SEATECH
SOUTHEAST AREA TECHNICAL SKILLS CENTER

2024-2025
Student-Parent
Resource Guide

SEATech STAFF DIRECTORY

Jerry Maher – CTE Director / Skills Center Director 526-2000

Alba Mehn – CTE/SEATech Secretary 526-2000

James Polson – Advanced Manufacturing & Welding Technology Instructor 526-2011

Andrew Sayers – Careers in Media & Entertainment Instructor 526-2010

Eric Matson – Construction Technology Instructor 526-2013

Todd Smith – Criminal Justice Instructor 526-2015

Sandy Thomas – Health Science Careers Instructor 526-2018

Christine Schumacher – CTE Program and Partnership Coordinator 526-2008

Karen Ruzicka – Career & College Specialist 526-2007 (part-time at SEATech)

Erich Miller – Building Services 526-2000

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1000 CAMPUS & STUDENT EXPECTATIONS

SEATech is recognized for its unique and specialized educational programs. SEATech serves juniors and seniors as an extension campus for area high schools, offering a broad variety of courses, CTE Dual Credits, certifications, and qualifications. SEATech follows the Walla Walla Public Schools Calendar for school breaks and recesses, including emergency school closures. Please see the SEATech website for further information at http://myseatech.org.

The information contained in this handbook offers students a clear understanding of the exceptional educational opportunities, as well as personal responsibilities and expectations, at SEATech. Students select 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 students, staff members, and service providers on the SEATech campus are expected to:
- Respect themselves, others, and all personal and public property.
- Arrive to class on time prepared to work.
- Contribute to a positive learning environment.
- Follow instructions, directions, performance, and standards of the program at all times.
- Work to achieve quality.
- Behavior expectations revolve around an employment theme. To reflect on individual behavior students can ask themselves, **"*What would my employer expect?*"**

1001 SESSION SCHEDULE

SEATech Campus Bell Schedule			
Schedule	**Session**	**Start**	**End**
Regular (M, T, Th, F)	Passing Time **AM** Passing Time	7:45 a.m. **8:00 a.m.** 10:30 a.m.	8:00 a.m. **10:30 a.m.** 10:45 a.m.
Regular (M, T, Th, F)	Passing Time **PM** Passing Time	12:20 p.m. **12:35 p.m.** 3:05 p.m.	12:35 p.m. **3:05 p.m.** 3:20 p.m.
Early Release (Wednesday)	Passing Time **AM** Passing Time	7:46 a.m. **8:00 a.m.** 10:20 a.m.	8:00 a.m. **10:20 a.m.** 10:34 a.m.
Early Release (Wednesday)	Passing Time **PM** Passing Time	11:41 a.m. **11:55 a.m.** 2:15 p.m.	11:55 a.m. **2:15 p.m.** 2:29 p.m.
Early Dismissal (see WWPS calendar)	Passing Time **AM** Passing Time	7:52 a.m. **8:00 a.m.** 9:20 a.m.	8:00 a.m. **9:20 a.m.** 9:28 a.m.
Early Dismissal (see WWPS calendar)	Passing Time **PM** Passing Time	10:47 a.m. **10:55 a.m.** 12:15 p.m.	10:55 a.m. **12:15 p.m.** 12:23 p.m.
SEATech Skills Center will follow delays and school closures of Walla Walla Public Schools			

1002 PROGRAM DESCRIPTIONS

CAREERS IN MEDIA & ENTERTAINMENT gives students a chance to level up their skills and join the rapidly expanding world of digital filmmaking. More video content is being uploaded every 30 days than the three major television networks – combined- created in 30 years. Every analysis shows that web sites need video content to succeed, and the demand is greater than ever for content producers who understand how to consistently turn out high-quality media.

Our hands-on approach is reinforced by the idea that achieving a greater fluency in story structure and storytelling techniques offers the decisive edge that content creators require in order to compete. Student work is a mix of class assignments, self-selected projects and client jobs for area schools, organizations and non-profits. Documentary, PSA, advocacy and corporate video techniques are taught alongside fictional, genre and narrative filmmaking methods. Students acquire sufficient skills and knowledge either to seek employment in a range of audio and video production settings or to further their education in a clearly articulated pathway.

Students in the program may qualify to earn CTE Dual Credit (college credit) through a partnership with Walla Walla Community College.

