



**2020-2021**

# **Parent/Student Handbook**

## **OUR MISSION**

*The mission of Tri-Tech Skills Center is to equip students with the technical skills, work ethic, attitudes, and behaviors necessary to successfully enter the changing world of work and continuing education.*

Contact us at:

5929 W. Metaline Avenue  
Kennewick, WA 99336  
509.222.7300  
509.222.7301 Fax

[tritech.ksd.org](http://tritech.ksd.org)

## **Distance Learning Update to 2020-21 School Year**

We find ourselves in unprecedented times as we begin our 20-21 school in a distance learning model. We are thrilled that you are joining us at Tri-Tech and we know that our staff will work their hardest to provide quality distance instruction and skill development (as much as can be done virtually) in order to make sure that once our students are back on campus, they will be able to maximize the time they are here. Below are our distance learning expectations. The remainder of this handbook will be in effect upon return to the classroom in either a hybrid or completely in person model.

### **Distance Learning – Daily Student Responsibility Guide**

**Attendance:** It is expected that all students will engage every day in some manner as this is the state required mandate for attendance. If you are ill or otherwise unable to participate in some fashion on a day, please contact your teacher or have your parent/guardian contact your teacher.

#### **Zoom:**

- Attend required live zoom session as scheduled by instructor
- Additional required zoom meetings will be required for students who are who are struggling to meet standard
- Instructors will have open zoom office hours/help sessions on a drop-in basis

#### **Google:**

- Check daily schedule of tasks to be completed
- Submit all assignments by due date/time

#### **Independent Work:**

- Anticipate spending 2 to 3 hours on assigned daily tasks which include, but are not limited to, watching instructional videos, reading content, and completing hands-on or virtual assignments to show mastery of standard being assessed.

#### **Email:**

- Check email twice daily – morning and afternoon

#### **Additional Assistance:**

- Instructors have posted office hours each day, as well as, a scheduled drop-in zoom
- Students may also request individual appointments for assistance

#### **Program Success/Attendance/Grades**

- Students who do not make progress will have an individual meeting with their instructor. Additional check-ins with parents may also be appropriate.
- If students have an extenuating circumstance that impacts their ability to make progress, they must contact their instructor – instructor email, office hours, and phone number are provided on the course syllabus.
- Students are expected to engage in classroom activities and check email on a daily basis
- Instructors will provide feedback on student progress
- Students are expected to self-manage and turn in assignments/activities by the due date/time
- Students are expected to communicate with instructors if they are having challenges or need assistance – this would include anything that would impact a student's success in the course – technology issues, content mastery, additional assistance, etc.

***Please don't hesitate to reach out to your instructor, they want you to be successful.***



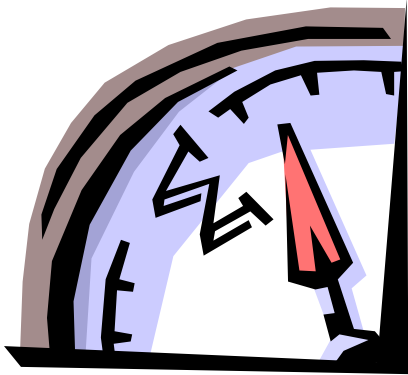
**PLEASE CALL 222-7307  
IF YOUR CHILD WILL BE LATE OR ABSENT  
(IN ADDITION TO NOTIFYING YOUR  
CHILD'S SENDING HIGH SCHOOL)**

**ALL ABSENCES MUST BE EXCUSED  
WITHIN 2 DAYS**

UNEXCUSED ABSENCES CANNOT BE MADE-UP  
AND CAN RESULT IN REDUCTION OF YOUR STUDENT'S CREDITS  
AND LOSS OF EQUIVALENCY CREDITS WHICH MAY NEGATIVELY  
IMPACT THEIR GRADUATION.

UNEXCUSED ABSENCES WILL ALSO MAKE YOUR STUDENT  
INELIGIBLE FOR TRI-TECH'S MOST EMPLOYABLE AWARD.

Grades and attendance can be checked on Power  
School at [www.ksd.org](http://www.ksd.org)



### ***OUR MISSION***

The mission of Tri-Tech Skills Center is to equip students with the technical skills, work ethic, attitudes, and behaviors necessary to successfully enter the changing world of work and continuing education.

### ***OUR GOAL***

Our goal is successful continuing education or job placement for all our students. Tri-Tech Skills Center is based on the following concepts:

- Positive Experiences and Expectations
- Interrelated Sequential Learning
- Competency Based Individualized Learning
- Personal, Continual Growth and Leadership Development
- All Staff Teach - All Teachers Give Guidance
- Business and Industry Cooperation and Coordination
- Job Readiness and Placement
- Preparation to Continue Learning at a Post-Secondary Institution

# TRI-TECH SKILLS CENTER

## STAFF

### 222-7300

Director.....	222-7300.....	Paul Randall
Assistant Director.....	222-7300.....	Lisa McKinney
Director's Secretary.....	222-7322.....	Charity Upton
Attendance & ASB Secretary.....	222-7307.....	Rosa Merlin
Registrar/Student Data Processing.....	222-7308.....	Arlene Peterson
TAEC (Co-Op) Secretary/ Summer School .....	222-6568.....	Kriss Bridgham
Day Custodian.....	222-6785.....	Thavone Phanekam
Evening Custodian .....	222-6785.....	Larry Price

<u>PROGRAM</u>	<u>PHONE</u>	<u>FACULTY</u>
Auto Body Technology.....	222-5260.....	Robert Lozano
Auto Systems Technology.....	222-6082.....	Joe Porter
Culinary Arts.....	222-7309.....	Luanne Wiles
Cyber Security.....	222-5350.....	Craig Coleman
Digital Arts & Filmmaking.....	222-5810.....	Mike Greif
Computer Lab/ Career Center.....	222-5430.....	Karen Suhr
Construction Trades .....	222-5292.....	Tony Milewski
Cosmetology.....	586-9979.....	Kym Smith, Victoria's Academy
Dental Assisting.....	222-5577.....	Sherrie Croshaw
Dental Assisting.....	222-5577.....	Shelley Hill (Instructional Asst.)
Diesel Technology.....	222-5774.....	Rob Brackett
Drone Manufacturing & Aviation .....	222-6736.....	Justin Shrack
Early Childhood Education.....	222-7311.....	Bobbie Lotz
Early Childhood Education.....	222-7311.....	Bonnie Hansen(Preschool Director)
Firefighting.....	222-5552.....	Nathen Allington
Law Enforcement .....	222-5719.....	Brenda Buroker
LOC/APEX/SPED Liaison.....	222-5995.....	Lesley Rutz
LOC/APEX/SPED Para.....	222-5995.....	Danelle Simpson
Pre-Electrical.....	222-5077.....	Ryan Coe
Pre-Nursing.....	222-6029.....	Angela Nemeth
Pre-Nursing.....	222-7313.....	Roger Potts
Pre-Physical Therapy.....	222-5552.....	Jayne Brackett
Pre-Veterinary Tech .....	222-5938.....	Kim Anderson
Radio Production .....	222-5670.....	Ed Dailey
Video Game Design .....	222-5277.....	Mat Adelmund
Welding Technology.....	222-6184.....	Gina Cutts

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Welcome. Tri-Tech Skills Center is recognized for its unique and specialized educational programs. One of only fourteen career-technical training centers in Washington State, Tri-Tech serves over 1000 juniors and seniors from area high schools. Tri-Tech serves as a branch campus for area high schools, allowing high schools to offer a broader variety of courses, college credits, license preparation, 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 Tri-Tech. Each student selects a program which supports their 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 Tri-Tech students, staff members, and service providers are expected to:

- Respect themselves and others and all personal or public property.
- Arrive at class on time, in uniform and prepared to work.
- Contribute to a positive learning environment.
- ***Behavior and attendance expectations revolve around an employment theme. To check individual behavior, students can ask themselves, "What would my employer say?"***
- Follow instructions, safety procedures and performance standards of the class at all times.
- Work to achieve quality and work ethically.
- Complete enrollment forms including: Program Acknowledgement, Emergency Information, and program specific forms. Because Tri-Tech programs simulate business as closely as possible, the expectations, policies, and procedures mirror industry standards.

