



Wenatchee Valley Technical Skills Center
327 East Penny Road, Wenatchee, WA 98801
(509) 662-8827 (phone) 662-5993 (fax)
www.wenatcheevalleytech.com

2019 / 2020 STUDENT HANDBOOK

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ATTENDANCE

PLEASE CALL (509) 662-8827
IF YOUR CHILD WILL BE
LATE OR ABSENT

YOU MUST ALSO CALL YOUR
CHILD'S HOME HIGH SCHOOL

WVTSC SCHEDULE:

There is no late start on Mondays

Regular Bell Schedule

MORNING SESSION (MON – FRI):

Passing 8:10 to 8:25, **Class 8:25 to 11:05**, Passing 11:20 to 11:35

AFTERNOON SESSION (MON – FRI):

Passing 11:45 to 12:00, **Class 12:00 to 2:30**, Passing 2:30 to 2:50

Parent/Student Handbook 2019-20

WENATCHEE VALLEY TECH IS...

- ◆ A regional educational partnership serving multiple school districts, which in concert with business and industry, provides highly technical skilled training. The Tech Center offers programs designed to complement, extend and enhance existing school programs or offer new opportunities that the participating schools cannot afford to operate. It provides facilities, equipment and an atmosphere that reflects actual business and industry environments.

OUR MISSION:

- To provide industry standard technical training and employability skills.
- To personally assist students in a pathway to successful career opportunities and/or postsecondary education.
- To commit our professional efforts to the success of students.

OUR VISION:

Wenatchee Valley Tech is a school providing career and technical education. Students and staff are equipped with current industry standard tools, technology and physical space. Our programs offer a class schedule and size that provides an environment enabling students to focus on their chosen career and/or technical field while completing academic requirements. Motivated, ambitious students can experience a nurturing and challenging education, beginning with core competencies and progressing to an industry setting. Opportunities are available to receive industry certification and college articulation credit.

Cashmere School District Cascade School District Eastmont School District Entiat School District
Lake Chelan School District Manson School District Pateros School District Quincy School District
Waterville School District Wenatchee School District

WENATCHEE VALLEY TECH STAFF

| | |
|---|---------------|
| Director - - - - - | Peter Jelsing |
| Office Manager - - - - - | Pam Bowen |
| Student Services- - - - - | Maria Guzman |
| Automotive Technology - - - - - | Albino Luna |
| Cinematography & Production - - - - - | Eric Link |
| Collision Repair Technology - - - - - | Joe Dietrich |
| Computer Technology & Programming - - - - - | Kim Anderson |
| Video Game & Programming- - - - - | Kim Anderson |
| Construction Trades - - - - - | Terry Fike |
| Cosmetology - - - - - | Tonya Cortes |
| Criminal Justice/Police Science - - - - - | Juan Loera |
| Culinary Arts - - - - - | Richard Kitos |
| Fire Science- - - - - | David Young |
| CAP - Credit Acceleration Program - - - - - | Kevin Sellers |

Website: www.wenatcheevalleytech.com

This publication was developed with funds from the Carl D. Perkins Act.

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STUDENT ELIGIBILITY REQUIREMENTS

All students of the North Central Washington area, with high school level standing are eligible to enroll at the Wenatchee Valley Technical Skills Center. Enrollment may be limited to the number of training stations and the availability of appropriate space. More specific guidelines are as follows:

- All students from area high schools, who have not earned a high school diploma.
- All students from area private schools, with high school level standing, who have not earned a high school diploma. (Enrolls with their local public high school)
- All home-schooled students, with high school level standing, who are registered with their local public high school or school district.
- All other students, who have earned a GED, and not older than 20. (Enrolls with their local public high school)
- All students must complete a Wenatchee Valley Tech registration form, including parental permission. All applications are available through the area high school counseling offices, online at www.wenatcheevalleytech.com or the Tech Center.
- Students must have vocational objectives consistent with the program and will be able to benefit from the advanced vocational training.
- All students with identified special needs will be enrolled based on their submitted individual educational plan (IEP). Taking into consideration the rigor and cognitive capacity needed to meet the high level of industry standards, curriculum will be weighed before any placement.
- Students must meet any published prerequisites for the program they are requesting.
- Students must understand that attendance will be mandatory and a good record of attendance and performance is necessary for successful completion.
- The final and continued placement of each student is at the discretion of the instructor for each program and the Skills Center Director and/or Student Services Coordinator.
- All programs require students to have personal or school medical insurance.