- Work with industry-standard software, using traditional and cutting-edge techniques
- Study photography and cinematography and master pro editing techniques
- Learn audio production and post-production for voice, music and sound effects
- Improve storyboarding and planning skills
- Pick up advanced lighting skills and learn broadcast design and visual effects
- Discover basic animation (2D & 3D) techniques and study composites, mattes, motion graphics and more
- Tour established content creators and compete in regional film festivals

HEALTH SCIENCE CAREERS – The Health Science Careers program introduces students to the health care field, with an emphasis on knowledge and skills applicable to many health care occupations. Students explore health careers in their areas of interest, as well as targeted demand areas for future job openings. Students successfully completing all coursework, and their clinical rotations, will be eligible to take the Washington State Nursing Assistant Certification (NAC) exam. Students successfully completing the course with a B or better grade may qualify to earn college credits. *Personal transportation is required for clinicals.

- Students in the program may qualify to earn CTE Dual Credit (college credit) through a partnership with Walla Walla Community College.
- Food Handler's Card, CPR and First Aid Certification are included in the course.
- Scrubs and Stethoscope will be provided for student use.
- A background check and 2-step TB test will be required.
- Students are held to infection control protocols aligned to the Department of Health, State of WA, and OSPI (i.e. when participating in clinical rotations).

- Prepare to take the Washington State Certified Nursing Assistant (CNA) Exam
- Meet several entry requirements for Allied Health and Nursing Courses
- Develop professional qualities and skills for Health Science Careers
- Learn terminology and use equipment commonly found in the health care industry
- Begin the foundational concepts of caring for oneself and others
- Career pathway to a variety of professional health care occupations

ADVANCED MANUFACTURING & WELDING TECHNOLOGY is an industry based shop environment designed for the student who is ready to develop skills and understanding of manufacturing, welding and metal fabrication. Students will practice skills that will prepare them to further their education for industries such as building fabrication, machining, construction, foundry work, agricultural, aerospace and many more. Students are taught safety, design, processes, light and heavy fabrication, common terms and industry expectations. Students will work on equipment commonly found in modern fabrication and manufacturing industries. This learning opportunity will provide hands-on practice and knowledge, which could lead to industry certification and college credits.

- Students in the program may qualify to earn CTE Dual Credit (college credit) through a partnership with Walla Walla Community College.
- Welding jacket, helmet, safety glasses, gloves and tape measure will be provided for student use.
- CPR certification included.

- Learn to weld (MIG, TIG, ARC)
- Learn laser cutting and engraving
- Develop skills and understanding of Computer Numerical Controlled (CNC) equipment
- Study manufacturing processes, assembly and analyze production concepts
- Learn to cut steel and other metals through the use of a CNC Plasma Cutter
- Learn materials properties, specifications and applications related to manufacturing

CONSTRUCTION TECHNOLOGY– is an exciting course that will prepare students with occupational skills in the areas of blueprint reading, carpentry, electrical systems, masonry, and plumbing. This incredible opportunity gives the individual a hands-on introduction to the construction building trades. Students will research and design both renewable and nonrenewable energy sources including the

construction of residential structures. These skills could be applied to a wide range of careers. In addition, safety is key in this industry, which is why it's our priority to identify appropriate hand and power tool usage.

- Students in the program may qualify to earn CTE Dual Credit (college credit) through a partnership with Walla Walla Community College.
- Possibility of apprenticeship opportunities upon completion.
- Core Plus Construction, CPR, OSHA 10, Aerial Lift, Rigging, and Forklift certifications/qualifications will be included in the course.
- All necessary tools will be provided for use.

Topics covered:
- Introduction to Construction Technology
- Construction safety
- Geometry in Construction
- Carpentry
- Electrical wiring
- Energy conservation and solar energy
- Blueprint reading
- Plumbing
- Masonry
- Certifications
- SkillsUSA

CRIMINAL JUSTICE - This Law Enforcement course is an overview of the criminal justice system and the careers available in this growing employment field. Students will investigate the roles of local and state law enforcement agencies, federal agencies, corrections and supporting careers. Learning opportunities include field trips to criminal justice and public service facilities. Students will receive training in critical analysis, conflict resolution, record keeping, technical writing, fingerprinting, investigative procedures, patrol procedures and criminal/traffic laws. How laws are created, the difference between criminal and civil laws, and law enforcement ethics will also be explored.