## SESSION SCHEDULE AND CALENDAR

1001

### See Tri Tech Calendar at end of handbook

#### Tri-Tech Main Campus

- Passing Time 7:45-8:00 AM
- **AM Session** 8:00-10:30 AM
- Passing Time 10:30-10:45 AM
  
- Passing Time 11:15-11:30 AM
- **PM Session** 11:30 AM-2:00 PM
- Passing Time 2:00-2:15 PM

#### Off Campus Programs

Students who attend off-campus programs such as cosmetology may have a different schedule and/or calendar and must provide their own transportation.

#### Victoria's Academy

- Passing Time 7:45-8:00 AM
- **AM Session** 8:00-10:30 AM
- Passing Time 10:30-10:45 AM
  
- Passing Time 11:45AM-12:00 PM
- **PM Session** 12:00 PM-3:00 PM
- Passing Time 3:00-3:15 PM

*Passing time may vary by individual student situation and sending high school schedule.*

- **School Calendar**

Programs follow the Tri-Tech calendar except the Cosmetology schools. The Cosmetology programs will inform students of the minor calendar variations. Students are expected to be in attendance in accordance with individual program calendars.

- **Emergency Closure**

As a courtesy, local radio stations will announce by 6:00 AM, school cancellations, delays and early dismissals due to inclement weather or emergencies. Tri-Tech Skills Center will be delayed/closed in conjunction with the Kennewick School District. Check [www.ksd.org](http://www.ksd.org), Facebook or sign up for alerts at the KSD website.

Individual Education Plans and/or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, students may receive support and or accommodations in the classroom setting. All necessary determinations of individuals who qualify for such services as well as any support or accommodation deemed necessary are the responsibility of the student's sending high school. Students with Individual Education Plans or Section 504 Accommodation Plans must remain enrolled in a sending high school in order to continue receiving special services support while attending Tri-Tech.

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**SAFETY**

1003

**On-the-job safety is a vital part of all occupations and is a part of each program at Tri-Tech. Everyone is expected to demonstrate safe work habits.** Tri-Tech reserves the right to search the following but not limited to lockers, backpacks and vehicles that are on campus, at off campus programs and at school related events if reasonable suspicion exists. Safety violations are subject to strict discipline, including possible dismissal from a program. The following safety regulations, adopted from industry standards found on the job, are to be observed at all times:

1. **Safety Rules:** Students are expected to know, understand and follow safety rules as well as maintain an orderly and clean work area. Individual program safety rules are posted and must be followed.
2. **Eye Safety:** If a student is involved in a program of a hazardous nature WISHA code clearly states individuals must wear appropriate industry-quality eye protective devices as designated.
3. **Handling Blood/Body Fluid:** Gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
4. **Food-Borne Illness:** Care must be taken in program activities involving the handling of food in an effort to prevent food-borne illness from occurring.
5. **Fire Drills and Emergency Procedures:** Plans have been developed which will insure the maximum efficiency and safety for evacuating the building during fire drills or other emergencies. Drills are to be taken seriously. Instructions will be posted for students in each room. Teachers will discuss the instructions periodically with the students.
6. **Closed Campus:** Tri-Tech, as well as any program associated with but not located on the main campus, is considered closed. Closed campus directly refers to a student's ability to leave campus prior to regular dismissal time. Once a student has arrived at Tri-Tech they are expected to remain on campus for the full duration of their session unless they have received prior approval from the Tri-Tech front office. Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the front 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 Tri-Tech administration.
7. **Drugs/Alcohol:** The policy of the Kennewick School District is to provide a safe, healthy, learning environment. The use, possession, delivery, manufacture, exhibiting the effects of illicit drugs, inhalants, alcohol, tobacco, mind or mood altering substances, imitation drugs or the possession of drug paraphernalia in or on school property, any off-campus programs or at school related events is prohibited. Students found in violation of the policy will face immediate disciplinary action ranging from suspension to program dismissal and may, additionally include contact with law enforcement.
8. **Tobacco Products:** Schools are designated non-smoking property and as such, we respectfully ask that parents and visitors please honor the rules when on any school property including our parking lots. Possession of tobacco products by anyone under age 18 is illegal. There is a total ban on the use of all tobacco products, E-cigs or any other smoking type paraphernalia by anyone on Tri-Tech's campus. Violating this state law will result in disciplinary action, including possible legal action.
9. **Weapons:** Possession and/or assault with a dangerous weapon is strictly forbidden and will not be tolerated. Threatening or violent behaviors including fighting will not be tolerated. Possession of a dangerous weapon may result in expulsion from the Kennewick School District for the remainder of the school year in accordance with district policy as well as notification of the police.

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**ATTENDANCE**

1004

Tri-Tech 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 employers expect of their employees:

- **Being dependable** – Students are expected to be at school/work every day.
- **Being on time** - Students are expected to be prompt, not late, and ready to work.
- **Doing a full day's work** – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.



Programs at Tri-Tech Skills Center include numerous hands-on skills which can be attained only by being in attendance. After the instructor presents and demonstrates a skill, students are given the opportunity to practice the skill. The skill application and practice in the shop or lab setting is critical to skill competency. The more the student is in attendance, the more they will learn and gain from the program. **Consequences for absences and tardiness range from classroom discipline to suspension and loss of credit.**

### **Definition of Absences**

**Excused Absences:** In order to excuse an absence, the student must obtain a parental/guardian excuse within 2 days. This can be done via parent/guardian note, phone call or email to [TriTech.Attendance@ksd.org](mailto:TriTech.Attendance@ksd.org). Assignments and/or activities not completed or late because of an excused absence may be made up in the manner provided by the teacher. The following are excused absences: illness, health condition or medical appointment, family emergency, religious or cultural purpose, court or court related, post-secondary, technical school, apprenticeship or scholarship related absence, state recognized search and rescue activities, absences related to homelessness or foster care, deployment of a parent/guardian, migrant status, suspension or expulsion or any other approved activity if discussed with principal or designee and parent, guardian or emancipated youth. Please see WAC 392-401-020 for more information.