ENROLLMENT PROCEDURE...

The registration process can begin at either the home high school or Wenatchee Valley Tech. A prospective student can pick up a registration form at the Tech Center, the home high school counseling office or visit our website at www.wenatcheevalleytech.com to print off a copy of the current registration form. When a student decides to attend the Tech Center, he/she will need to fill out a Wenatchee Valley Tech registration form and have it signed by his/her parent/guardian and high school counselor. The original registration form should then be forwarded to the Tech Center to verify the student enrollment. Notification of acceptance of the student's enrollment will then be returned to the home high school counselor.

STUDENT WITHDRAWAL PROCEDURE...

The student withdrawing from Wenatchee Valley Tech needs to communicate his desire to withdraw to the instructor, to the Tech Center office staff and to his/her high school counselor. The high school counselor must then authorize that withdrawal and confirm the action by phone or email to the Tech Center office staff.

ACADEMIC PERFORMANCE STANDARDS

POSITIVE EXPERIENCES AND HIGH EXPECTATIONS...

Positive experiences and high expectations should pervade the entire Tech Center environment.

1. Staff members will first and foremost demonstrate a positive attitude and role model for students.
2. Staff and students will set high expectations for themselves and others while seeking ways to achieve them.
3. Objectives, learning activities, and evaluations will all be developed and implemented in the affirmative to facilitate positive direction and success.
4. To participate in our SkillsUSA Competitions (local, regional and state) students need to be passing all classes.

A PARTNERSHIP WITH BUSINESS, INDUSTRY AND SCHOOL COMMUNITIES...

Today, employers want workers who have basic skills (reading, writing, arithmetic, listening, and speaking), interpersonal skills (working in teams, teaching others, serving, cooperation and flexibility), thinking skills (creative thinking, decision making, problem solving, and knowing how to find the answers), technical skills (understanding the principles of systems, computing technology, organization and planning, and time management), and personal qualities (responsibility, confidence, and pride, integrity, and honest). All skills are integral to all instruction and programs.

COMPETENCY-BASED LEARNING WITH IMMEDIATE FEEDBACK AND RECOGNITION FOR ACHIEVEMENT...

Curriculum is based on job competencies, hands-on tasks, knowledge, and attitudes required in business and industry that are related to individual vocational objectives.

1. Mastery and progress on job competencies will be accurately recorded and communicated to students.
2. Certificates of Competencies will be explained to students, and awarded to students successfully completing their training program.
3. An individualized, performance-based curriculum allows students to progress at their own rate and to move from one teaching station to another, as space is available.

GRADING AND CREDITS...

Wenatchee Valley Tech grades are assigned at six or nine-week intervals to coincide with the semester system or calendar used in the home high schools. Grades will be forwarded to each home high school based on dates identified by the home high school. Students will receive up to 1.5 credits, depending on the enrollment date of that student, for each successfully completed program at Wenatchee Valley Tech.

Grade Percentages: (Standard through all programs)

| | |
|-----------------|-----|
| Assignments- | 70% |
| Career Success- | 15% |
| Final- | 15% |

**Career Success incorporates all leadership components stated within a program’s frameworks.. While this section is part of the program it may be facilitated by someone other than the instructor. It is apart of the students overall grade.*

Grading Criteria:

| | | |
|--------|-----------|--|
| A | Excellent | Consistently meets standards, requires minimal direction and supervision and makes significant contributions beyond classroom activities. |
| B | Quality | Meets or exceeds standards, requires limited direction and supervision, makes contributions beyond required classroom activities and completes all assigned work with occasional revisions. |
| C | Competent | Consistently meets minimum employment standards, requires average degree of supervision and satisfactorily contributes to required classroom activities. Completes all assigned work at acceptable employment standards. |
| D or P | Passing | |
| F | FAIL | |

REPORT CARDS...

The school year will consist of 180 days. It will be divided into two semesters of 90 days. Grades will be reported at the end of each quarter (9 weeks) **to the home high schools for posting on the high school report cards.**

FAMILY ACCESS...