- Students in the program may qualify to earn CTE Dual Credit (college credit) through a partnership with Walla Walla Community College.
- Learn to think creatively in exploring ways to promote public safety, prevent crime and improve the state of the criminal justice system overall
- Learn the latest practices from career professionals
- Receive training in conflict resolution, record keeping, fingerprinting, investigative procedures, patrol procedures and criminal/traffic laws
- Get hands on training and career insights through field trips to local criminal justice and public service facilities
- Get training that could lead to careers like corporate security, private investigation, attorney, law enforcement, detective, federal agent, probation officer, and game warden

1003 SUMMER SESSION

Summer session is available to all incoming ninth to twelfth grade students. Summer session is an excellent opportunity for students to explore the world of career and technical training. Students are eligible to earn 0.5 high school credit per session upon successful completion. Information regarding availability of courses offered at SEATech is posted on our website at https://www.myseatech.org/ each spring.
- Availability of summer session is dependent upon yearly legislative funding approval.
- Summer programs are exploratory and will not offer dual credit.

1004 PROGRAM EXPECTATIONS

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

1005 WEAPONS

A suspension or expulsion may be imposed for possession of weapons on school premises (District Policy 4210) when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. All expulsion and/or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 – Student Discipline. Emergency removal may be imposed when the student's conduct meets the requirements of RCW 9.41.280.

1006 CARE OF SCHOOL PROPERTY

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

will be subject to disciplinary action and possible legal action.

When using technology, care must be taken to protect equipment from damage. Specific restrictions apply regarding the use and consumption of food or beverages while using technology. No food or liquids are to be consumed near any technology at any time. Hands must be cleaned of all sticky or oily residues prior to use of technology.

1007 SCHOOL VISITORS

(Policy #4200 - Safe and Orderly Learning Environment): SEATech welcomes and encourages scheduled visits by parents and community members. All visitors except those attending scheduled school activities must immediately register at the office upon their arrival at a school. Visitors will be asked the reason for their visit so that they may be appropriately accommodated. The district has adopted procedures for visitors requesting classroom observations, solicitations, meetings with staff members and deliveries to students. Visitations will be approved according to these procedures and depending on the scheduled activities taking place at the time of the visit.

Visitor Approval Process: **72 HOURS PRIOR** to bringing a student visitor to SEATech, you must complete the following procedures:
- Schedule a meeting with the administration to discuss the visit.
- Final approval may be granted after meeting has occurred.
- Visitors are not allowed during critical times such as prior to school vacation, during finals, testing, etc.

1008 DRESS CODE AND EXPECTATIONS

(Policy #3224 – Student Dress): Dress standards at SEATech 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 SEATech employability standards. Programs have individual uniform standards which may be stricter than the general dress code standards.

It is the goal of SEATech to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment that instills high standards of professional practice for all students and staff. All students are expected to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, our staff hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future careers.

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 Director, and designated staff, has the authority to determine if clothing is disruptive to learning or impacts student safety. The Director, in connection with the instructor, advisor, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the Director 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/clothing 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, in alignment with the safety guidelines, uniform requirements, and activity guidelines during class.

Students may be required to wear uniforms or safety equipment/clothing in certain courses.

To maintain adherence to the student dress policy and employability standards, 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
- Racer backs

The Walla Walla School District is an Equal Opportunity Employer and complies with all requirements of the ADA.

- Halter-tops
- Tube tops or strapless shirts
- Swim tops and bottoms (or clothes that cover the same)
- Jeans with holes
- Pajama pants

Clothing or accessories with offensive pictures, symbols, or sayings. These include, but are not limited to:
- Demeaning statements
- Violent statements
- Sexual statements/pornographic references or symbols
- 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 judgment 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 program. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

Dress may be more restrictive when students are participating in work-based learning activities, such as clinical rotations, job shadows, mock interviews, paid or unpaid internship/work experiences, etc.