**Unexcused Absence:** All other absences are considered unexcused. Examples may include: car trouble, oversleeping, leaving school with parent permission but without checking out of school, or without parent permission. Unexcused absences may result in disciplinary action. **After the two day grace period, absences may not be cleared or work made up.**

**Tardies:** Students are expected to arrive to class on time. Students arriving after the start of class will be considered tardy. **In order to excuse a tardy, the student must obtain a parental excuse within 2 days. Consequences for chronic tardiness may include parental contact, behavior contract and/or removal from the program.**

**Truancies:** A student absent without prior knowledge and consent of his/her parent or guardian is truant. Students will not be allowed to make up missed work.

### **Attendance procedures:**

#### **Each absence:**

1. Students are encouraged to phone their instructor each day they are absent (just like a job).
2. Parent/guardian must also contact the office or send a note to excuse the absence.
3. An "Admit to Class" form must be completed at the front office upon returning to school. Student will need documentation noting the reason for the absence signed by the parent/guardian or phone call (222-7307) or email to [TriTech.Attendance@ksd.org](mailto:TriTech.Attendance@ksd.org) for each absence. Parent/guardian also needs to call the sending high school if the student was absent there as well.

In our effort to communicate and work together for a student's success, **grade and attendance information is available anytime online via the Parent Portal on the Kennewick School District web site.** In addition, an attendance and grade report will be mailed home for your review on a regular basis. We understand that there are legitimate reasons that a student needs to be absent and are glad to work with families when these circumstances do occur. We also feel that students need to be in school to receive the fullest measure of educational benefit and would like to work with families to eliminate unnecessary absences. **Poor attendance may impact a student's grade and credit status.** Tri-Tech's attendance procedure is outlined below:

**At the 8<sup>th</sup> absence a student may lose 0.5 credits. At the 10<sup>th</sup> absence they may lose 1.0 credit and at 12 absences they can lose the full 1.5 credit for the semester.** It is the student's responsibility to make arrangements with the instructor to make up both time and work missed during an absence in accordance with the guidelines below. **If time and work is made up there will be no loss of credit.**

**Make up work and time to retain credit:** Make up work is only available for excused absences and is necessary to develop required competency and maintain grade status. Work missed due to absence cannot be made up by simply completing written work at home; assigned lab work must also be completed. It is the student's responsibility to work with their instructor to complete the "Student Make-up Plan". This plan must be completed to be eligible to make up the assignments and time missed. **Both the time and work must be made up within ten (10) school days after returning. Make up time is up to 2.5 hours for each excused absence.**

### **The Becca Bill**

The Washington State attendance law, known as the Becca Bill, requires School Districts to report excessive truancies to the Benton County Prosecuting Attorney's Office for civil action. Tri-Tech follows KSD policy # 3122 in regards to this law and will report excessive attendance issues to the home high school. We will attempt to

communicate truancy information to the students and parents/guardian and take remedial action before excessive levels are reached.

### **RIGHT TO APPEAL**

If credit is reduced, the student has the right to appeal to the Tri-Tech Administration, KSD Director of Secondary Education and the Kennewick School District Superintendent.

### **EMERGENCY RELEASE & ILLNESS**

If a student becomes ill during the day, they should report to their teacher and the office. Students may not leave school for any reason without signing out at the office or they will be considered truant. Parents need to talk to the office before a driving student will be allowed to leave, if appropriate given the nature of the circumstance.

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## **CARE OF SCHOOL PROPERTY**

**1005**

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

In computer labs, care must be taken to protect equipment from damage. Specific restrictions may be applied by program instructors regarding the use and consumption of food or beverages within a computer lab setting. Liquids, if allowed by instructor, are to be limited to containers that can be sealed and hands must be cleaned of all sticky or oily residue.

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## **VISITORS**

**1006**

**Visitor Approval Process:** 24 hours prior to bringing a student visitor to Tri-Tech, you must complete the following procedures:

- Obtain instructor and administrative approval at least 24 hours prior to the requested visit.
- Visitors are not allowed during critical times such as prior to school vacation, during finals and testing, etc.

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## **TRANSPORTATION**

**1007**

Bus transportation is provided by each school district to and from Tri-Tech. Each district has established its own transportation policy. Any student missing the bus will be responsible for arranging their own transportation to and from the home school. **Students authorized to drive to school and /or transport other students must have a proof of insurance on file.**

**Students who are authorized to drive to and from Tri-Tech or any off campus site must know and observe the following regulations:**

- Student vehicles are to be parked in north and west parking lots in designated spaces only. Vehicles must occupy only one parking space. Cars parked in unauthorized areas may be towed. **Cars are not to be parked on Metaline Avenue, they must be in one of the campus parking lots.**
- **West parking lot next to the curb is reserved for faculty and guest parking.**
- Numbered spaces on the south side of the west parking area are for maintenance personnel only.
- Handicapped parking is available in the north and west parking lot.
- Student parking must comply with city fire codes; do not block fire lanes around the building.
- Must follow **the 5 mph. speed limit** on Tri-Tech campus at all times. **Speeding or careless driving on Tri-Tech grounds or on streets bordering Tri-Tech or at the off campus sites may cause loss of driving privileges and/ or further disciplinary actions. Drivers are expected to be courteous and respectful.**
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on Tri-Tech's campus including the parking lot, the street bordering Tri-Tech 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.
- The parking lot is considered **off limits** during session hours. **Students must gain permission from their instructor and a front office staff member prior to going out to the parking lot for any reason during session.**
- Drivers shall, at all times, yield the right of way to school busses and pedestrians.

**FAILURE TO FOLLOW THE ABOVE STATED RULES MAY RESULT IN THE TERMINATION OF DRIVING/ PARKING PRIVILEGES AND OR FURTHER DISCIPLINARY ACTION.**

Cell phones and electronic devices are to be silenced and put away during class time. It is the intent of Tri-Tech Skills Center and the Kennewick School District to provide a safe, productive, positive, and disruption-free classroom and learning environments. Use of cell phones (including texting, taking pictures and videos, etc.) and other electronic devices (iPods, Mp3 players, etc.) can be disruptive to the classroom environment and must be silenced when entering the program area. **Programs may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus. Parents are requested to call the Tri-Tech main office to reach their child in stead of texting or calling a cell phone during class.**

Consequences for inappropriate cell phone and electronic device use can range from a verbal warning to confiscation of the cell phone and electronic device requiring a parent to come pick up the item from the office.

