See the Attendance and Tardy policies.)

Office Telephone Use

Since school telephones are for business purposes, telephone use by students must be limited. Students **will not** be permitted to call home for permission to visit friends, stay for events, or determine rides home. They are expected to make these arrangements before leaving home in the morning. Emergency situations will be handled on an individual basis.

Electronic/Cellular Devices

Electronic devices (MP3 players, iPods, CD players, cell phones, etc.) may only be used during lunch or breaks. Electronic devices cannot be out or used during class time. Students may check their technology into the front office or with their advisor for safe keeping until school is out for the day.

- **First/Second Referral:** Electronic/cellular device will be given to the Principal. The Principal will return the device to the student at the end of the day.
- **Third Referral:** Electronic/cellular device will be given to the Principal and a parent will be called to pick up the device.
- **Fourth Referral:** Referral to administrator

Laser Devices

Laser devices are not allowed in Auburn School District. Violators are subject to confiscation and disciplinary action.

Personal Protective Spray Devices

Personal Protective Spray devices are **not** allowed in Auburn School District. Violators are subject to confiscation and disciplinary action.

Closed Campus

Auburn School District Policy #3242 defines all district schools as “closed campus”. By definition, closed campus means a student may not, under any circumstances, leave campus without appropriate protocol through the main office and the attendance secretary or building principal. West Auburn students have the privilege of leaving campus at lunch, as long as they follow all district and building rules and regulations. Students are expected to return to scheduled classes **on time**, and to represent our school in a positive way

in our surrounding community.

Under no circumstances are students allowed to leave campus to smoke. Students may be placed on closed campus for repeated absences/tardies. Closed campus violations may be put into effect by parents, teachers, advisors, or the building principal. The duration of closed campus is determined by the individual imposing the sanction on the student. Violations of the above or other rules and infractions will result in disciplinary action as follows:

- **First Referral:** Extends closed campus for one (1) month and a conference with the advisor, student and parent (when possible) – or a telephone call to parent alerting them of the noncompliant behavior.
- **Second Referral:** Short-term suspension and an attendance contract written. In addition, conference with advisor, building principal and student is required.
- **Third Referral:** Possible program change and/or short-term suspension. Parent conference is required.

Damage or Destruction of Property

Any student who intentionally damages school district property shall be subject to disciplinary action. The parent or guardian of the student shall be liable for payment of damages.

Any student who intentionally or with gross negligence attempts to cause damage or to steal valuable private property at school or school-sponsored events will be subject to disciplinary action.

Disruption

Disruption of the educational process will not be permitted.

West Auburn High School Dress Code

In order to facilitate learning for all students, West Auburn High school requires that all students dress and appearance needs to comply with school district policy; 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 in order to meet the dress code guidelines and remain in school for the day.

Guidelines:

- Head coverings, including hats, hoods, bandanas, caps, visors, and the like, are not to be worn in the building – Students must remove all head coverings while in the building
- Sun glasses (or glasses with colored, dark, or tinted lenses) may not be worn in the building.
- Dress and/or appearance that may cause disruption of the educational process or present a health or safety problem will not be permitted – Clothing must cover stomach, back, shoulders, chest, and undergarments. (No skin showing between bottom of shirt and top edge of pant.), Shorts, skirts, and dresses must be longer than mid-thigh. Undergarments must be covered. Footwear, appropriate for the activity, must be worn at all times. Backless shoes, flip flops, slippers, and high heels are discouraged for safety reasons.
- Clothing and/or accessories (purses, packs, jewelry, notebooks, etc.) may not, by printed word, symbol, or display, promote alcohol, drugs, gang behavior, profanity, nudity, sex, tobacco, and/or violence, and may not disrupt the educational climate.
- Student appearance should be neat and clean; clothing may not be excessively revealing. Bare midriffs; short or low-cut tops; off-the-shoulder shirts, etc., are not permitted.
- Gang-apparent colors and/or insignias, etc., and/or clothing worn in a manner identified as gang-related are prohibited in the school setting.

