



2023-24

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
tritech.ksd.org

Paul Randall, Director
Lisa McKinney, Assistant Director

email: paul.randall@ksd.org
email: lisa.mckinney@ksd.org



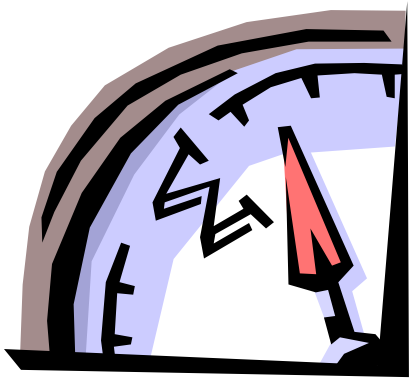
PLEASE CALL **509-222-7307** or
email tritech.attendance@ksd.org or send
message via Parent Square
**IF YOUR STUDENT WILL BE LATE OR
ABSENT**

**(IN ADDITION TO NOTIFYING YOUR
STUDENT'S SENDING HIGH SCHOOL)**

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

THE WORK FOR UNEXCUSED ABSENCES MAY NOT BE MADE-UP
AND CAN RESULT IN YOUR STUDENT'S GRADE BEING LOWER,
CREDIT LOSS AND/OR BEING INELIGIBLE FOR INDUSTRY
CERTIFICATIONS OR OTHER PROGRAM COMPLETION
CERTIFICATES. 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



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, Apprenticeship, Military or On-the-Job.

TRI-TECH SKILLS CENTER

STAFF

509-222-7300

Director.....	222-7300	Paul Randall
Assistant Director.....	222-7305	Lisa McKinney
Director's Secretary.....	222-7322	Charity Upton
Attendance & ASB Secretary	222-7307	Sandi Sumner
Registrar/Student Data Processing	222-7308	Arlene Peterson
TAEC (Co-Op) Secretary/ Summer School	222-6568	Kriss Bridgham
Instructional Coach/WBL Coordinator	222-6523	Sherrie Croshaw
Day Custodian	222-6785	Thavone Phanekam
Evening Custodian	222-6785	Larry Price
Evening Custodian	222-6785	Kevin Templeton

<u>PROGRAM</u>	<u>PHONE</u>	<u>FACULTY</u>
Auto Body Technology	222-5260	Robert Lozano
Auto Body Technology	222-5250	Ken Kessie (Instructional Assistant)
Auto Systems Technology	222-6082	Joe Porter
Auto Systems Technology.....	222-6082.....	Scott Graybeal (Instructional Assistant)
Culinary Arts.....	222-7309	Luis Alcaraz
Culinary Arts.....	222-7309	Aubree Kulmus (Instructional Assistant)
Cyber Security	222-5350	Michael Baker
Digital Arts & Filmmaking.....	222-5810	Megan Cook
Computer Lab/ Career Center.....	222-5430	Karen Suhr
Construction Trades	222-5292	Tony Milewski
Construction Trades.....	222-5292.....	Will Thompson (Instructional Assistant)
Cosmetology	586-9979	Kym Smith, Victoria's Academy
Dental Assisting	222-5577	Sarah Tipps
Dental Assisting.....	222-5577	Shelley Hill (Instructional Assistant)
Diesel Technology	222-5774	Rob Brackett
Diesel Technology.....	222-5774.....	Travis Cram (Instructional Assistant)
Early Childhood Education.....	222-7311	Sarah Blasdel
Early Childhood Education.....	222-7311	Wendy Shepherd (Preschool Director)
Firefighting.....	222-5552	Nathen Allington
Law Enforcement	222-5719	Brenda Buroker
LOC/APEX/SPED Liaison.....	222-5995	Kelley Greenhalgh
LOC/APEX/SPED Para.....	222-5995	Jennifer Sandbeck
Pre-Electrical.....	222-5077	Ryan Coe
Pre-Electrical.....	222-6736	Kevin Lambert
Pre-Electrical.....	222-5077	Ken Kessie (Instructional Assistant)
Pre-Nursing	222-6029	Angela Nemeth
Pre-Nursing.....	222-7313	Roger Potts
Pre-Physical Therapy.....	222-5552	Jayne Brackett
Pre-Veterinary Technician	222-5938	Kim Anderson
Pre-Veterinary Technician.....	222-5938	Rochelle Landymore(Instructional Assistant)
Radio Broadcasting and Production	222-5670	Faith Martin
Video Game Design	222-5277	Mat Adelmund
Welding Technology	222-6184	AJ Spaniel
Welding Technology	222-6184	Joel Crawford (Instructional Assistant)