## DRESS

1009

**Dress standards at Tri-Tech 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 Tri-Tech employability standards. Programs have individual uniform standards which may be stricter than the general dress code standards.**

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming does the following:

1. Creates a hazard to the student's safety or to the safety of others.
2. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

In order to maintain adherence to the student dress policy, students may **not** wear the following:

- Overly baggy clothing
- Overly tight clothing
- **Head coverings, e.g., hats, caps, hoods, etc. except as required by their program uniform (culinary)**
- Shorts and skirts shorter than mid-thigh in length. Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms raised becomes visible. These may include, but are not limited to:
 

○ Boxers	○ Spaghetti straps
○ Sheer tops	○ Halter tops/tube tops
○ Mesh tops	○ Swim tops
○ Overly large openings at the neck or arms	○ Yoga pants or leggings that are not covered by long shirt
○ Off the shoulder tops	○ Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include, but are not limited to:
 

○ Demeaning statements	○ Sexual statements
○ Violent statements	○ Racial statements
- Attire or accessories which identify affiliation with movements, groups, or values inconsistent with or that detract from the academic environment including, but not limited to:
 

○ Any gang affiliated clothing	○ Sexually provocative clothing
○ Extreme gothic clothing	○ Clothing with attached excessive chains, cords, straps, etc. (bondage clothing)
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury or signifies any type of "affiliation"

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

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

- Inappropriate dress may include but is not limited to: hats/bandanas or other headwear and/or clothing which disrupt the education process and/or promote tobacco, alcohol, drug use, or promote or imply profanity, obscenities, sexual suggestion, or gang involvement are not allowed. Clothing which exposes the midriff, chest, or open back area are not allowed. Tube or spaghetti strap tops or other clothes that expose or do not fully cover all undergarments are not allowed. Skirts, dresses, yoga pants, leggings or shorts which do not substantially cover the majority of the thigh area are not allowed.
- All dress standards apply in addition to or in conjunction with the employment standard of each program as defined by the program instructor.
- Protective clothing as required by Washington Industrial Safety & Health Administration (WISHA) is required.
- Dress or appearance must not present a health or safety hazard.
- Everyone must wear shoes at all times.
- ID badge as required by program instructor.

#### **Cosmetology Students:**

- See specific cosmetology school handbook for dress code requirements.

## **DISCIPLINE**

**1010**

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. Tri-Tech 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 Tri-Tech 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 have 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) which may include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process. KSD policies related to Student Responsibilities and Limitations Policy 3240, Student Exceptional Misconduct Policy 3314. **As of the time this is being published several policies are still going through School Board review and the final version may be different than what is posted here. Please refer to the Kennewick School District website under School Board Policies /Students for all district policies.**

- Acts of misconduct judged to be a breach of appropriate conduct will be handled in accordance with and as defined by the Tri-Tech Campus, Student and Program Expectations, Kennewick School District policies, and state law. This could involve notification of civil authorities.

#### **RIGHT TO APPEAL**

- The parent/guardian has the right to appeal certain disciplinary actions to the Skills Center Director, KSD Director of High Schools, KSD Superintendent, and KSD Board of Directors, according to Kennewick School District Policy.

## **ADULT STATUS**

**1011**

- **Granting of Adult Status** – Students who are eighteen years of age or older are eligible to complete an application requesting adult status. Other students who are in transition or emancipated may also request adult status. Once approved by the Tri-Tech front office, Tri-Tech will consider the student an adult in all matters regarding attendance, discipline and other school functions.
- **Revocation of Adult Status** – Revocation of adult status may occur if a student chooses to misuse or abuse this privilege. Revocation is completed by a Tri-Tech administrator.
- **ALL STUDENTS, REGARDLESS OF ADULT STATUS, MUST SIGN OUT IN THE FRONT OFFICE WHEN LEAVING CAMPUS PRIOR TO REGULAR RELEASE TIME.**

All staff and students are required to wear a Tri-Tech issued identification badge while on campus. The badge must be in plain sight at all times.

1. Staff and students are issued picture ID at the beginning of the year.
2. Lost or destroyed badges must be replaced immediately. Cost of replacement is \$5.00 and is the student's responsibility. Students who forget their ID must check in at the office to receive a temporary ID. They will be charged \$5 upon receiving 3 temporary badges.
3. Students who refuse to wear ID are not allowed on campus.

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**GENERAL INFORMATION****2000**

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**TELEPHONE****2001**

Upon request, students may use the school telephone for calls related to school activities, illness and emergencies only.

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**EMERGENCY/FAMILY INFORMATION****2002**

**Health Information** - Parents/guardians have the primary responsibility for a student's health. Tri-Tech requires that an Emergency Information Form be completed. Tri-Tech does not have a full time 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 Emergency 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.

**School Accident Insurance:** Tri-Tech and the Kennewick School District do NOT provide medical insurance coverage for accidents or injuries resulting from participation in school or school related activities. This means that the student's parent or legal guardians are financially responsible for any cost associated with such accidents. If a student has no medical insurance or wishes to supplement existing insurance, information detailing available accident insurance plans is available at the Tri-Tech office. All students are required to have some type of insurance in order to go on field trips and other activities. Tri-Tech is not acting as an insurance agent; it is only making information available to interested parties.

**Privacy Rights:** The Family Rights and Protection Act of 1974 permits the school district to release certain information known as "directory information", to certain people or institutions, unless you request, in writing that such information not be released. From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, social media and the school website. On occasion, television and other news media are invited to cover stories in our schools and take photos, video and/or interview students. If you do not wish to have "directory information" or your student appear in a publication, video or web page, please contact the Tri-Tech office and request a "**USE OF STUDENT LIKENESS - DENIAL FORM**". This form does not cover photos, videos or recordings taken at public, school, or district events including, but not limited to school assemblies, plays, concerts, or sporting events. This form must be completed annually and is in effect from the date signed to the end of the school year.

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**INFORMATION METHODS****2003**

Student information such as winners of the Most Employable Award, job openings, scholarship information, student support services, community contacts, educational opportunities, ASB announcements, upcoming event dates and celebrations are posted on bulletin boards, social media and the Tri-Tech website at [www.ksd.org/tritech/](http://www.ksd.org/tritech/)

**Student information including, grades and attendance is only accessible via Kennewick School District's online PowerSchool system.** You will receive personalized login and password information after the beginning of school. Students, parents/guardians, and sending high school counselors can easily access up-to-date information by logging on and following the steps listed below:

- Go to [www.ksd.org](http://www.ksd.org)
- Click the PowerSchool Parent icon
- Type in the username mailed to you
- Type in the password mailed to you
- You are now logged in to see your student's school information. Clicking anything blue will give you additional information.

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## **SUMMER SKILLS ACADEMY**

**2005**

Summer Skills Academy is available to all students who have successfully completed 8<sup>th</sup> grade. Summer Skills Academy 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 available at local middle and high schools each spring. Information is also available via the Tri-Tech website at [tritech.ksd.org](http://tritech.ksd.org)

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## **SECURITY OF PERSONAL ITEMS**

**2006**

Personal items should never be left unattended in any program area. Lockers are available in some program areas, and those items should be stored and locked in the locker. Tri-Tech is not responsible for loss of personal items.

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## **LOST & FOUND**

**2007**

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

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## **QUESTIONS & INFORMATION**

**2008**

Students are encouraged to contact their counselor, instructor or the Front Office for questions regarding:

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

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## **GRADING**

**2009**

Tri-Tech grades are assigned quarterly and forwarded to each home high school. Districts using other grading periods will receive the grades at the appropriate time. Students may receive up to three (3) high school credits per year. Grading categories include at a minimum, but not limited to the following areas:

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

**LOSS of CREDIT:** If a student owes an instructor time and/or makeup work, a failing grade and zero (0) credit will be awarded at the end of the final grading period.