Wenatchee Valley Tech now has access to an online feature called Family Access. You must provide ID in person to the Tech Center office and you will be given a username & password to access your student’s school records, grades, assignments, attendance, etc. For more information call the office at 509.662.8827.

CERTIFICATES...

Upon request from the teacher, student or student’s family, Wenatchee Valley Technical Skills Center provides certificates of participation and/or completion to those students who:

- ◆ Demonstrate mastery of required competencies within a Wenatchee Valley Tech program.
- ◆ Demonstrate a positive attitude and mature conduct including interpersonal relations suitable for the workplace, school, and home. A certificate is earned through an online program called E3- Electronic Employability Evaluation.

TECH PREP AND COLLEGE CREDIT...

Wenatchee Valley Tech works closely with the Wenatchee Valley College to provide advanced placement and credits for high school students. This can significantly reduce student training time and costs beyond high school. Programs currently having Tech Prep agreements with Wenatchee Valley College are - Automotive Technology, Computer Technology and Criminal Justice/Police Science. Collision Repair Technology currently has a Tech Prep agreement with Walla Walla Community College. Culinary Arts currently has a Tech Prep agreement with Renton Tech and Fire Science currently has a Tech Prep agreement with Spokane Community College.

ACADEMIC CONCERN/ACADEMIC PROBATION PROCESS

Students are expected to make satisfactory progress toward successful completion of CTE competencies and academic equivalencies. Students' academic progress, behavior, and attendance are monitored daily and unsatisfactory progress is dealt with through our intervention process, which is listed below.

ACADEMIC INTERVENTIONS:

Level One: It is expected that:

- Student grades will be updated at least every two weeks.
- Students Grades will be posted by their student Id's in the classroom.
- That students access their grades on-line through Skyward.
- That the Instructor has a positive conversation with students who fall below 65%

Level Two: Once a student does not have a passing grade the instructor:

- Makes time to talk with student and come-ups with a plan.
- Prints off a progress report for student to take home.
- Submits an on-line concern form with brief description of agreed upon plan.

Level Three: Student does not meet agreed upon plan and is still not passing:

- A referral is submitted regarding lack of progress.
- Administration creates a contract. This contract needs parents approval.
- Parent is contacted

Level Four: Student does not meet contract expectations.

Office:

- With parent support student is placed in Academic Support.
- Student works on class work as well as a personal growth curriculum.
- Student works in office until agreed upon materials are completed.

BEHAVIORAL PERFORMANCE STANDARDS

STUDENT EXPECTATIONS...

A goal of Wenatchee Valley Tech is to create and maintain an optimal learning environment in which all students have the opportunity to learn and reach their potential.

To enable students to reach their potential, the following elements must be present in our school and classrooms:

- ◆ The learning environment must be safe.
- ◆ High levels of organization must be present in our schools and classrooms to establish the conditions and an environment that facilitates learning.
- ◆ We will set high expectations for our students and hold students accountable to reach their potential.
- ◆ We will develop the parameters to reinforce appropriate student behaviors.
- ◆ We will confront those behaviors that interfere with our ability to teach and our students' ability to learn.
- ◆ We will use progressive disciplinary strategies that are consistent with state and local acceptable practices.
- ◆ We will provide an arena for Tech Center staff to access and dialogue multiple strategies to deal with disciplinary challenges.
- ◆ We will recognize that the student is the only person who can change, control, or maintain appropriate behavior.

FACULTY EXPECTATIONS...

We, the faculty and staff, are committed to proactive involvement with students; i.e. anticipating needs, always dealing fairly, openly, consistently, and honestly. When, or if, disciplinary action is warranted, it will follow a progressive process. **Intervention Process is listed above.** Acts of misconduct judged to be a breach of conduct will be handled in accordance with, as defined, within the Tech Center discipline policy, consistent with participating districts and state law. It is further believed and understood that **attending the Tech Center is a privilege.** Administration has the right to remove students for lack of progress, attendance issues, or if the instructor and Tech Center Director concur that the student placement is inappropriate. The faculty and staff have the right to remove any student for that day, if that student's behavior constitutes a disruption or creates a safety risk to others. This removal may be permanent, if behavior and actions are detrimental to others and the educational process. (WAC 180-40-260(2))

It is our belief that:

- ✓ We value a safe and respectful environment for all.
- ✓ We value personal growth and success.
- ✓ We value cooperation and communication from all.
- ✓ We value hard work and productivity.
- ✓ We value shared decision-making and participation from all.