If the student's dress is objectionable under these provisions, the director/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 director/designee.
- Students in violation of the dress code may change their clothing or put on another layer
- Students who do not have another option available may be issued items to borrow (if they are not returned, a fine will be issued)
- Parents may drop off an option in compliance with school and district policy

If the student refuses to make the appropriate corrections, the director/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If the student and/or parent/guardian refuse, the director/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 director/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

1009 PERSONAL ITEMS

Students are responsible for personal items. SEATech is not responsible for items such as smart phones, iPads, or any other personal items that are lost or stolen while on campus. Please do not bring these items to the campus unless you are able to secure them.

Lockers are available for all programs. SEATech will provide the locks.

Students are not allowed to ride or stand on skateboards or scooters on campus at any time. Bicycles should be locked up at the designated bike rack.

MESSAGES AND ELECTRONIC DEVICES
Emergency messages for students from parents will be sent through the office (509-526-2000). Students are not to interrupt the classes with messages for other students. Except for emergencies, students are not to leave the classroom to return incoming messages. SEATech will proactively foster and encourage responsible use of electronic devices. Inappropriate use of electronic devices detracts from the educational learning environment. Additionally, this usage is viewed as disruptive of all others (students and instructors) engaged in the teaching/learning process. The quality of the learning experience deteriorates when these distractions occur. The following policy will be upheld:

> *All extraneous devices, including cell phones, smart phones, tablet PCs, mobile presenters, wireless tablets, digital recorders, iPads, MP3 players, texting calculators, smart phones digital cameras, digital cameras, laptop computers, as well as any other personal device that could interfere with teaching and learning, are not to be used during class time unless the instructor permits their use for a class-related purpose. In particular, cell phones are to be silenced and headphones are to be stored away. The use of any electronic devices during examinations, other than those approved by the instructor, is strictly prohibited.*

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1010 SAFETY

Job safety is a vital part of all occupations and is a part of each program at SEATech. Everyone is expected to demonstrate safe work habits. Safety violations are subject to strict discipline, including possible dismissal from a program. The following safety regulations, adopted from industry standards found on the job, are to be observed at all times:

- **Eye Safety:** If a student is involved in a program of a hazardous nature WISHA code clearly states individuals must wear appropriate industry-quality eye protective devices as designated. The first pair of eye protection will be issued by the school. Thereafter, the student is responsible for the purchase of any additional pairs.
- **Handling Blood/Body Fluid**: Latex gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
- **Food Borne Illness:** Care must be taken in program activities involving the handling of food in an effort to prevent food-borne illness from occurring.
- **Drugs/Alcohol:** Drugs and alcohol are not tolerated at SEATech.
  - Individuals choosing to engage in the use or distribution of drugs or alcohol will be subject to disciplinary action by SEATech administration, which may additionally include contact with law enforcement.

1011 DISCIPLINE

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. SEATech 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 SEATech is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. In the event that disciplinary action is warranted, a progressive process is followed. Individual staff has the right to remove any student from participating in the program for the day if that student's behavior constitutes a disruption. Further progressive disciplinary action may result at administrative discretion to include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process.

> *Acts of misconduct judged to be a breach of appropriate conduct will be handled in accordance with and as defined by SEATech policies **(WWPS Policy and Procedure 3241 – Student Discipline)**, consortium member district policies, and state law. This could involve notification of civil authorities.*

1012 FEES

(Procedure 3520 – Student Fees, Fines, and Charges): The district will provide an educational program for the students as free of costs as possible.

In establishing student fees for educational experiences, the following guidelines will be used:

A. Class registration literature will describe fees, if any, for each class or activity and the process for obtaining a waiver or fee reduction

B. A fee may be collected for any program only when the resultant product, service or experience is in excess of the basic instructional program and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district will furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials

C. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks

D. Security deposits for the return of materials or equipment may be collected. Provisions will be made to return the deposit when the student returns the item at the conclusion of the school term

E. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student (a waiver or fee reduction need not be offered for such activities);

F. Fees will not be levied for:
   1. Field trips required as part of a basic educational program or course
   2. Textbooks (non-consumable) or other materials, which are designated as basic instructional material for a course of study
   3. Instructional costs for necessary staff employed in any course or educational program.

A student will be responsible for the cost of replacing any property belonging to others that are lost or damaged due to the student's negligence.