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Tri-Tech Skills Center Calendar

Tri-Tech Skills Center Map

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 all regional high schools. Tri-Tech serves as a branch campus of these high schools, allowing them 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 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

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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**

All programs follow the Tri-Tech calendar except the Cosmetology program. The Cosmetology instructor will inform students of the minor calendar variations. Cosmetology students are expected to be in attendance in accordance with their program calendar.

▪ **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 when the Kennewick School District is delayed or closed. A 2 or 3 hour delay means there will not be any AM session. There may also be situations where an outlying district will do a 2- hour delay and those students will not have AM Tri-Tech even though the remainder of Tri-Tech students will be in class. Parents who are concerned about road conditions should call the office to excuse their student from classes or have their student ride the school bus from their school. Check www.ksd.org, Facebook or sign up for alerts at the KSD website.

SPECIAL SERVICES

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Individual Education Plans and/or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, 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.

SAFETY

1003

Kennewick School District Policy 3420 & R3420.1

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 and unsafe behavior may result in immediate removal from the program. 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. Failure to follow the rules will result in disciplinary action up to and including removal from the program.

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. **Hair/Eye/Ears & Apparel 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, hearing protection and/or secure long hair and remove baggy/oversized clothing 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 21 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.

To report a safety concern or bullying issue please contact your teacher, Tri-Tech administration or anonymously online (www.ksd.org and go to Report a Safety Concern on the top of the webpage)

ATTENDANCE

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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 along with denial of industry certifications.**

Definition of Excused and Unexcused Absences

See KSD Policy 3122 for complete information.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the District shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the District in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The District will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the District. At times, students may be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the District:

1. Absences due to the following reasons are excused:
 - A. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in- patient or out-patient treatment for chemical dependency or mental health)
 - B. Family emergency, including but not limited to a death or illness in the family;
 - C. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - D. Court, judicial proceeding, court ordered activity, or jury service;
 - E. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - F. State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
 - G. Absence directly related to the student's homeless or foster care/dependency status;

- H. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
 - I. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter [392-400 WAC](#) if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#);
 - J. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
 - K. Absences due to a student's migrant status, and
 - L. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
 - M. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
2. In the event of emergency school facility closure due to communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reason are excused:
- A. Absences related to the student's illness, health condition, or medical appointments due to the communicable disease;
 - B. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to the communicable disease, or other emergency health condition related to school facility closures.
 - C. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
 - D. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

The District may define additional categories or criteria for excused absences. A school principal (or designee) has the authority to determine if an absence meets this policy according to the above criteria for an excused absence.

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 or message via Parent Square. Assignments and/or activities not completed or late because of an excused absence may be made up in the manner provided by the teacher

Unexcused Absences: All other absences are considered unexcused. 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 via phone at 509-2222-7307, email tritech.attendance@ksd.org, send a message via Parent Square or send a note with the student to excuse the absence.
3. 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 sent home with your student 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, credit status and ability to earn industry certifications.**

Tri-Tech's attendance and credit reduction procedure is outlined below:

At the 8th absence a student may lose 0.5 credits. At the 10th 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.** Any loss of credit makes a student ineligible for the equivalency credits (Math, Science, English, Fitness, etc) available in the program.

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 a 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 trancies 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.

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.

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 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.

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.