BEHAVIOR INTERVENTIONS:

Student Conduct

You cannot interfere with the learning opportunities of others or act or dress in such a way that it threatens or intimidates others. The WSD Dress Code Policy is enclosed in the student handbook . You cannot engage in activities that are harmful or dangerous to yourself or others . You must follow the rules established by the Wenatchee School Board . Failure to do so will lead to disciplinary action that may include suspension or expulsion from school .

All Major Behavior Infractions will be sent to administration.

Minor Infractions Intervention

- **1st Infraction:** Instructor conversation with student and/or phone call home to parent/guardian. **Document in online Concern Form**
- **2nd Infraction:** Online Concern form, office then calls home.
- **3rd Infraction:** Online Referral. Detention. Student Contract. Conference with student, parent, and instructor. Re-evaluate placement. **A contract will be discussed with parents. If parents support the contract, the contract will be put into place. The contract would state the need to move into our intervention program.**
- **4th Infraction:** Student moves into intervention program outside of classroom/shop for a specified time. **Program work will continue to be worked on, as well as completion of a personal growth curriculum.**

Major Behavior Interventions:

- **1st infraction,** follow district sanctions.
- **2nd infraction,** follows district sanctions. **A contract will be discussed with parents. If parents support the contract, the contract will be put into place. The contract would state the need to move into our intervention program.**
- **3rd infraction,** follows district sanctions. **Student moves into intervention program outside of classroom/shop for a specified time. Student is placed into intervention program. Program work will continue to be worked on, as well as completion of a personal growth curriculum.**

Behavior Intervention Guide

1. Prevention- Establishing expectations and positive school climate (Instructor Responsibility)

- a. Greeting students at the door
- b. Graded/meaningful entry task
- c. Engaging content and activities
- d. Encouraging and wanting students to be there

2. Early Intervention- reducing barriers to negative behaviors (Instructor Responsibility)

- a. Inviting atmosphere
- b. Rewards – Blue Tickets
- c. Encouragement and praise for job well done

3. Progressive Interventions- consequences for poor behavior

- a. Phone calls home (Instructor)
- b. On-line concern form (Instructor)
- c. Detention (Instructor/Administrative)
- d. Behavior contract (administrative)
- e. In-school suspension (administrative)
- f. On-line Referrals (Instructor)
- g. Parent/Student Conference (Instructor/administration)
- h. Re-evaluate placement (administration)
- i. Placement into Intervention Program (administration)
- j. Dropped (administration)

Positive Behavioral Interventions and Supports (PBIS):

PBIS is a framework that has been adopted by the Wenatchee School District to assist schools in creating proactive behavioral expectations into a continuum to help increase academics and social awareness throughout the school. The purpose of PBIS is to establish a framework of positive interactions and preventative teaching strategies to minimize the amount of behaviors that result in punitive consequences. The following steps will be necessary in order for WestSide to reach full implementation over the course of the next few years.

- Identify Common Purpose
- Define a clear set of positive expectations and behaviors
- Implement procedures for teaching expected behaviors
- Differentiate supports for encouraging expected behavior
- Differentiate supports for discouraging inappropriate behavior · Implement ongoing monitoring and evaluation

Social Emotional Learning (SEL)

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

TOBACCO PRODUCTS POLICY...

Possession of tobacco products by anyone under the age of 18 is illegal. There is a total ban on the use of all tobacco products by anyone on the Wenatchee Valley Tech campus (State Law 28A.120.310 RCW, effective September 1, 1991) Possession of tobacco products by students is illegal (State Law 28A.31.170 RCW, effective June, 1989). Violating the state law will result in disciplinary action, including possible legal action.

WEAPONS POLICY...

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 on the Wenatchee Valley Tech Center campus. (RCW 9.41.280) Violation of this rule is considered so serious to the safety and welfare of both the student who violates it and others in the Tech Center, and such a disruption to the educational process, that emergency expulsion will always be immediately notify the local law enforcement agency of a violation of the rule. Also, by law, in the case of possession of a firearm, the Wenatchee Valley Tech director is required to expel the student.

DISCIPLINE POLICY...