**EQUIVALENCY CREDIT:** Students who earn full credit and a passing grade in both 1<sup>st</sup> and 2<sup>nd</sup> semester in their Tri-Tech program(s) will automatically earn full equivalency credits. The credit is subject to home high school principal or counselor approval. *Equivalency credits may not meet 4-year college entrance requirements.*

Tri-Tech Skills Center has a portfolio requirement in each program. **The portfolio and subsequent presentation are required in order to pass the program, regardless of a student's grade.** Students are required to have at the minimum evidence of the following as well as evidence of volunteer work in the community;

- |  |  |                                |
|--|--|--------------------------------|
| 1. Mission Statement                         | 8. Evidence of Student Work              | 9. High School and Beyond Plan |
| 2. Resume                                    | • Project                                |                                |
| 3. Letter of Application (Cover Letter)      | • Presentation                           |                                |
| 4. Application/Thank You letter              | • Reflection Paper                       |                                |
| 5. Employability Skills Rubric/Certification | • Six Self-Selected Student Work Samples |                                |
| 6. Program Competencies Checklist            |  |                                |
| 7. Leadership and School Activities          |  |                                |

Many of these items are also home high school components as well. Tri-Tech instructors work with students and the home high school to not duplicate assignments and coordinate efforts in the completion portfolio requirements.

The State of Washington requires a High School and Beyond Plan as a graduation requirement. All students attending Tri-Tech Skills Center will complete a student portfolio, presentation and high school and beyond plan.

For Kennewick School District Students: Tri-Tech students will meet the KSD Navigation requirement through the Tri-Tech student portfolio activity of their Tri-Tech class. If the student is a Junior, the student will receive a P for each semester that they receive a passing grade at Tri-Tech. For Seniors, students will meet the navigation requirement (High School and Beyond Plan) if they pass Tri-Tech for a full year. Students who return to their home high school at semester will re-enroll in the Navigation Program. Juniors at Tri-Tech who return to their home high school their senior year will re-enroll in the navigation program.

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**COMPETENCY CERTIFICATE****2011**

In addition to grades, Tri-Tech awards a Competency Certificate upon successful completion of a program. The certificate delineates the specific performance skills and the level attained. Competency Certificates provide prospective employers with evidence of a student's employability and may be placed in their portfolio as a useful document showing a prospective employer skill levels and potential reliability in the workplace. Special achievements, such as perfect attendance, may be noted on the Competency Certificate.

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**MOST EMPLOYABLE STUDENT****2012**

**MOST EMPLOYABLE STUDENT** is the highest student award earned at Tri-Tech Skills Center. Student recipients are recognized each semester at an awards assembly. Every Tri-Tech Skills Center student is eligible if the following criteria are met:

1. An "A" grade for the semester.
2. Excellent attendance for the semester; **no more than two excused absences** and the work made up within a two-week period. **No unexcused absences or tardies. This may be adjusted due to COVID 19 pandemic.**
3. A positive attitude about work and people (punctual, dependable, able, safety conscious, cooperative, enthusiastic, flexible, tactful, displays initiative, creativity, a sense of humor and gets along well with students and staff).

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**PERFECT ATTENDANCE****2013**

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**PERFECT ATTENDANCE AWARD** recognizes students who have perfect attendance in a semester. **This may be suspended in light of the COVID 19 pandemic.**

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**STUDENT OF MONTH****2014**

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**STUDENT OF MONTH AWARDS** recognize student achievements in the following areas: excellent achievement, most improved, most responsible, most industrious, leadership development, most consistent, and teamwork.

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**CAREET AND TECHNICAL  
EUDCATION DUAL CREDIT/COLLEGE  
CREDIT**

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**2015**

Many Tri-Tech programs offer Tech Prep credits. Students who successfully complete their program with an 85% or better both semesters are eligible to receive advanced placement and/or college credits. These credits are free of charge. Students can purchase their transcript from the granting institution if they wish to attend another college. The receiving institution has the right to determine how or if they will accept transferred credits.

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**CAMPUS ACTIVITIES****2016**

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Participation in campus activities is integral to your professional training. Employers are looking for people who will take a leadership position at work. Anyone who wishes to join is welcome. It's a great way to develop a well-rounded resume.

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**LEADERSHIP ACTIVITIES****2017**

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Tri-Tech leadership activities exist to give everyone an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to one's community. Tri-Tech endorses, encourages, and supports leadership activities as part of our training. In accordance with Washington State standards for career and technical education, a leadership component shall be integrated into each program curriculum. This may be accomplished through Career and Technical Student Organizations (CTSO) such as Skills USA, or through a locally developed leadership program, such as Explorers.

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**ASSOCIATED STUDENT BODY****2018**

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The Student Governance Council oversees the formalized Associated Student Body for program and campus leadership activities. All program or campus-wide fundraising plans and expenditures are approved through the ASB before implementation.

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**STUDENT RIGHTS****3000**

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Tri-Tech Skills Center as part of The Kennewick School District #17 provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights & Equity:** Douglas Christensen (509) 222-5010 [doug.christensen@ksd.org](mailto:doug.christensen@ksd.org)

**Section 504 and Title IX:** Jack Anderson (509) 222-5004 [jack.anderson@ksd.org](mailto:jack.anderson@ksd.org)

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**PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, & CYBER BULLYING  
Kennewick School District Policy #3207**

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**3001**

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteer and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:



- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is 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.

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or cyber bullying. "Other distinguishing characteristics" can include but are not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity,
- Marital status,
- And weight

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damages to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The District has no duty to regulate off-campus Internet messages, statements, postings, or acts. However, the District reserves the right to regulate, review, investigate, and discipline students for cyber bullying, or for other disciplinary violations when such Internet statements, postings, or acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the schools, school business, or school activities. This applies to cyber bullying or other violations whether made off-campus with personal digital devices or made on any school campus, at any school-sponsored event, on school-provided transportation, at any official school bus stop, or using district communications systems or devices. The District's reservation of rights does not impose on the District or any school, a duty to regulate or review off-campus Internet messages, statements, postings, or acts.

#### Behaviors/Expressions

Harassment, intimidation, bullying, or cyber bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, or cyber bullying may still be prohibited by other district policies or building, classroom, or program rules.

#### Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

#### Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

#### Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the

target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 04 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

#### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

#### Compliance Officer

The Superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

A copy of the Kennewick School Board Policy # 3207 and complaint forms are available on the KSD web site.

Cross-References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Responsibilities and Limitations
	Policy 3314	Exceptional Misconduct
	Policy 5150	Sexual Harassment

Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	RCW.9A.36.80	Malicious Harassment
	WAC392-190-059	Harassment, intimidation and bullying prevention policy and procedures –School Districts

Adopted:	November 6, 2002
Revised:	June 25, 2008
	May 11, 2011
	August 10, 2011
	April 22, 2014

## SEXUAL HARASSMENT

3002

### Kennewick School District Policy #5013

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In conjunction with Policy No. 3207, **Tri-Tech will not tolerate sexual harassment or sexual violence.** Anyone who has been found, after appropriate investigation, to have engaged in sexual harassment on Tri-Tech 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 Tri-Tech 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.

## SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a

- grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy: 3206](#) [R3206](#)

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.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

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.

## **File a Complaint of Discrimination with Your School District**

Anyone can file a complaint that alleges discrimination in a Washington public school based on a protected class. This includes parents, students, teachers, administrators, and advocates. Follow the complaint procedure closely. If you have questions, go directly to your district and ask for the information you need to move forward.