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 insurance.**

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.**
- **No student parking behind the fences in the shop areas. Students will be allowed to bring a car in to the shop area with teacher permission to perform work on it.**
- **North parking lot next to the curb is for staff and visitors, marked by white curbs. Students may not park in these spots.**
- 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 always follow the 5-mph speed limit on Tri-Tech campus. 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 including not being allowed to bring a vehicle to Tri-Tech or off-campus locations. Drivers are expected to be courteous and respectful. Kennewick Police heavily patrol Metaline and Kellogg and write lots of citations for poor driving decisions.**
- 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 buses and pedestrians.

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

Cell Phone/Electronic Devices

1008

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 instead of texting or calling a cell phone during class.

Kennewick School District Policy 3308

Students and Personal Electronic Devices

The district recognizes the ubiquitous nature of cell phone use for communication and information gathering. Students in possession of personal electronic devices including but not limited to smart devices (e.g., smartphones, smartwatches, tablets, MP3 players, gaming systems), communication devices, cameras, video cameras, digital media players, etc., while on school property or while attending a school-sponsored or school-related activities shall observe Kennewick School District policies regarding their use. This policy extends to devices which emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the student during the instructional day at school. The district does not permit the use of personal electronic devices (including cell phones) during class time for students in grades P-12 unless permission is expressly granted by the teacher as part of the lesson.

Prohibited Use.

- a. Sending an email, text message, or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual. Using such devices for any form of "cyber-bullying", other unwanted or unsolicited electronic communications, or other communications that otherwise cause a disruption to the learning environment.
- b. Using a camera device at school in classrooms or hallways to take pictures or videos without the express permission of those being filmed. The use of personal electronic devices with photo or video capture capabilities are prohibited in locations where such operation may violate the safety or privacy rights of another person.
- c. Using such devices to engage in scholastic dishonesty. Students are also prohibited from using a device to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, or cheating. Likewise, students are prohibited from using devices to receive such information. Students may not take any picture, video, or text of any class assignment or presentation without staff permission.
- d. Using such devices to save personal or non-school-related files to a district-owned computer.

- e. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other inappropriate material depicting sexually explicit conduct, illegal activity, drug culture, violence, etc., as defined in RCW 9.68A.011, in electronic or any other form on a personal electronic device, while the student is on school grounds, at school-sponsored events, or on school buses or vehicles provided by the district.
- f. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and/or changes to hardware or software tools.
- g. Accessing unauthorized networks, attempting access, scanning, or packet capture.
- h. Using a device (personally owned or otherwise) on a school bus that may interfere with the supervision and safety of the bus and its passenger(s).

Students are responsible for the devices they bring to school. The district shall not be responsible for loss, theft, or destruction of personal electronic devices brought onto school property or to school-sponsored events. Students shall comply with any additional rules developed by the school concerning the appropriate use of personal electronic devices. When a school administrator has reasonable suspicion based on objective and articulable facts that a student is using a personal electronic device in a manner that violates the law or school/district procedures, the official may confiscate the device. The personal electronic device may only be returned to the student's parent or legal guardian or given to law enforcement. Any personal electronic device brought to school or school-sponsored events by a student is subject to being searched when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Results that contain content or images that violate state or federal laws will be referred to law enforcement. Students who violate this procedure will be subject to disciplinary action, including suspension or expulsion. Possession of a personal electronic device by a student is considered to be a privilege, which may be forfeited by any student who fails to abide by the terms of this procedure, or otherwise engages in misuse of the device so as to violate school rules, district procedure or law. Violations may result in disciplinary action. If multiple offenses occur, a student may lose his/her privilege to bring a personal device to school for a designated length of time or on a permanent basis. Parents/Guardians are advised that the best way to contact their child during the school day is by calling the school office.

Legal References: RCW 28A.320.135 Telecommunication devices – Limits on possession – Policies.
RCW 9.68A.011 Definitions.
Adopted: May 25, 2022

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.