Wenatchee Valley Technical Skills Center, in cooperation with the participating schools and in accordance with the Inter-District Cooperative Agreement, follows all Wenatchee School District discipline policies and procedures including the Alcohol and Other Drug Use/Abuse policy. Negative behavior incidents will be documented and recorded on a referral form, along with the action taken by administration.

EXCEPTIONAL MISCONDUCT:

All actions listed below will result in an automatic **Suspension or Expulsion:**

Arson, Assault/Battery, Burglary, Controlled Substance, Explosives, Extortion or Coercion, Guns, Gang Intimidation, Harassment, Property Damage, Robbery, Theft, Threats to Bomb or Injure Property, Weapons, Profanity directed @ staff, Illegal Fire Alarm Pull, Fighting. Administration is not limited to just the above behaviors when deciding to Suspend or Expel.

Behavior Intervention Process is listed above.

ATTENDANCE...

Attendance is a key element in evaluating a student's performance. One of the Tech Center's primary purposes is to prepare students to enter the workforce. This is why the staff places the same importance on good attendance as an employer would. The Tech Center follows an attendance policy similar to business and industry in that a student is expected to arrive on campus 10 minutes before class begins and remain on campus 5 minutes after class is finished (as provided district transportation schedules allow).

Time on the job is directly related to competency. As a training center preparing people for the workforce, standards reflecting those found in industry will be used. Industry expects employees to be dependable, on time and ready to work, and do a full day's work.

Policies for ALL Wenatchee Valley Tech students are as follows:

- ◆ **STUDENTS WILL BE EXPECTED TO CALL OR NOTIFY THE ATTENDANCE OFFICE IF THEY WILL BE ABSENT OR LATE TO THEIR CLASS. The Tech Center phone number is 662-8827 and operates 24 hours a day.** This enables students and/or their parents/guardians to leave messages.
- ◆ After an absence, students must bring must bring a note signed by a parent/guardian or school official. The note must be brought to the office to be recorded.
- ◆ Students are expected to be in attendance at Wenatchee Valley Tech if no conflict with their home high school schedule exists. If a student is scheduled to be in class at the home high school and Tech Center class at the same time the home high school will take precedence.
- ◆ **If there is NO class scheduled at the home high school but the Tech Center is in session, students are expected to attend the scheduled class at the Tech Center.**
- ◆ Students have 48 hours after returning to school to bring a note excusing the absence. Unexcused absences after 48 hours will be dealt with as truancy.
- ◆ If students choose to attend any activities associated with their home high school, their attendance will not be negatively impacted **if** they notify their Wenatchee Valley Tech instructor or attendance office **in advance.**
- ◆ Unexcused absences will be recorded when the student and/or parent/guardian fail(s) to contact the attendance office prior to the absence.
- ◆ Daily records of unexcused absences will be shared with the attendance offices of the home high schools.
- ◆ Student missing a class or leaving a class early due to a home high school activity **must complete the Home School Activity Request form (with signatures) and submit before the activity takes place.** Students will be held accountable for all work missed.
- ◆ Wenatchee Valley Tech is responsible for you during the hours you are assigned to our campus. **We must have parent/guardian permission for you to leave campus earlier than the scheduled time.** A written note or phone call with a parent/guardian is required before you will be granted permission to leave.
- ◆ Students will be held accountable for excused and unexcused absences and tardies. Please see interventions above.

- ◆ In regards to our Attendance Intervention Policy, the only absences that will be excused are those from a doctor, high school event or family emergency.

ATTENDANCE INTERVENTION:

1. After 3rd unexcused absence- Instructor calls home and submits a concern form.
2. Concern form triggers the office to have the student fill out an attendance survey.
3. 5th unexcused leads to an attendance contract. This contract will need parent support to move student into intervention program at 10 unexcused absences.
4. 5th unexcused absence leads to truancy letter being sent home

Chronic absence is when a student misses 10% or more of their school days whether the absences are excused or unexcused. Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school. A student who misses 10% or more of their school days for any reason, which can mean just two days a month during the school year, is significantly more likely to fall behind academically and less likely to graduate from high school. This means 18 or more total absences for a year.

