



2026-2027

**Student-Parent
Resource Guide**

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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 participate.
- Contribute to a positive learning environment.
- Follow instructions, directions, performance, and standards of the program at all times.
- Put forth effort 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	7:45 a.m. 8:00 a.m.	8:00 a.m. 10:30 a.m.
	Passing Time	10:30 a.m.	10:45 a.m.
Regular (M, T, Th, F)	Passing Time PM	12:20 p.m. 12:35 p.m.	12:35 p.m. 3:05 p.m.
	Passing Time	3:05 p.m.	3:20 p.m.
Early Release (Wednesday)	Passing Time AM	7:46 a.m. 8:00 a.m.	8:00 a.m. 10:20 a.m.
	Passing Time	10:20 a.m.	10:34 a.m.
Early Release (Wednesday)	Passing Time PM	11:41 a.m. 11:55 a.m.	11:55 a.m. 2:15 p.m.
	Passing Time	2:15 p.m.	2:29 p.m.
Early Dismissal (see WWPS calendar)	Passing Time AM	7:52 a.m. 8:00 a.m.	8:00 a.m. 9:20 a.m.
	Passing Time	9:20 a.m.	9:28 a.m.
Early Dismissal (see WWPS calendar)	Passing Time PM	10:47 a.m. 10:55 a.m.	10:55 a.m. 12:15 p.m.
	Passing Time	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 EDUCATION is a comprehensive, career-preparatory course designed for high school juniors and seniors interested in becoming PreK-12 educators, preschool teachers or childcare providers. This three-period block program immerses students in the educational field through a combination of classroom instruction and hands-on practicum experiences. Students start with foundational coursework that explores current issues in education, effective teaching strategies, and educational theories. Through observations and interactive extensions, including field trips and guest speakers, students gain a broad understanding of the teaching profession and develop skills to apply in real classroom settings.

In addition to the classroom-based learning, students are paired with mentor teachers at area schools in grade levels and subjects aligned with their interests. This hands-on practicum allows students to assist and work directly with students under the guidance of experienced educators. Additionally, seminars held throughout this practicum offer support and the chance to reflect on experiences, fostering further development as future educators.

Additional Experiences and Certifications: The program includes a focus on child development from infancy through adolescence, with students participating in field trips, professional talks, and an Infant Simulation experience. Students have opportunities to earn valuable certifications such as the STARS Certification, CPR/First Aid Certification, and a Food Worker Card, and to gain practical training for roles in early childhood education and childcare. Curriculum will engage students in training that prepares them to attain a Para Educator General Certificate. By the program's end, students will have developed a professional portfolio that highlights their growth, understanding, and readiness for further education or careers in teaching.

College Credit and Career Pathways: Through successful completion, students can earn up to 14 college credits (CTE Dual Credit). This course supports graduation pathways within all CTE program areas, setting students on a meaningful path toward careers in education.

CAREERS IN MEDIA & ENTERTAINMENT gives students a chance to level up their skills and join the 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 PC3 (Clover Park and Bates).
- 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
- 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 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, dispatcher, and game warden

1003 SUMMER SESSION

Summer session is available to all incoming ninth through 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): 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. Failure to comply with program standards will result in classroom exclusion/disciplinary action.

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 will be subject to school discipline. 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 (including spaghetti strap tank tops)
- Racer backs
- Halter-tops
- Tube tops or strapless shirts
- Swim tops and bottoms (or clothes that cover the same)
- Jeans with large 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 a 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 a 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 corrections. 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 afforded 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 in most 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.

All extraneous devices, including cell phones, smart phones, smart watches, tablet PCs, mobile presenters, wireless tablets, digital recorders, iPads, MP3 players, texting calculators, smart phone 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 stored with smart watches, and headphones in Yondr pouches during class. The use of any electronic devices during examinations, other than those approved by the instructor, is strictly prohibited.

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 all or any portion of the balance of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first, 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 **10 mph** speed limit on SEATech campus, **20 mph** speed limit on WWCC's Campus Loop, and other posted speed limits, 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.

The following is a special statement from Walla Walla Community College (WWCC), as all driving routes onto SEATech's campus require travel on WWCC property:

Students who drive recklessly on WWCC's campus may be trespassed from campus. A totality of the circumstances would be considered, and perhaps some remedial training regarding [WAC132T-116](#) would be in order, resulting from a first offense of unsafe travel on campus. Things to take into account for trespassing a student or community member would be;

- *Speed in excess of the 20 mph limit on campus*
- *Were people or property endangered in the immediate area?*
- *Was the vehicle breaking traction and/or performing unsafe travel, compounding the excessive speed?*
- *Any other mitigating circumstances.*

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 or designee.**

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 before 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 before 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 by phone (509.526.2000) or through ParentSquare**, 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 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 first school day, graduation date, and last day of school, etc. students attending SEATech are expected and required to attend SEATech class sessions according to the Walla Walla Public Schools' calendar.