Kennewick School District Policy 3224 and R3224

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

A student's personal dress 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.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.
5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

School uniforms (cheer, dance team, school sponsored athletic jerseys) may be worn in school. **Students may be required to wear uniforms or safety equipment/clothing in certain courses.**

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- Sheer tops
- Mesh tops
- Tops with overly large openings at the neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms

Clothing or accessories with offensive pictures, symbols, or sayings. These include, but are not limited to:

- Demeaning statements
- Violent statements
- Sexual statements
- Racist statements
- Gang affiliated statements and symbols.

Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs

Jewelry or accessories that could be used to cause harm or injury.

Students are to use good judgement and not wear any clothing that may violate the dress code.

Policies regarding head coverings such as hats, hoods etc. are at the discretion of the individual school building. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

If the student's dress is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. Staff are expected to communicate dress code violations to students in a discrete manner that maintains student privacy and dignity. Students should report any concerns to the principal/designee. If the student refuses to make the appropriate corrections, 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 safeguards before any corrective action may be taken.

Legal References

RCW 28A.320.140 Schools with Special standards – Dress codes

WAC 392-400 Student Discipline

Cross References

3220 - Freedom of Expression

Revised: August 25, 2004

Revised: July 16, 2014

Revised: March 30, 2022

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

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 and Student Discipline 3360 are at the time this is being published 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 law enforcement.,

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.**

IDENTIFICATION BADGES

1012

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.

GENERAL INFORMATION

2000

TELEPHONE

2001

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

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 provider and district 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.

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/

ON-LINE GRADE AND ATTENDANCE INFORMATION

2004

Student information including, grades and attendance, is only accessible via Kennewick School District's online Schoology and Power Grade systems. Your student will be receiving information to access these accounts.

SUMMER SKILLS ACADEMY

2005

Summer Skills Academy is available to all students who have successfully completed 8th 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

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.

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.

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 | |

GRADING

2009

Tri-Tech grades are assigned each semester 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.

EQUIVALENCY CREDIT: Students who earn a passing grade and full credit for both 1st and 2nd semester in their Tri-Tech program will automatically earn full equivalency credits. A reduction of credit for attendance/make-up work makes a student ineligible for equivalency credits which may impact their graduation status.

PORTFOLIO, PRESENTATION AND HIGH SCHOOL & BEYOND PLAN

2010

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:

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

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 of portfolio requirements. Students may be required to complete additional assignments on their sending high school's electronic HSBP platform as a condition of graduation. They will be able to use any documents created at Tri-Tech to meet the sending home school requirements, but the actual state level tracking is done on the sending high school's system.

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 in order to pass their program for the year.

MOST EMPLOYABLE STUDENT

2011

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 they meet the selection criteria.

PERFECT ATTENDANCE

2012

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

STUDENT OF THE MONTH

2013

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

CAREER AND TECHNICAL EDUCATION DUAL CREDIT/COLLEGE CREDIT

2014

Many Tri-Tech programs offer Dual Credit, college 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. Once transcribed a college will not remove a grade from the student's transcript.

CAMPUS ACTIVITIES

2015

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.

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.

ASSOCIATED STUDENT BODY**2017**

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.

STUDENT RIGHTS**3000**

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

Section 504 and Title IX: Rhonda Pratt (509) 222-5004 rhonda.pratt@ksd.org

PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, & CYBER BULLYING**3001****Kennewick School District Policy #3207**

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, 2015

SEXUAL HARASSMENT

3002

Kennewick School District Policy #5013

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](#)

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 an appeal, and to whom it must be 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.

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

STUDENT RESPONSIBILITIES	4000
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STUDENTS RESPONSIBILITIES & LIMITATIONS	4001
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KENNEWICK SCHOOL DISTRICT POLICY #3240

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 28.A.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	Student Rights and Responsibilities
	Policy 3207	Prohibition of Harassment, Intimidation, and Bullying
	Policy 3210	Nondiscrimination

Legal Reference:	WAC 180-40-245	Short-term Suspension
	WAC 180-40-260	Long-term Suspension
	WAC 180-40-295	Emergency Expulsion
	WAC 392-172-370	Disciplinary Exclusion

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 12th 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 2023 - 2024