Attendance Intervention Guide

1. Prevention- Establishing expectations and positive school climate (Instructor Responsibility)
 - a. Greeting students at the door
 - b. Graded/meaningful entry task
 - c. Engaging content and activities
 - d. Encouraging and wanting students to be there
2. Early Intervention- reducing barriers to attendance (Instructor Responsibility)
 - a. Inviting atmosphere
 - b. Rewards – Blue Tickets
 - c. Encouragement and praise for job well done
3. Progressive Interventions- consequences for poor attendance
 - a. Phone calls home (Instructor)
 - b. On-line concern form (Instructor)
 - c. Detention (Instructor/Administrative)
 - d. Attendance contract (administrative)
 - e. In-school suspension (administrative)
 - f. Intervention Program (administration)
4. Legal Intervention- enforcing laws
 - a. Truancy petition (administrative)
 - b. Contempt of Court (administrative)
 - Re-Assessment of placement (administrative)

FOOD AND BEVERAGE...

Food and beverages are permitted in program areas **with teacher permission**. In cases where a student's schedule makes it impossible to eat lunch between home school release and the Tech Center, arrangements can be made with the program instructor to eat in designated area. Vending machines are available for snacks and beverages.

DRESS...

As in the world-of-work, specific dress standards will vary from program to program; for example, standard dress in financial services will vary from the dress standards in the auto repair industry. The standards at Wenatchee Valley Technical Skills Center will be similar to those expected on the job. Appearance and attire at school should be neat, clean and within the bounds of decency, health and safety. Dress and appearance shall not be disruptive of the educational process of learning objectives. Dress standards, which apply to all Wenatchee Valley Tech Center students, are as follows:

Dress Standards

1. Shoes must be worn at all times.
2. Appropriate Tops: Our district policy clearly states NO tank tops. The confusion at times is "What is a tank top?" Tops must have a neckline and shoulder line. That means all tops must have sleeves or be considered a sleeveless top. No tops that are considered tank tops or with any kind of straps will be permitted. All tops need to be full length to cover the midriff area.
3. Dress or appearance must not present a health or safety hazard. Cut offs, short skirts or shorts are not allowed in Culinary Arts, Construction Trades, Fire Science, Automotive Technology or Collision Repair class and when necessary, students will be required to wear protective clothing, i.e., eye protection, coveralls, gloves, etc. All students must wear shoes at all times and students attending the aforementioned programs must wear close-toed shoes.
4. Clothing and/or other accessories that would be considered a disruption to the learning environment are prohibited. This includes, but is not limited to, chains, sharp protruding objects protruding from necklaces, collars, bracelets, and rings, sunglasses, charms or jewelry depicting any kind of weapons, drug or drug paraphernalia, iPods and headphones. Any clothing that goes against our curriculum or respect toward others is also not permitted. This includes but is not limited to sexual suggestion, beer advertisement, and gang-like material.

Some items identified as "gang-like" are: Playerz 69 (term for a gang member), Playboys/Playgirls (in words or the bunny logo), Dallas Cowboys-Blue, 5-point star or E. Smith (Colonia Chiques), Oakland/LA Raiders (SSL logo), Los Angeles Dodgers (SSL logo) (new 2007-2008), Old English script, "13" or "14" on jerseys (13 = Surenos and 14 = Nortenos) (often on jersey's and belt buckles), Attire displaying the number "22", Smile now/Cry later (in words or the theatrical mask), Bandanas (any, but primarily blue or red), Hanging belts (the loose end past the buckle that is hanging down), 8-ball symbols, Marijuana leaf (often seen in jewelry and on belt buckles), Clothing with "ICP", "Insane Clown Posse" or any graphics of "Hatchet Man" representing "Insane Clown Posse", (gang and violence related), Rosary beads (associated with gangs nationwide), or anything demonstrating affiliation with local gangs.

BEHAVIOR...

Employees do not lose jobs from lack of ability or skill, but as a result of lack of self-discipline and poor attitude. Care and share, practice responsibility and respect. The students, faculty, and staff of the Tech Center are neighbors of the Port of Chelan County as well as other businesses. We ask that everyone acknowledge and practice a Good Neighbor Policy while in the classrooms, the hallways and grounds by:

- ◆ Arrive at class on time prepared to work and contribute to a positive working and learning environment.
- ◆ Driving is a genuine privilege and students must park in designated parking areas only. The speed limit is 5 mph. Speeding and careless driving on or around the Tech Center will result in the loss of driving privileges.
- ◆ Work to achieve quality, always challenge yourself to do the best. Program expectations will simulate business and mirror those business and industry standards.
- ◆ No one is permitted to smoke or use any tobacco of any kind at any time in the Tech Center building or on the Tech Center grounds.
- ◆ Remember, you always expect the best, you only buy the best, and employers only hire the best.
- ◆ If you receive 5 or more referrals in a school year you will be dropped from WVTSC, per our intervention program.