- Complaint to the school district | [WAC 392-190-065](#)
- Appeal to the school board | [WAC 392-190-070](#)
- Complaint to OSPI | [WAC 392-190-075](#)

## **Discrimination Dispute Resolution Options**

[English](#) | [Arabic](#) | [Chinese](#) | [Korean](#) | [Punjabi](#) | [Russian](#) | [Somali](#) | [Spanish](#) | [Tagalog](#) | [Ukrainian](#) | [Vietnamese](#)

### **Other complaint options:**

[Special Education Complaints](#) | [Complaints about Teachers and Certificated Educators](#) | [Federal Programs Complaint](#)

## **Step 1** Write Out and Send Your Complaint

1. Describe the conduct or incident. Use facts: what, who and when.
2. Explain why you believe discrimination has taken place.
3. Describe what actions you believe the district or charter school should take to resolve the problem.

Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent, charter school administrator, or civil rights coordinator. OSPI maintains a [list of websites](#) for all state school districts. Contact information should be on these district websites.

### **Deadline for Filing a Complaint**

School districts can adopt a filing deadline for complaints. This deadline must be at least one year after the incident or conduct — the subject of the complaint — took place. Find out if your district has a deadline for filing a complaint related to discrimination.

## **Step 2** School District Investigates Your Complaint

Your civil rights coordinator has an important role to play once the school district receives your written complaint.

The coordinator must:

- Give you a copy of the procedure to follow for discrimination complaints
- Make sure a prompt and thorough investigation takes place

**Important!** At this point, you could decide to resolve your complaint immediately instead of proceeding with the investigation.

### **30 Calendar Days to Respond to Your Complaint**

Once the district receives your written complaint, the superintendent or administrator must respond to you in writing within 30 calendar days — unless you agree on a different time period.

If your complaint involves exceptional circumstances that demand a lengthier investigation, the district or charter school must notify you in writing with (1) why staff need this time extension and (2), a new date for their written response.

## **Step 3** School District Responds to Your Complaint

In its written response, the district or charter school must include this information:

- Summary of the results of the investigation

- Determination that states clearly whether or not the district or charter school failed to comply with civil rights law
- Notification that you can appeal this determination: how and where to file a appeal, and to whom it must addressed
- Any measures, determined through the investigation, necessary to bring the district or charter school into compliance with civil rights law

**Important!** Any necessary corrective measures must be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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**Appeal** If you do not agree with the determination that follows the district’s investigation of your complaint, you can **file an appeal**. Information about the appeal process should be included in the written response you receive once the district has completed their investigation.

Follow the appeal procedure closely—appeals must be made to an official or board not involved in the complaint.

### **Deadline for Filing an Appeal**

School districts and charter schools are allowed to adopt a filing deadline for appeals. Find out if your district has a deadline for filing an appeal related to complaints of discrimination. This deadline must be no shorter than 10 calendar days from the date you received the written response to the investigation that followed from your complaint.

### **30 Calendar Days to Respond to Your Appeal**

Once the district receives your appeal, it must respond to you in writing—within 30 calendar days—unless you agree on a different time period.

The appeal decision must include how to file a complaint with OSPI. If you do not agree with the appeal decision, state law provides the option to file a complaint with OSPI

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## **STUDENT RESPONSIBILITIES**

**4000**

### **STUDENTS RESPONSIBILITIES & LIMITATIONS KENNEWICK SCHOOL DISTRICT POLICY #3240**

**4001**

The school district has established rules of conduct that shall be applicable at all schools. Individual buildings may distribute written rules of conduct that cover additional areas of student behavior. Violations of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. ***It is the intent of the Kennewick School District to provide a safe, productive, positive, and disruptive-free classroom and learning environment.*** General rules of conduct are as follows:

1. A student shall be punctual and in regular attendance unless officially excused.
2. A student must:
  - a. attend all classes assigned unless officially excused.
  - b. comply with school bus rules of conduct.
  - c. identify himself/herself on request to school district and/or public officials.
  - d. follow school rules regarding driving/parking use of vehicles during the school day.
3. A student shall not cause the substantial and material disruption of any school operation or classroom. Though not the only acts of substantial disruption, the following illustrate the kinds of offenses encompassed here:
  - a. occupying a school building or school grounds in order to deprive others of its use.

- b. blocking the entrance or exit of any school building or room in order to deprive others of passing through.
  - c. setting fire to or damaging school property.
  - d. using, or threatening to use, firearms, explosives or other weapons on the school premises.
  - e. preventing students from attending a class or school activity.
  - f. blocking normal pedestrian or vehicular traffic on a school campus.
  - g. interfering seriously with the conduct of any class or activity.
  - h. urging others to use violence, force, noise, or any other conduct to cause substantial disruption at school functions.
  - i. intentionally make false accusations about staff or student behavior.
  - j. being involved in PDA /fraternization with classmates that causes disruption to the learning environment
- 4. Students are expected to be honest, that is, lying and cheating will not be tolerated and will result in appropriate disciplinary action.
- 5. Students are expected to:
  - a. respect self and the rights of others
  - b. treat others as they would like to be treated
  - c. respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences
  - d. refrain from ethnic jokes, slurs, and attire with derogatory messages
- 6. Dress and appearance must not present health or safety problems or cause disruptions.
- 7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation, are prohibited.
- 8. Any student, singly or in concert with others should not intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties. (RCW 28A.635)
- 9. The use, sale, distribution or possession of the following are prohibited on school premises or during school sponsored activities:
  - a. drugs and narcotics.
  - b. alcoholic beverages and tobacco products and/or electronic delivery devices
  - c. fireworks.
  - d. weapons.
  - e. pornography.
  - f. stolen property.
- 10. Students are to respect the property of others. Entry, theft or possession (without permission) of another's property is prohibited.
- 11. Activities defined by federal, state or municipal law as criminal are prohibited.
- 12. The forging of any signature or alteration of any document is prohibited.
- 13. Obvious and conscious disregard of legal requests or orders given by recognized school or civil officials.

#### Corrective Actions and Punishments

In order to insure that order essential to effective teaching and learning is maintained, corrective actions and punishments may be imposed by designated employees for violation of rules of student conduct. Corrective action and punishment will be imposed for good and sufficient cause in a fair and just manner, including, but not limited to, suspension and expulsion.

Legal Reference: RCW 4.24.190 Action Against Parent for Willful Injury to Property by Minor  
 28A.600.010 Government of Schools  
 28A.600.040 Pupils to Comply with Rules

28A.400.110	Principals to Assure Appropriate Student Discipline
28A.225.170	Defacing School Property Liability of Parent
28A.635	
WAC 180-40-225	Misconduct Rules Defined

Adopted: September 8, 1993

Last Amended: July 16, 2014

## **STUDENT EXCEPTIONAL MISCONDUCT**

**4002**

### **KENNEWICK SCHOOL DISTRICT POLICY #3314**

Exceptional misconduct means misconduct which the school district has judged as follows:

- (a) To be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension or expulsion, and/or
- (b) To be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension, long-term suspension, or emergency expulsion.