If any property of the district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, with the damages exceeding $1,000, the district may withhold the diploma, but not the grades or transcripts, of the student responsible for the damage or loss for the earlier of either 5 years from the date of the student's graduation or until the amount owed is less than $1,000. If the student and parent or guardian are unable to pay for the damages, the district shall provide a program of community service for the student in lieu of the payment of monetary damages. Community service completed must be credited at the applicable local or state minimum wage, whichever is greater. Upon completing community service that reduces the amount owed to less than $1000, the student's diploma must be released.

The student or their parents or guardians may appeal the imposition of a charge for damages or fines. The student and their parents or guardians will be notified regarding the nature of the charge for damages or fines, whether the student's diploma may be withheld, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed $100, the student or their parents or guardians will have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent or designee and board. When damages are in excess of $100, the appeal process for long-term suspension will apply.

1013 TRANSPORTATION AND PARKING

Transportation may be provided by each sending school district to and from SEATech. Each district has established its own transportation policy. Any students missing the bus will be responsible for arranging their own transportation to their home school. Any student who wishes to drive to and from SEATech or any off campus site must obtain permission from their sending high school. Students who are authorized to drive to and from SEATech or any off-campus site must know and observe the following regulations:

- Must carry a valid driver's license and proof of insurance and provide it upon request by a SEATech administrator or designee.
- Must park in designated student parking areas or specified areas for off campus sites. Cars parked in unauthorized areas may be towed.
- Must follow the **10 mph** speed limit on SEATech campus at all times.
- Students must follow traffic laws, signs, and directional arrows, etc.
- Speeding or careless driving on SEATech grounds, on streets bordering the SEATech campus, or at the off-campus sites, may result in the loss of parking/driving privileges and/or further disciplinary actions, which may include legal consequences.
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on SEATech's campus including the parking lot, the street bordering SEATech 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 lots are considered **OFF LIMITS** during session hours. Students must gain permission from a staff member and check-in at the office prior to going out to the parking lot for any reason other than to leave the campus at regular dismissal times.
- Drivers shall, at all times, yield the right of way to school buses and pedestrians.
- There shall not be any loitering outside of school hours in the parking lot or on campus.

FAILURE TO FOLLOW THE ABOVE STATED RULES MAY RESULT IN THE TERMINATION OF DRIVING/ PARKING PRIVILEGES and/or further disciplinary action.

All school district transportation related questions or concerns must be directed back to your home district transportation department. SEATech does not coordinate or supervise any areas regarding regular student transportation.

1014 CLOSED CAMPUS

SEATech 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 SEATech, they are expected to remain on campus unless they have received prior approval from a SEATech administrator.** Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the 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 SEATech administration.

Work or training related activities may require students to coordinate leaving campus prior to dismissal time. Such activities must be pre-approved by the program instructor in connection with SEATech administration. Students must also complete the appropriate sign-out process with the front office.

1015 ADULT STATUS

ALL STUDENTS, REGARDLESS OF ADULT STATUS, MUST SIGN OUT IN THE OFFICE WHEN LEAVING CAMPUS PRIOR TO REGULAR RELEASE TIMES.

1016 COMPULSORY ATTENDANCE

(Policy 3110 - Qualification of Attendance and Placement, Policy 3121 - Compulsory Attendance, Policy 3122 Excused and Unexcused Absences):
SEATech 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. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher (Policy 3122).

All program instructors maintain the standards and attendance expectations for their programs.
These standards teach what all employers expect of their employees:

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

Attendance policies/procedures:

- All absences must be cleared within **72 hours from the date of the initial absence.** Absences not cleared within this period will remain unexcused.

- Students are tardy if not in the classroom by the conclusion of the bell to begin class. If students are more than ten (10) minutes late, students will be marked absent for that class period. A valid pass from a staff member will excuse lateness.

- Students must carry a hall pass anytime they are out of class. If students do not have a pass, they may be considered truant.

- Absences communicated to the student's sending high school will NOT be relayed to SEATech. Therefore, parents/guardians must make contact SEATech **directly (509.526.2000),** as well as the sending high school, to excuse any absences.

- Students who ride a school bus are released at regular dismissal unless other arrangements are made via administration.

- During the daily attendance procedure, all instructors will identify students as being either excused or unexcused. An unexcused absence indicates that the office has had no communication from either the student or their parent/guardian.

- Parents/guardians must directly contact SEATech's office and provide information regarding the reason connected to all absences. This includes absences, which are known in advance, such as a legal appointment or sending school activity. Such absences **must be prearranged directly with SEATech's office no less than 48 hours** prior to the actual day of the appointment or event.