TRANSPORTATION...

Consortium school districts have the responsibility for providing transportation to and from the Wenatchee Valley Technical Skills Center. Bus transportation may be provided and need to be used by students attending the Tech Center.

Students granted the privilege to drive to and from Wenatchee Valley Tech must know and observe the following regulations:

- ◆ A student must carry proof of insurance and provide it upon request by a WVTSC staff member.

- ◆ Student drivers under the age of 18 are not allowed to transport other students. Students over 18 must have written permission from all parents/advocates involved before transporting other students. Please remind your student that they should not be riding in a car or transporting other students without parent or guardian consent. Wenatchee Valley Tech Center can not control or be responsible for students getting into other students cars.
- ◆ The speed limit on Wenatchee Valley Tech campus is 5 mph. Speeding or careless driving on the Tech Center grounds and on streets bordering the Tech Center may cause loss of driving privileges.
- ◆ Students must park in designated student parking areas only. Cars parked in unauthorized areas will be towed.
- ◆ The parking lot is considered off limits during session hours. A Tech Center staff member must grant permission to a student to go to a car in the parking lot during class time.
- ◆ Littering is unlawful and disrespectful. Please do not litter in the Wenatchee Valley Tech parking lot or the street bordering the Tech Center.
- ◆ Bus passes will be provided to students for the explicit purpose of transportation to and from their resident high school. Bus passes used for a non-educational purpose during school hours is prohibited and misuse will result in the possible loss of the bus pass.
- ◆ Students utilizing non-school busing (i.e. LINK Transit) are required to arrive at school on time and leave after the class period is completed. If the bus schedule does not allow for the student to arrive or leave on time, alternative transportation arrangements must be made to ensure students are present for the entire class session.

Parking is a privilege. The parking lot is off limits during the day. Students are not to loiter in the parking lot or to sit in vehicles at any time. Either a student is going to or coming from his or her vehicle. The primary reason for this stipulation is to assure safety and security for both vehicles and people in the parking lot and to help prevent vandalism and theft. Students who have work experience are the only students permitted to drive off campus during the school day except for emergencies cleared through the office.

VISITORS..

Student visitors are allowed during the regular school day with a visitor form (available at the front desk) signed 24 hours before the visit with approval by the program instructor and Tech Center Director. All visitors at the Tech Center must sign in at the office. Due to health and safety factors, babies/infants are not to be brought to the Tech Center.

LOITERING LAW..

Persons not attending or employed by the school and not pursuing official school business may be required to leave the school premises by a school official's order or to leave the property adjacent to the Tech Center by a law enforcement officer's order.

SAFETY..

On-the-job safety is a vital part of all occupations and is a part of each individual program at Wenatchee Valley Tech. All students are expected to demonstrate safe work habits. They are expected to know, understand, and follow shop and classroom safety rules, as well as maintain an orderly and clean work area. Specific program safety rules are posted and must be followed. 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 observed.

Eye Safety: If you are involved in a program of a hazardous nature (per WISHA code), you must wear appropriate industry-quality eye protective devices as designated. The school will issue the first pair. You are responsible for the purchase of any additional pairs of safety glasses.

Handling Blood/Body Fluids: Latex gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.

INSURANCE..

All programs require that students have personal medical insurance or insurance through their school. School insurance information is available through their high school office.

CARE OF SCHOOL PROPERTY..

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

ELECTRONIC MEDIA/COMMUNICATIONS TECHNOLOGY POLICY..

The staff will oversee the use of all electronic equipment and communication devices in the classrooms and offices. This includes, but is not limited to the appropriate use of photocopiers, videotapes, computer hardware, software/shareware, cellular phones, and pagers. Copyright laws and educational value or impact is of major importance. Students using Wenatchee Valley Tech computers and network will not access unauthorized email accounts, participate in chat rooms, use Instant Messaging, or download ANY non-teacher/administration approved media. Each teacher in all programs will outline this information along with the expectations for proper use of such equipment. Any vandalism or theft of electronic equipment will be subject to administrative action.