Students shall refrain from exceptional misconduct while on school property during or immediately before or after school hours, at any time the school or grounds are being used for a school activity or event, or while attending a school activity or event off the school grounds. School events include, but are not limited to, athletic events and athletic team camps, co-curricular events and co-curricular camps, Kennewick School District bus stops, and incidents that occur within the proximity of the campus or has a nexus to school. Acts that occur off campus and/or after school hours will be judged by its effect upon the morale and operation of the school and whether it, in fact, is detrimental to the good order and to the welfare of the pupils.

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, or threats of violence, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. Students engaged in such conduct are subject to corrective action or punishment including, but not limited to, suspension and expulsion. As a matter of practice, law enforcement may be called anytime a student commits any of the following acts:

1. Firearms and Explosives – Students who possess, carry, deliver, transfer, or use a firearm, explosive or explosive device on school grounds, at a school sponsored event, or event off school grounds, will be emergency expelled for no less than one calendar year.

**An exploding device is one that is capable of causing substantial property damage or bodily harm or producing destructive effects on contiguous objects. This shall include, but not be limited to, fireworks, pyrotechnic devices and ammunition for firearms.**

Explosives means gun powders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electric circuit breakers), detonators, and other detonating agents, smokeless powders, other explosive or incendiary devices, destructive devices, any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion.

Look-alike, unloaded and/or inoperable firearms or explosives remain a firearm or explosive for purposes of this section.

2. Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, nunchakus sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

- a. A student who brings a handgun or explosives to school or school sponsored events will be expelled for one calendar year.
- b. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy
- c. Students who violate this policy shall be subject to discipline, including one year expulsion for a violation involving a firearm.
- d. The superintendent or designee may modify the one-year expulsion on a case-by-case basis.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

3. Intimidation by threat of force or violence. A student shall not singly or in concert with others intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school, or other person legitimately on school grounds, who is in the peaceful discharge or conduct of his or her duties or studies.

Double penalties will be imposed whenever "group" or "gang" fighting is involved. "Group" or "gang" fighting as used herein, shall mean two (2) or more individuals who are involved in one side of a fight.

Double penalties will be imposed on all high school students who are involved as provokers of fights with middle and elementary school students, and on middle school students who are involved as provokers of fights with elementary students.

4. Harassment – Harassment is prohibited and may be in the form of:
  - a) slurs or
  - b) other harassment based on sex, race, religion, ethnic origin, sexual orientation, or disability (physical, mental or sensory).
5. Bullying – Bullying is prohibited and is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RXW 9A.35.080(3), which includes race, color, religion, ancestry, national origin, gender, sexual orientation, mental physical disability, physical appearance, clothing and other apparel, socioeconomic status, gender identity, marital status, or other distinguishing characteristics, when the intentional written, verbal, or physical act:
  - a) Physically harms a student or damages the student's property; or
  - b) Has the effect of substantially interfering with a student's education; or
  - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d) Has the effect of substantially disrupting the orderly operation of school.
6. Extortion, Assault or Causing Physical Injury - A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.
7. Substantial Disruption of School - A student shall not intentionally cause the substantial and material disruption of any school operation. This may include but is not limited to the following:
  - a. Copycat acts and
  - b. Contributing to or knowing involvement in a potentially dangerous activity and failing to report the misconduct; this shall include passive resistance and any overt act toward the commission of a crime.
8. Damage or Theft of Property - A student shall not recklessly, negligently, intentionally, or with gross carelessness, damage school or private property. Additionally they shall not be involved in the theft of any school property or private property on school grounds. Where school property is damaged or stolen, the Superintendent may seek restitution from the student or his/her parents as permitted by law. A student shall not knowingly damage or vandalize the home or property of any Kennewick School District employee.



9. Narcotics, Alcoholic Beverages and Stimulant Drugs - A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or look-alikes on campus or at any school sponsored event. Appropriate and prescribed use of a drug by a student that has been authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
10. Repeated Misconduct - A student shall not repeatedly fail to comply with the district policies or school rules or with the directions of school personnel during any period of time when he/she is properly under the authority of school personnel.
11. Forgery - A student shall not make any false entry or alter any school document used or intended to be used in connection with the operation of the school.
12. Lewd Conduct - A student shall not use or exhibit obscene or vulgar behavior through language, writing, pictures, signs, or acts.
13. Gambling - A student shall not engage in gambling of any form. This includes accepting, recording and registering bets, or any form of lottery for money.
14. Cheating - A student shall not intentionally obtain test questions and/or answers through fraudulent means and shall not plagiarize written material.
15. False Accusations - A student shall not intentionally make false accusations against staff or students.
16. Cigarettes, Cigars, Tobacco - A student shall not possess or use cigarettes (including electronic delivery devices), cigars, chewing tobacco, or tobacco paraphernalia of any kind on school property. Kennewick School District bus stop, Kennewick School District transportation vehicle or at any school sponsored event.
17. Computer Misuse – Students will NOT be permitted to:
  - a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
  - b. Send, receive, or display offensive, inappropriate, or sexually explicit material,
  - c. Use obscene language,
  - d. Use other people's passwords,
  - e. Harass, insult, or attack others,
  - f. Seek to receive or provide unauthorized access to resources,
  - g. Trespass in files and/or folders of others,
  - h. Violate copyright laws and/or plagiarize the material of others,
  - i. Steal equipment or software,
  - j. Intentionally waste resources, and
  - k. Use a network computer for commercial purposes, personal gain, and fraud.
18. Exceptional misconduct will not include absenteeism.

Cross Reference:	Policy 3200 Policy 3207 Policy 3210	Student Rights and Responsibilities Prohibition of Harassment, Intimidation, and Bullying Nondiscrimination
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Legal Reference:	WAC 180-40-245 WAC 180-40-260 WAC 180-40-295 WAC 392-172-370	Short-term Suspension Long-term Suspension Emergency Expulsion Disciplinary Exclusion
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Adopted: November 26, 1973  
 Amended: November 6, 2002  
 Amended: March 12, 2014  
 Amended: July 16, 2014  
 Amended (in process) August 2019

## **ALCOHOL AND OTHER DRUG USE (AODA) POLICY**

**4003**

### **Kennewick School District Policy #3418**

Use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. Use of drugs or controlled substances, except under medical supervision and prescription is dangerous. Drug abuse jeopardizes the well-being of the individual in the community. Decreased productivity and learning, serious health problems, breakdown of family and social relationships and strain on personal and societal resources follow abuse. The policy of the Kennewick School District is to provide a safe, healthy and nurturing learning environment where students can develop internal strengths, values and self-esteem. Such development will enable students to contribute to a society where external highs are unnecessary and abstinence is the norm. The goal of the Kennewick School District is to enhance the partnership involving home, school and community to support the development of our students in a drug-free educational environment. Communication with, and involvement of, parents is inherent. Our partnership, then, defines alcohol and other drug use as a serious health problem and is committed to eliminating it from our environment. The use, possession, delivery, manufacture, exhibiting the effects of illegal/illicit drugs, inhalants, alcohol or tobacco(including electronic delivery devices), mind or mood altering substances, imitation drugs or the possession of drug paraphernalia in or on school property or at school-sponsored events is prohibited.