Extortion, Assault, or Causing Physical Injury

A student will not extort anything, threaten or attempt injury or behave in a way that could reasonably be expected to cause physical injury to any person.

Fighting/Assault

Fighting at West Auburn High School is not tolerated. Under usual circumstances, all students involved in a fight are subject to disciplinary action. Fights may be reported to the Auburn Police Department.

- **First Referral:** Minimum of five (5) day suspension
- **Second Referral:** Minimum of ten (10) day suspension
- **Third Referral:** Long-term suspension will be imposed

Gang Activity or Association

Persons joined together to promote or participate in illegal activities may cause substantial disruption of the educational process and injury and/or intimidation of students and staff.

The existence of groups of persons formed for the promotion of illegal activity on school property or at school-sponsored events is a violation of district policy. The use of colors, insignia, dress, or symbols, a distinctive form of grooming, or a manner of dress to create a reasonable belief by a student or staff member that a student is a member of a group of persons that promotes illegal activity and/or has the purpose of promoting racial bias is disruptive to the educational process and is prohibited.

Any person(s) who act in such a way as to initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or that disrupt the school environment will be subject to disciplinary action consistent with school district disciplinary policies and regulations.

Illegal Drugs and Alcohol

Any student who illegally uses, possesses, sells, or is under the influence of drugs, alcohol, or mind-altering drugs; illegally uses, possesses, sells, or is under the influence of medication that is not prescribed for his/her use by a licensed physician; or illegally uses, possesses, sells, or gives to another, drug paraphernalia on school property, or at a school sponsored event, will be disciplined according to district policy.

Off-Campus School Sponsored Events

The student's attendance at evening and weekend school sponsored events is conditioned upon his/her observance of school policies, regulations, and rules.

Student Compliance/Noncompliance

Students will comply with reasonable requests and directives from district personnel. Direct defiance, disrespect to school personnel, refusing to produce identification and/or name upon request, repeated school violations, improper identification, walking out of class without permission are examples of noncompliance.

Student Vehicles:

Students may drive motor vehicles to and from school provided:

- *the student possesses a valid operator's license.
- *the motor vehicle is parked in an appropriate manner and in an area designated by the building administrator.
- *the motor vehicle is operated in a safe and sane manner while the operator is under the jurisdiction of the school district.

Failure to comply with these regulations will be subject to disciplinary action pursuant to Auburn Board of Directors.

Visitors

Visitors are not permitted on campus or on district transportation. **Graduates wishing to visit staff must make prior arrangements to do so outside of school time.**

Guests accompanying West Auburn students to dances or other school-sponsored events must be pre-approved prior to the date of the event, and must adhere to all school rules and regulations.

Sexual Harassment

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or

- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual or, in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- c. such conduct is repeated and/or severe to the point that it unreasonably interferes with an employee's work performance or a student's educational performance, or creates an intimidating, hostile, or offensive environment.

In order for the above conduct to be considered sexual harassment, it must be unwelcome. **However, behavior may be unwelcome even if the victim does not outwardly object.**

Complaint Procedures

Individuals who believe they or others have been subjected to sexual harassment should bring this to the immediate attention of a principal, director, associate superintendent, or the Human Resources office, without fear of reprisal. Anyone receiving such a complaint, or who otherwise learns that harassment has occurred, should immediately contact either their principal or Debbie Leighton (253) 931-4918 in Human Resources.

Informal Complaints

Informal complaint procedures involve:

- *confronting the harasser with a description of the offensive behavior, either face-to-face or in writing
- *requesting that the harasser stop the behavior

*discussing further informal options with the principal, associate superintendent, or the Human Resources office

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

If individuals are uncomfortable with the idea of confronting the offending party, they should inform their principal, director, or associate superintendent and the district will conduct a formal investigation into the allegations. If individuals believe their principal, director or associate superintendent is harassing them they should notify their administrator and/or Debbie Leighton (253) 931-4918 in Human Resources.