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)

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

SEATech Student Phone Policy and Guidelines

Phones are not to be used during school. Every student will be assigned a Yondr pouch during class. While the Yondr Pouch is considered school property, it is each student's responsibility to manage their pouch during class and keep it in good working condition.

Daily Process

As students **arrive at school**, they will:

1. Turn their phone OFF or on Do Not Disturb.
2. Place their phone, smartwatch, and Bluetooth earbuds inside their pouch and secure it in the presence of school staff.
3. Store their pouch in their backpack or locker for the day.

At the end of class, students will unlock their pouch, remove their technology, and put their pouch in their teacher's designated location. If you need to speak with your student during the day, please call the office (509.526.2000). Office staff will inform your student; they can either call from the office phone or use their cell phone. Their pouch can be unlocked and locked in the office.

*****Students arriving late or leaving early will follow their teacher's directions and may be asked to pouch/unpouch their phones in the Main Office.**

VIOLATIONS

Pouch Damage or Lost Pouch: If a student intentionally damages or loses their pouch, office staff will collect the student's pouch/technology and call home.

Repercussions for damaged pouches will include:

- Parent pickup of phone and pouch and classroom exclusion/In-School Suspension
- \$30 fee for a replacement pouch
 - Replacement pouch will not be issued until the fee is paid in full
 - Students will check technology into the office each day, where it will be secured
 - Families can pay the fine in person at the school office or the District Office.
 - Fines can also be paid online via the District's online payment portal, wa-wallawalla.intouchrecepting.com

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Inappropriate writing or design on the pouch (inside or outside)
- Pin and button not fully recessing due to pin damage

Using phone during school: If a student chooses not to use their pouch and is caught using their phone, smartwatch, and/or Bluetooth earbuds, office staff will collect the student's technology and call home.

Repercussions for unauthorized phone use will include:

- **Parent pickup of the phone for every offense**
 - Second offense— after school detention
 - Third offense— after school detention
 - Fourth offense— ISS (In-School Suspension) or OSS (Out-of-School Suspension)
 - Consequences will continue with progressive disciplinary action.

Students found with a second phone or attempting to deceive staff by placing an item other than their phone in the designated pouch will face an In-School Suspension or Out-of-School Suspension. Parents will be notified and will be required to pick up the phone and pouch.

If a student does not have a phone, smartwatch, or earbuds, SEATech will keep a record and issue a pouch in case it is needed in the future.

Students in possession of other telecommunications devices, not listed above, including, but not limited to, pagers, beepers, cellular phones, iPads, or other smart devices, 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;
- 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.

The 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.
- F. Use of AI tools in a manner that aligns with the requirements of this (procedure), ensuring ethical, equitable, and safe application. This includes using AI to support learning and problem-solving, while protecting data privacy and security.

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.
- K. Use of AI tools to create misleading or inappropriate content, take someone's likeness without permission, or harm others.
- L. Using AI tools to generate answers, stories, essays, or other publications, and/or complete assignments without proper citation and explicit teacher or rubric permission.

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.
- F. Staff and students should never input personal, sensitive, or confidential data, including any data related to student education records, into any AI system without first ensuring that the system meets FERPA, COPPA, and CIPA requirements.
- G. Users must never use AI tools to create misleading or inappropriate content, take someone's likeness without permission, or harm humans or the community at large.

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the authorization of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. AI-generated content is considered plagiarism, unless appropriately cited in assignments or publications; any use must be referenced and explicit teacher or rubric permission. Instruction should emphasize the importance of ethical use of AI and the role of using sources in assignments.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network systems and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- A. The district network, including when accessed on personal electronic devices and on devices provided by the district;
- B. Software applications and Internet usage;
- C. All electronic communications and data;
- D. District-owned devices and personal devices connected to the district network;
- E. Any and all information transmitted or received in connection with network and Internet use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right

to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files on district servers are backed up regularly. Refer to the district retention policy for specific records retention requirements.