In an effort to restrict tobacco usage and in compliance RCW 28A.210.310 the Kennewick School District shall notify both the students and school personnel of the prohibition of tobacco use, including electronic delivery devices. Sanctions for both students and school personnel who violate this policy shall be enforced. Furthermore, signs prohibiting the use of tobacco products, including electronic delivery devices, shall be posted at all Kennewick School District sites.

The Kennewick School District recognizes chemical dependency as a disease as well as the inherent danger connected with any use of alcohol or drugs. Because of the magnitude of the problem in today's society, we believe our efforts must be comprehensive and multifaceted. The district is committed to develop and maintain a comprehensive student assistance program for kindergarten through 12<sup>th</sup> grade, which includes awareness, prevention education, disciplinary consequences, intervention, assessment and referral, after-care and support.

The purpose of this policy is to recognize our obligation to lead in the establishment of a positive, drug-free educational environment in which problems can be addressed in a healthful and supportive atmosphere.

Adopted: April 28, 1993

Amended: July 16, 2014

## **INTEGRATED PEST MANAGEMENT PROGRAM**

**4004**

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common-sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest

A copy of the Kennewick School District's Integrated Pest Management Program is available at each building. The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 222-5867. Annual report of pesticide usage will be made available in September of each year for the preceding year.

# Tri-Tech Skills Center Calendar

2020 to 2021

Aug 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28 Professional Day  
27 Half-Professional Day (PM only)  
31 Professional Day & Staff Assembly

Sep 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1 Professional day  
2 First Day of School  
7 No School (K-12) - Labor Day  
16 Early Release TT (9-12)  
25 No School (K-12) Professional Day/Focus on Instruction

Oct 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7 Early Release TT (9-12)  
23 No School (K-12) Professional Day

Nov 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6 End of 1<sup>st</sup> Quarter (8-12)  
11 No School (K-12) Veteran's Day  
18 Early Release TT - Conferences  
25 Early Release (K-12)  
26-27 No School (K-12) Thanksgiving

Dec 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21-31 No School (K-12) Winter Break

Jan 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 No School (K-12) Winter Break  
18 No School (K-12) MLK Jr. Day  
22 Mid-Trimester (K-5)  
27-29 High School Finals  
29 End of 1<sup>st</sup> Semester- Early Release TT (8-12)

Feb 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

10 Early Release TT (9-12)  
15 No School (K-12) Presidents' Day  
26 No School K-12 Snow Make-up Day

Mar 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

3 Early Release TT (9-12)

Apr 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 End of 3<sup>rd</sup> Quarter (8-12)  
5-9 No School (K-12) Spring Break

May 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12 Early Release TT (9-12)  
28 No School K-12 Snow Make-up Day  
31 No School (K-12) Memorial Day

Jun 2021				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

12 Graduation of Class of 2021  
14-16 High School Finals  
16 Early Release (K-12)- Last Day of School

Jul 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## Early Release

Tri-Tech have a unique early release schedule that differs from the rest of KSD - This calendar shows Tri-Tech only ER days.

## Snow Days

Feb. 26 and May 28 are scheduled snow make-up days. Any other make-up days will be added to the end of the school year.

Board Approved 2/12/2020

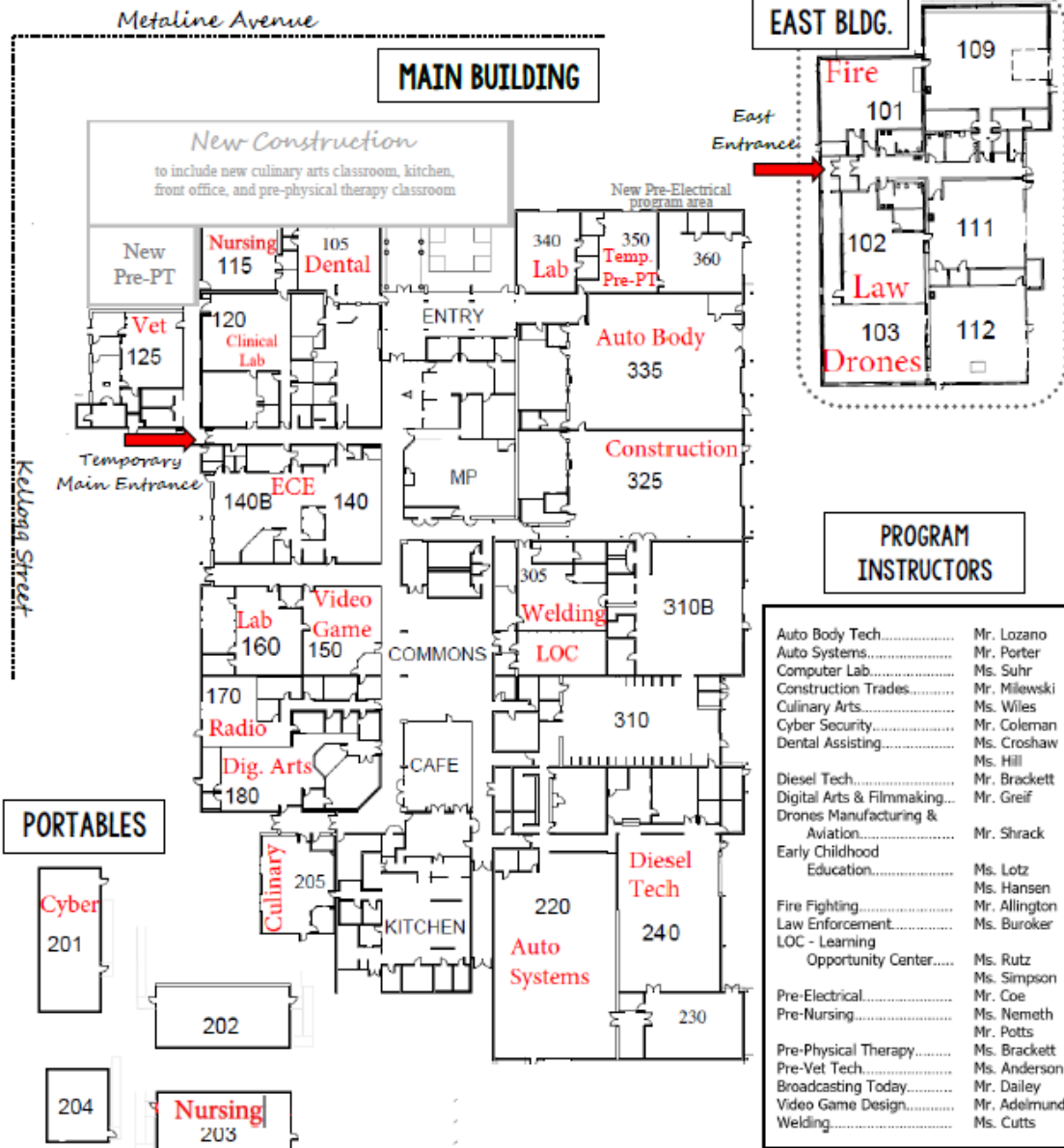


# TRITECH

## SKILLS CENTER

5929 W. METALINE AVENUE · KENNEWICK, WA 99337

Located to the East of TT



Aug. 20, 2020