■ First / Last Day of School
 ■ Professional Day
 ■ Holiday
 ■ Early Release
 ■ Snow Make-up
 ■ Tri-Tech Event
 (Subject to Change)

AUG 2023

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

- ▶ 24 Staff Professional Day
- ▶ 24 TT New Student Orientation 5:30-7:00pm
- ▶ 28 Staff Professional Day
- ▶ 29 Staff Professional Day & Staff Welcome Back
- ▶ 30 First Day of School (Early Release K-5)

SEP 2023

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

- ▶ 4 No School (K-12) - Labor Day
- ▶ 13 Early Release (9-12) KSD ONLY
- ▶ 22 No School (K-12) KSD Professional Day
- ▶ 28 TT Fall Leadership BBQ

OCT 2023

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	31			

- ▶ 4 Early Release (9-12) KSD ONLY
- ▶ 20 No School (K-12) KSD Professional Day

NOV 2023

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- ▶ 1 No School (TT ONLY) Staff Professional Day
- ▶ 10 No School (K-12) Veterans Day
- ▶ 20 No School (K-12) TT Student Led Conferences
- ▶ 22 Early Release (K-12) TT & KSD
- ▶ 23-24 No School (K-12) Thanksgiving

DEC 2023

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

- ▶ 6 No School (TT Only) Professional Day
- ▶ 20 Early Release (K-12) TT & KSD
- ▶ 21-Jan. 2 No School (K-12) Winter Break

JAN 2024

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		

- ▶ 1-2 No School (K-12) Winter Break
- ▶ 3 First Day Back from Break
- ▶ 10 Early Release (9-12) KSD ONLY
- ▶ 15 No School (K-12) MLK Jr. Day
- ▶ 26 End of 1st Semester- Early Release TT & KSD

FEB 2024

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	

- ▶ 2 TT 1st Semester Awards
- ▶ 7 Early Release (9-12) KSD ONLY
- ▶ 16 Special Early Release (K-12) TT & KSD
- ▶ 19 No School (K-12) Presidents' Day
- ▶ 28 No School (TT ONLY) Professional Day

MAR 2024

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

- ▶ 11 No School (K-12) (Snow Make-up)
- ▶ 19-29 TT 8th Grade Tours
- ▶ 22 No School (K-12) KSD Professional Day
- ▶ 27 Early Release (9-12) KSD ONLY

APR 2024

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			

- ▶ 1-5 No School (K-12) Spring Break
- ▶ 12 TT Spring Interview Event
- ▶ 25 TT High School & Beyond Night

MAY 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- ▶ 8 Early Release (9-12) KSD ONLY
- ▶ 23 TT 2nd Semester Awards
- ▶ 24 No School (K-12) (Snow Make-up)
- ▶ 27 No School (K-12) Memorial Day

JUN 2024

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

- ▶ 8 Class of 2023 Graduation
- ▶ 10-12 High School Finals
- ▶ 12 Early Release (K-12) Last Day of School
- ▶ 13- July 2 TT Summer School (Tentative Dates)
- ▶ 19 No School (SS) Juneteenth Day