Responsible Use of Artificial Intelligence (AI)

- A. **Human-Centered Approach:** AI use must always begin and end with human inquiry, prioritizing human input, reflection, and oversight.
- B. **Purposeful and Ethical Use:** AI tools should be used to enhance learning and teaching, ensuring ethical, equitable, and safe applications that respect privacy and security.
- C. **Data Input and Review:** Personal or sensitive data must not be entered into AI systems without adherence to FERPA, COPPA, and CIPA. AI-generated content should be reviewed for accuracy and bias before use.
- D. **Academic Integrity:** AI tools may be used for assignments and assessments as teachers determine, with proper citation to avoid plagiarism.
- E. **AI Literacy and Critical Thinking:** Staff and students will develop AI literacy to understand AI's capabilities and limitations, promoting critical evaluation of AI-generated content.
- F. **Continuous Learning:** The district will provide ongoing professional development on AI to ensure effective and responsible use.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's user agreement. Violation of any of the conditions of use explained in the district's user agreement, Electronic Resources policy, or in these procedures could be cause for disciplinary action, including (but not limited to) suspension or expulsion from school and suspension or revocation of network and computer access privileges.

1020 PROGRESSIVE DISCIPLINE PLAN

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

District staff members are responsible for supervising students immediately before and after the school day; during the school day; during school activities (whether on or off campus); on school grounds before or after school hours when a school group or school activity is using school grounds; off school grounds, if the actions of the student materially or substantially affect or interferes with the educational process; and on the school bus. Staff have the responsibility to provide a safe and supportive learning environment for all students during school-related activities. In accordance with the board's student discipline policy, district staff will administer discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible. 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 directly by school staff, or posted through ParentSquare, SchoolLinks, 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 yearlong program.

Incomplete Grade: If a student owes an instructor time and/or makeup work, an incomplete grade may 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 the 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 Science Careers 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 Education
 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. Students who wish to join are 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 Career and Technical Student Organizations (CTSOs) such as SkillsUSA, FCCLA, or HOSA.

While all students are offered the opportunity to sign up for a leadership activity, it is a student's responsibility to maintain eligibility for this privilege:

Field Trip Repayment Obligation: If a student **chooses not to attend** a conference **after being registered**, they agree to reimburse the school district for the full amount of their non-refundable registration and other non-recoverable costs associated with their reservations/travel arrangements. A fine will be issued if this situation arises.

- **Exceptional Circumstances:** In the event of a verified illness, serious medical emergency, or other extraordinary situation, a written appeal may be submitted to the building Principal/Director, or their designee, for review. Approval for reimbursement waivers is not guaranteed.

Academic and Attendance Expectations: Attendance at extended learning leadership events/conferences are a privilege and students have a responsibility to maintain good academic standing in order to attend.

- The student is required to be passing all classes at the time of registration deadlines communicated by their Advisor to be eligible to attend.
- If a student has a failing grade at the time of the field trip they will forfeit their eligibility to attend the event and will be responsible to reimburse the school district for all non-refundable costs per above.
- Regular attendance is required by state law, district policy, and correlates with academic success. Furthermore, regular attendance develops habits needed in a career to be reliable and employable in a professional setting.
 - If a student misses Chapter meetings per local bylaws, they will be disqualified from attending this CTSO event, or other CTSO activities, especially during the school day.
 - If the student is chronically absent (i.e. misses more than 10% of school days for non-school related absences or cannot verify extraordinary circumstances) they will be disqualified from attending the event.

- If CTSO's Chapter bylaws have stricter requirements than mentioned above, academic and attendance expectations will be required based on the local, state, or national bylaws.
- If a student is disqualified from attending an event after a travel agreement has been established per academic or attendance reasons, they will be subject to the repayment obligation.

Code of Conduct Expectations

Behavior Expectations: Students are expected to represent the school in a professional manner, adhere to all school policies and procedures, and follow CTSO guidelines for code of conduct while acting as a member of the organization and while attending events.

Failure to meet expectations will result in disciplinary consequences:

- Pre-Trip Disqualification:** Any behavioral violation occurring prior to the trip that results in a suspension (in-school or out-of-school) will immediately disqualify a student from attending as outlined in a signed CTSO Travel Agreement. Multiple accumulated offences may also result in disqualification.
- On-Trip Disqualification:** Violations of CTSO conduct policies (local, state, or national) or district policy during a field trip may result in immediate disqualification from the current event, and subsequent event (i.e. state or national leadership conference).
- Early Return Home:** If a student is disqualified while at a conference, parents/guardians will be notified immediately. It is the sole responsibility of the parent/guardian to arrange and pay for the student's early transportation home. Arrangements must be made at the parent's expense and on their own time.

Due to a significant financial investment, WWPS requires a commitment from both students and their families to ensure responsible participation. Travel agreements for CTSO events ensure that all participants understand expectations and consequences for violations of the agreement, and the financial responsibilities associated with the privilege of attendance.

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 and District administration before implementation.