Formal Complaints

Individuals may file a written complaint with their principal or the Human Resources office. Remember to note the facts, including who, what, when, and where and, if possible, other witnesses as part of your formal complaint. Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate discipline. Upon filing a formal complaint, the district will investigate the allegations, make findings, and take disciplinary and/or remedial measures, if appropriate. If individuals are unsatisfied with the district's action, they have up to ten days after receiving notice of the findings, to request a review by the superintendent, who will make a final determination within 30 days of receiving your written request for review. If you remain aggrieved by the superintendent's response, the complaint may be pursued as one of sexual discrimination under policy 3210.

Violation of Policy

Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees or students whose behavior is found to be in violation of this policy will be subject to discipline up to and including discharge, suspension, expulsion or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent, designee, or board.

For advice and assistance in resolving sexual harassment issues and/or information regarding the above procedures, contact the:

Director of Human Resources,
Employee Relations and Legal Affairs
Debbie Leighton
(253) 939-4918

TOBACCO POLICY

Any student in possession of a tobacco product, observed using a tobacco product, observed with a tobacco product out of his/her pockets or observed exhaling smoke on school district property is in violation of school district policy 5131.2

West Auburn students have the privilege of leaving campus at lunchtime as long as they follow all district and building rules and regulations. Students are expected to return to scheduled classes on time, and to represent our school in a positive way in our surrounding community. ***Under no circumstances are students allowed to leave campus to smoke.*** Violations of the above may result in disciplinary action, including loss of privilege to leave campus without permission from the office, or possible suspension.

Any student found in possession of a tobacco product will have the product confiscated and destroyed.

Consequences for violation of the tobacco policy are as follows:

- **First Offense:** Video with Mr. Wilson, **OR** 1 day suspension
- **Second Offense:** 5 hours community service **OR** 3 day suspension
- **Third Offense:** satisfactory participation in an education program regarding the health hazards of smoking **OR** 5 day suspension
- **Fourth Offense:** 10-day suspension
- **Fifth Offense:** Refer to administration

Phone numbers students often request

Alcohol/Drug: 24-hour Help Line – Teen Line available	
Mon-Thurs. 2-7 p.m.	1-866-789-1511
Teens	(866) 833-6546
Alcoholics Anonymous (Seattle).	(206) 587-2838
Auburn Public Library	(253) 931-3018
Auburn School District Administration Bldg	(253) 931-4900
Auburn School District Transportation	(253) 931-4938
Auburn Youth Resources	(253) 939-2202
Child Protective Services (24 hour)	1-866-363-4276
Child Protective Svcs. (Auburn).	(253) 872-2665
Crisis Line (24 hour)	1-866-427-4747
Dept. of Social & Human Svcs. (Kent)	(253) 856-5070
Domestic Violence (24 hr.) [Over 18]	1-800-562-6025
Special Student Services	(253) 931-4927
Drivers' Licenses Kent	(253) 876-2782
Emergencies: Fire, Police, Medical Aid	911
Family Reconciliation Svcs. (FRS)	(800) 609-8764
Financial Aid	
Auburn Food Bank	(253) 833-8925
Health Department	(206) 477-0600
Immunizations, Pregnancy Tests	
Homeless, Help for Kids	1-800-365-4kid
Jobline (24 hr.) Auburn School District	(253) 931-3077
Job Service (Auburn) [over 16]	(253) 833-0102
King County Job Line (over 18)	(206) 296-5209
Narcotics Anonymous (Seattle)	(206) 790-8888
(Tacoma)	(253) 531-8792
Rape Relief, King County	(888) 998-6423
Valley Cities Mental Health	(253) 939-4055
West Auburn High School - <i>Main Office</i>	(253) 931-4990
Work Training Program of King Co.	(206) 322-9080
YMCA.	(253) 833-2770