- **Leaving campus prior to dismissal times** - Students must provide SEATech's office with verifiable parent/guardian permission before a student to will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have adult status, must sign out at the office prior to leaving campus. Students who leave campus without proper permission are subject to disciplinary action.

- **Sending School Activity** - In the event of a sending school activity, students must have the activity verified by their school administrator/designee or parent communicated to SEATech's office in advance. Students will be held accountable for the completion of all work missed.

- **SEATech Activity** - To participate in a SEATech project or activity, which occurs during the hours a student is assigned to attend their sending high school, the student must complete a **Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form** and submit it to the sending high school official with proper signatures **no less than 48 hours prior** to the date of the activity.

- SEATech follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of eighteen.

1017 STUDENT CALENDAR

SEATech follows Walla Walla Public Schools' calendar for holiday breaks and non-school days.
PLEASE NOTE: Regardless of the sending school's graduation date and last day of school, students attending SEATech are required and expected to be in session through the Walla Walla Public Schools' last day of school. Students are be required to follow this schedule.

1018 IDENTIFICATION BADGES

In keeping with business and industry, an ID badge is required as needed for school related functions. Initially issued ID badges are at no cost to the student. The cost for a replacement badge is $5.00 and is the responsibility of the student.

1019 INTERNET ACCESS BY STUDENTS

Internet Access by Students (Policy 2022 (P) - Electronic Resources and Internet Safety):
K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

Use of Personal Electronic Devices; Students and Telecommunication Devices (Policy 3245)

In accordance with all district policies and procedures, students and staff may use personal electronic devices to further the educational and research mission of the district. **School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day**. **Absent a specific and articulated need** (e.g. assistive technology), **students do not have an absolute right to possess or use personal electronic devices at school.**

Parents need to call the SEATech main office to reach their student instead of texting or calling a cell phone during class.

SEATech instructors may require students to keep their mobile devices locked in their backpack and/or designated area (i.e. locker/secured storage area) during class. Furthermore, programs may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus. Failure to comply will result in disciplinary action. As per section F below, a student may decide not bring their phone onto campus to avoid the risk of loss, theft, or destruction.

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

A. **All telecommunication/electronic devices shall not be in visible sight or operated while school is in session.** However, teachers may grant exceptions in their classrooms to this policy if use contributes to instructional and/or educational efforts. Telecommunication/electronic devices can only be displayed and/or operated before and after the regular school day, and during a student's scheduled lunch period and between classes, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise;

B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;

C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;

D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, **the official may confiscate the device, which will only be returned to the student's parent or legal guardian**;

E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device 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. Content or images that violate state or federal laws will be referred to law enforcement;

F. **Students are responsible for devices they bring to school.** The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;

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G. **Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices**; and

H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Network (Procedure 2022)

The district network includes wired and wireless devices and peripheral equipment, data storage, electronic communications and all Internet content. The district reserves the right to prioritize the use of, and access to, the network.

Primary use of the network is to support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff include:
A. Creation of digital data and resources in support of education and research;
B. Participation in collaborative sites and groups, and the creation of digital content that support education and research;
C. With parental permission, the online publication of original educational material, curriculum-related materials, and student work. Sources must be cited appropriately;
D. Use of the network for incidental personal use in accordance with all district policies and procedures; and
E. Connection of personal electronic devices to the district's open wireless network. Connection of any personal electronic device is subject to all procedures in this document and district policy.

Unacceptable network use by district students and staff includes but is not limited to:
A. Personal gain, commercial solicitation, and compensation of any kind;
B. Actions that result in liability or cost incurred by the district;
C. Support for or opposition to ballot measures, candidates, and any other political activity;
D. Hacking or other malicious actions and breaches of security;
E. Unauthorized access to all district electronic systems;
F. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
G. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
H. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material
I. Attaching unauthorized devices to the district secure network. Any such device may be confiscated and additional disciplinary action may be taken; and
J. Any unlawful use of the district network and Internet resources.