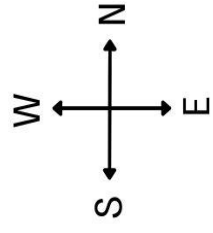
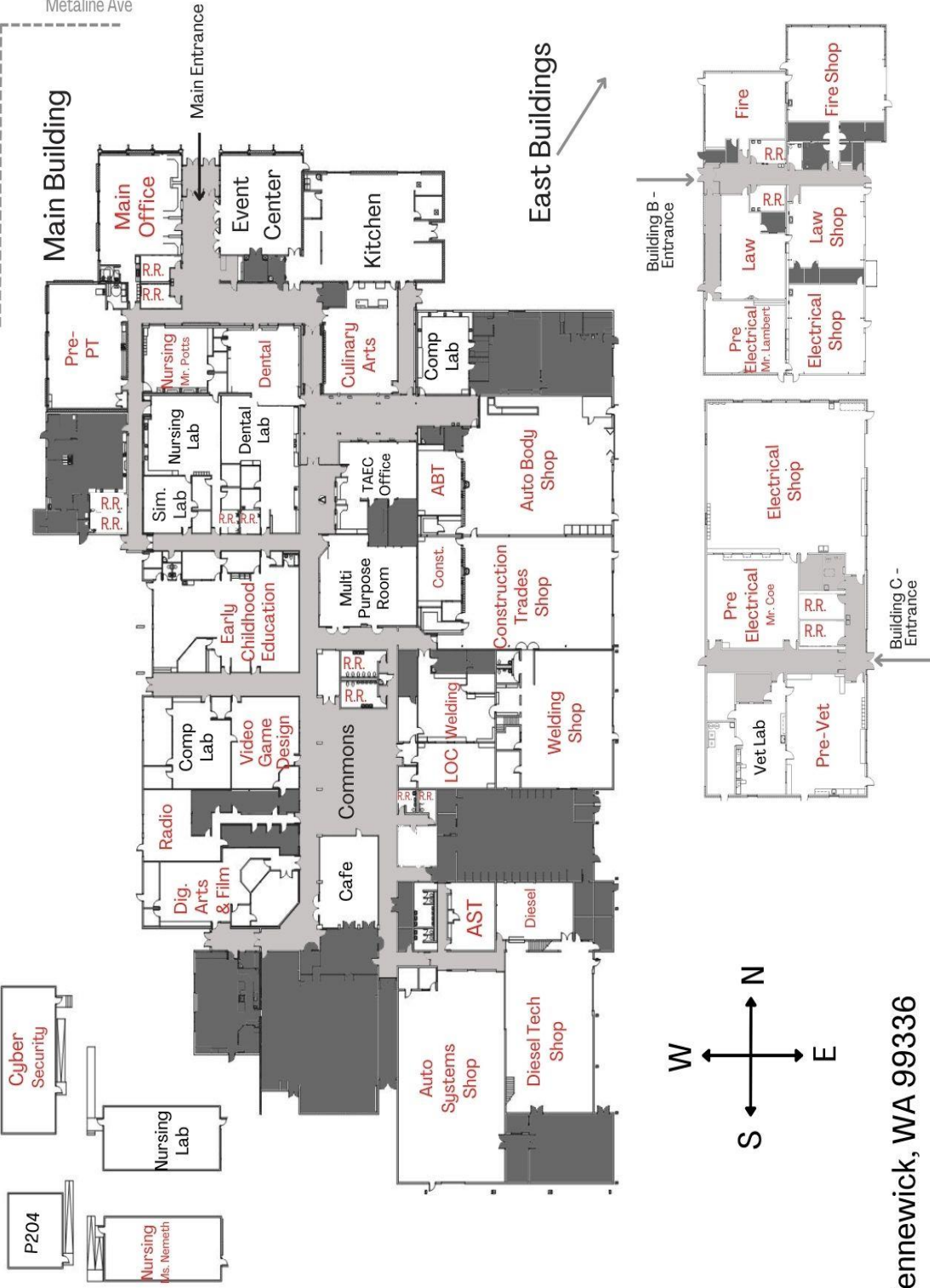
JUL 2024

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		

- ▶ 1-2 TT Summer School (Tentative Dates)

March 11 and May 24 are scheduled snow make-up days.
Any other days that need to be made up will be added to the end of the school year.

UPDATED JUNE 5, 2023



- ### Programs
- Auto Body Tech
 - Auto Systems
 - Construction Trades
 - Culinary Arts
 - Cyber Security
 - Dental Assisting
 - Diesel Technology
 - Digital Arts &
 - Filmmaking
 - Firefighting
 - Law Enforcement
 - LOC - Learning
 - Opportunity Center
 - Pre-Electrical
 - Mr. Coe
 - Mr. Lambert
 - Pre-Nursing
 - Ms. Nemeth
 - Mr. Potts
 - Pre-Physical Therapy
 - Pre-Vet Tech
 - Radio Broadcasting
 - Video Game Design
 - Welding Tech

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