The use of electronic communication devices, specifically cellular phone and MP3 players, constitutes a disruption to the educational process. Consequently, the use of all laser pointers, cell phones, MP3 players or other electronic communication devices not part of the instructional program should not be accessed during the regular school day or at school sponsored events. Any student found in violation of this policy shall be subject to disciplinary action.

No Cellphones are to be used while class is in session.

Cell Phone Discipline Guide:

- 1) Teacher will ask student to put cell phone (electronic device) away, and student will be reminded of class expectations.**
- 2) Second offense teacher will confiscate phone, and student may retrieve phone at the end of the class period.**
- 3) Third offense the teacher will confiscate the device, and have it sent to the office. The student will need to have a parent/guardian come into the office to retrieve the device.**

***If the student is asked to hand over their cell phone or electronic device, and refuses to do so, it will be considered defiant behavior and student will be sent to office.**

Except as provided...an individual may not use an electronic communication device during the school day. This section does not apply to: handicapped students using portable pagers for medical reasons; law enforcement officers; visitors on public school property for an authorized program, meeting, or function; faculty or staff members employed by Wenatchee Valley Tech; members of any volunteer fire department, ambulance company or rescue squad personnel who are designated to possess an electronic communication device on school property by the proper authority. When these individuals use their electronic communication devices, the devices signaling system will be in a silent/vibrate mode and the response to the device will be at an appropriate time.

***Electronic Communication Device means any device carried, worn, or transported by an individual to receive or communicate messages.**

GOOD NEIGHBOR POLICY...

Students and guests at the Wenatchee Valley Tech campus make a commitment to be respectful of the community. This is shown by:

- a. Not loitering in community/local businesses or in vacant lots.
- b. Not littering in the community, or the Tech Center campus or entry.
- c. Not smoking outside the areas adjacent to the Tech Center property. Violations of the Good Neighbor policy that are brought to the attention of the Tech Center Director will be subject to disciplinary action.
- d. Vehicle etiquette- No speeding, no revving of engines, no peeling out or squealing tires. Vehicles need to operated at the appropriate noise level, that means muffled!

SECURITY OF PERSONAL ITEMS...

Personal items should never be left unattended in any program area. Wenatchee Valley Tech is not responsible for personal items.

LOST AND FOUND...

Students should turn in any item found in a class area to the program instructor or to the office.

EMERGENCY CLOSURE...

Information on Wenatchee Valley Tech closure or change of schedule due to inclement weather or emergencies will be made available by calling 662-8827 and listening to the message (if applicable). Snow and icy roads may result in school delays and closures. Students are to follow the reported conditions of their home school district by listening to your local radio station at 97.7 FM for announcements

ASSOCIATED STUDENT BODY ASB AND LEADERSHIP...

All students are considered ambassadors of the Wenatchee Valley Technical Skills Center. The ASB of the Tech Center offers each student a voice in the affairs of the school and is responsible for planning and conducting activities, as well as discussing affairs, concerns, and the needs of all students. Ambassadors are involved in hosting tours of the Tech Center, making presentations to participating schools, to local service clubs and other organizations. Leadership is encouraged and exists to give all students a sense of belonging and pride. Leadership is an integral component of each program curriculum.

(509) 662-8827

Important information for parents regarding the release of “Student Directory Information” without parent consent

Washington State law WAC 148-280-040 (5) states:

"Directory information" may be disclosed without the parent's (or adult student's) prior written consent, UNLESS the parent (or adult student) notifies the school in writing within ten days of enrollment and thereafter by the tenth day of the academic year that he or she does not want any or all of the student's information to be designated as directory information."

In the Wenatchee School District "Student Directory Information" is:

- Student First and Last Name
- Student Address
- Student Phone Number
- Grade Level

If you want to have your student's directory information withheld, please send a written request to

Weapons

Pursuant to State law, students who possess or carry onto school premises, school-provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles **shall be subject to expulsion**. Students who with malice display what appears to be a firearm **shall be subject to suspension or expulsion** of up to (1) year. Students carrying or possessing a firearm **shall be expelled** for a period of not less than one (1) year.