The district will not be responsible for any damages or loss suffered by any user resulting from use of any district electronic resource or equipment. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

A. Students and staff should not reveal personal information, including a home address and phone number on publicly accessible Internet resources;

B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;

C. Student pictures and names can be published on public class, school, or district website. Students/families wishing to opt out of this practice can do so by contacting the principal's office and completing an opt-out request;

D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; and

E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

1020 PROGRESSIVE DISCIPLINE PLAN

Procedures as defined by **policy and procedure 3241 – Student Discipline** are followed in response to students' behaviors requiring disciplinary action.

Staff are responsible for the adequate supervision of students in their area, class, or under their care. Instructors must report cases of abuse or suspected abuse.

This District's student discipline policy and procedure is designed to provide students and staff with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning.

Students in violation of SEATech's rules will be subject to the following consequences. Examples include but are not limited to (details of each misconduct may directly impact the specifics of the consequences as deemed appropriate by administration):

Level	Misconduct	Range of Consequences (others may apply – i.e. conference/warning/detention, etc. dependent on level/circumstance)
Type six	Firearm	Mandatory expulsion
Type five	Assault, sexual assault, illicit drug distribution, possession of a weapon, robbery, assault of a teacher, arson, safety	Classroom exclusion, in-school suspension, out-of-school short-term suspension, out-of-school long-term suspension, or expulsion
Type four	Assault, fighting with major injury, sexual harassment, discriminatory harassment, malicious harassment, marijuana distribution, alcohol distribution, tobacco distribution, gang intimidation or activity, safety	Classroom exclusion, in-school suspension, out-of-school short-term suspension, out-of-school long-term suspension, or expulsion
Type three	Bullying, fighting without major injury, illicit drug possession or use, marijuana possession or use, alcohol possession or use, tobacco possession or use, theft, other	Classroom exclusion, in-school suspension, out-of-school short-term suspension, out-of-school long-term suspension, or expulsion
Type two	Destruction of property, physical aggression, failure to cooperate, sexually inappropriate conduct, disruptive conduct, other	Classroom exclusion, in-school suspension, out-of-school short-term suspension, out-of-school long-term suspension, or expulsion
Type one	Disruptive conduct, dress code, physical contact, defiance, disrespect, academic dishonesty/plagiarism, property misuse, inappropriate language, other	Classroom exclusion

1021 Food on Campus

SEATech coordinates with home high schools to identify a travel plan when home high schools and SEATech have scheduling constraints, in an effort to allow students with time to travel safely to school, and with time to eat lunch.

The following are expectations for eating food on campus:
- No "DoorDash"/deliveries during class, and no food is allowed in classrooms, unless it is part of the WWPS nutrition services program or for a special event approved by SEATech staff.
- Should a student's schedule and agreed travel plan between SEATech and their home high school require early dismissal or late arrival, meals may be finished at SEATech (i.e. in the lobby). Students should not be loitering in the parking lot while school is in session.
- Nutrition services (school meals) are not provided at SEATech; students should make arrangements to get their meals through their home district and through their home high schools.
- All food waste and trash should be disposed of in the trash receptacles.
- Students are expected to be on time to class (based on SEATech's bell schedule and/or travel plan).

2000 ELECTRONIC MEDIA/TECHNOLOGY

Copyright laws and educational value or impacts of technology are of major importance. SEATech administration will oversee the use of all SEATech's electronic equipment on campus and in the classrooms. This includes the appropriate use of campus photocopiers, video equipment, computer hardware and software/shareware, Internet, network, email, and other electronic devices and technology.

Only software and materials that are supplied by SEATech or approved by an administrator will be allowed to be installed, copied, or used on any computer, copier, or any other electronic media on SEATech campus.

Use of the Internet for obtaining information, placing orders, or communicating with outside sites must include:

- Students must sign an Acceptable Use Policy (AUP) for Student Electronic Resources before using SEATech electronic equipment. Signed copies must be provided within one week from the first day of attendance. Students will not be allowed to use any form of technology without a signed media policy on file.
- Downloading from the Internet must be under the guidance and approval of the instructor.
- Directly related to the documented program curriculum or specifically approved by the instructor.
- Use of SEATech equipment/computers for personal/student, or non-program related activities is **PROHIBITED** and will be strictly enforced; potentially resulting in disciplinary action as deemed appropriate by SEATech administration.

3000 CAMPUS SERVICES

SEATech administration handles most situations that cannot be addressed by the program instructor. It is a place of business and everyone using the services needs to maintain a professional attitude. Sign-out sheets and appointment request slips are easily accessible at the office.

3001 TELEPHONE

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

3002 HEALTH SERVICES/FAMILY SERVICES

Health Information: Parents/guardians have the primary responsibility for a student's health. SEATech requires that a Health Information Form be completed. SEATech does not have a school nurse, so anyone who is too ill to be in class needs to identify an emergency contact person who is available for transportation home. If it is necessary for medication to be taken at school, it must be properly verified by the parent/guardian on the Health Information Form and supported by medical documentation. No medication, including those obtainable over the counter, can be possessed or distributed by students or furnished by the school.

Contact your Home School District for information on student medical insurance, free/reduced student lunch, financial assistance, and referrals to programs assisting with housing, food, and transportation. It is the responsibility of each sending district to provide food services to students who qualify for free/reduced meal assistance.

3003 INFORMATION METHODS

Student information, job openings, scholarship information, student support services, community contacts, educational opportunities, announcements, upcoming event dates and celebrations are communicated by staff, or posted at school or on SEATech's webpage.

3004 LOST & FOUND

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

4000 SCHOOL CLOSURES

Hazardous weather, floods, or unexpected emergencies may force changes in bus transportation schedules and pickup/drop-off points for students. Check with your Sending School District Transportation Departments. For adverse weather, announcements check http://www.wwps.org.

5000 ASSESSMENTS

Evaluation is ongoing in business and industry. At SEATech, each student will have an opportunity to participate in assessments of their work and training. It is important for a student to learn to evaluate and discuss their progress and professional skills.

5001 GRADING

SEATech grades are assigned to coincide with the semester system. Grades are forwarded to each home high school based on dates identified in SEATech's reporting schedule.

Students may receive up to three (3) high school credits for each successfully completed program.

Incomplete Grade: If a student owes an instructor time and/or makeup work, an incomplete grade will be awarded at the

end of the progress/final grading period. Students must make up time and work per their plan for course completion meeting required deadlines.

CREDIT EQUIVALENCY: This provides a student with an opportunity to meet a required subject as part of their SEATech program. For example, a student might earn a science credit while taking the Health Sciences program. If students are interested in receiving equivalency credit, they must contact their sending school counselor.

5002 DUAL CREDIT

Whether planning to obtain a four-year degree, a two-year degree, or industry recognized credential, Dual Credit gives students a jump-start on their postsecondary education/career plan as follows:

- Students can earn college credit during high school at partnering community and technical colleges. For specific information regarding articulated credits see the listing below. See your program instructor for information regarding program certification, and potential post-secondary placement options.
- College credit may save families substantial post-secondary tuition costs, while also saving students countless hours toward their post-secondary credential(s).
- An early start may result in an early finish to the selected post-secondary degree program
- Students may be better prepared to meet the challenges of the workplace

How does a CTE Dual Credit student earn college credits while still in high school?

- Enroll in the SERS – CTE Dual Credit management system (or equivalent system)
- Successfully complete the specific SEATech/CTE Dual Credit course with achievement of specific grading criteria in areas for each grading period August through June
- Earn high skills competency ratings for the course

Students successfully completing a yearlong program at SEATech, with a B grade or better, MAY earn college credits in each program below:

Advanced Manufacturing and Welding Technology
Careers in Media & Entertainment
Construction Technology
Criminal Justice
Health Science Careers

7000 STUDENT RIGHTS

Please refer to the WWPS Parent/Student Handbook for detailed information. https://www.wwps.org/handbook

7001 COMPREHENSIVE NONDISCRIMINATION STATEMENT

(Policy #3205 AND #3210): You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator. You also have the right to file a complaint. Click here to view a copy of Walla Walla Public School's nondiscrimination policy and procedure: http://www.wwps.org/district/information/school-board/policies

8000 CAMPUS ACTIVITIES

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 is a great way to round out your resume.

8001 LEADERSHIP ACTIVITIES

SEATech 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. SEATech endorses, encourages, and supports leadership activities as part of 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 student organizations such as SkillsUSA or HOSA.

8002 ASSOCIATED STUDENT BODY

The Student Governance Council oversees the formalized Associated Student Body (ASB) program and campus leadership activities. Programs or campus-wide fundraising/activities plans and expenditures are preliminarily approved through the ASB and granted final approval through SEATech administration prior to implementation.

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