



900 East Yonezawa Blvd.
Moses Lake, WA 98837
509.793.7000 School
509.793.7025 fax
www.cbtech.k12.wa.us

2018-19 Parent/Student Handbook

OUR MISSION

The mission of CBTECH Skills Center is to teach students job skills, attitudes, and behaviors necessary for entering the changing world of work and continuing education.

ON TIME EVERY DAY WITH A POSITIVE ATTITUDE

ATTENDANCE

PLEASE CALL **509.793.7006**

IF YOUR CHILD WILL BE

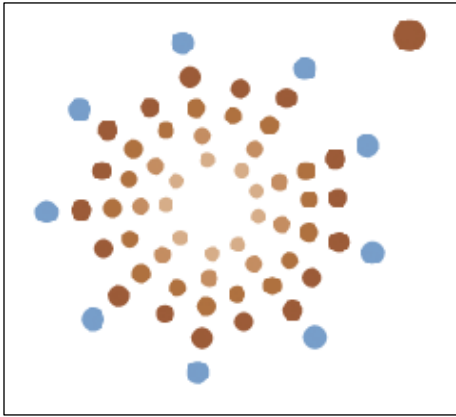
LATE OR ABSENT

You must call:

1. CBTECH Skills Center
2. Student's High School
3. Offsite Schools

Char Glo.... 509-765-5309

Elegance509-765-9003



OUR MISSION

The mission of CBTECH Skills Center is to teach students job skills, attitudes, and behaviors necessary for entering the changing world of work and continuing education.

OUR GOAL

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

- Professional Culture
- Fostering Leadership
- Collaborating Among Programs
- Industry Partnerships

CBTECH SKILLS CENTER

STAFF

793.7000

Director	793.7099	Christine Armstrong
Dean of Students/Agriculture Liaison.....	793.7008	Chad Utter
Administrative Assistant	793.7003	Rene Stephens
Attendance Secretary.....	793.7004	Carolyn Goodman
Student Data Processing/Registration	793.7003	Rene Stephens
Day Custodian	793.7030	Craig Legrand
Evening Custodian	793.7030	Andrew Wells

<u>PROGRAM</u>	<u>PHONE</u>	<u>FACULTY</u>
Advanced Manufacturing.....	793.7062	Chad Utter
Advanced Manufacturing.....	793.7059	Dave Oliver
Automated Manufacturing & Design.....	793.7067	Aaron Hopkins
Automotive	793.2257	Rich Archer
Automotive	793.2257	Todd Welch
Construction Technology	793.7055	Brandon Padilla
Cosmetology Char Glo.....	765.5309	Nic Harle
Cosmetology Elegance	765.9003	Blanca Barragan
Criminal Justice	793.7037	Dave Ruffin
Culinary Arts	793.7026	Joe LaRosse
Culinary Arts Assistant	793.7027	
Entrepreneurship/Marketing.....	793.7083	Melody Jenson
Professional Medical Careers.....	793.7073	Laura Cromer
Video Game Programming.....	793.7018	Dr.Terri Pixlee

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Welcome. CBTECH Skills Center is recognized for its unique and specialized educational programs. One of only 16 career-technical training centers in Washington State, CBTECH will serve juniors and seniors (ages 16-21) from area high schools, private schools, Skill Source programs and home school families. CBTECH serves as a **core campus** for area schools, allowing schools to offer a broader variety of courses, college credits, license preparation, and certifications.

The information contained in this handbook offers students a clear understanding of the exceptional educational opportunities, as well as personal responsibilities and expectations at CBTECH. Each student selects a program which supports their particular educational goals or career objectives. These factors in combination with a student's dedication toward positively impacting their own personal and professional growth help to create a unique and profound educational experience.

All CBTECH students, staff members, and service providers are expected to:

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

SESSION SCHEDULE AND CALENDAR

CBTECH Main Campus

- Session 1 8:00 - 10:30
- Between Session 1 and 2 10:30 - 11:30
- Session 2 11:30 - 2:00
- Between Session 2 and 3 2:00 - 2:10
- Session 3 2:10 - 4:40

Off Campus Programs

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

Char Glo School of Beauty and Elegance Hair Academy

- First Session 8:00 - 10:30 AM
- Second Session 11:30 - 2:00 PM
- Third Session (opt) 2:10 - 4:40 PM

Elegance Hair Academy

- First Session 8:00 - 10:30 AM
- Second Session 11:30 - 2:00 PM
- Third Session (opt) 2:10 - 4:40 PM

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

- **School Calendar**

Programs follow the CBTECH calendar except the Cosmetology schools. The Cosmetology programs will inform students of the minor calendar variations. Blades on Broadway runs Thursday-Saturday. Students are expected to be in attendance in accordance with individual program calendars.

- **Emergency Closure**

As a courtesy, local radio stations will announce by 6:00 AM, school cancellations, delays and early dismissals due to inclement weather or emergencies. CBTECH Skills Center will be delayed/closed in conjunction with the Moses Lake School District. ** A call will go out from the CBTECH skills center as well.

In the case of a late start there will be no morning session. If sending school has a late start students in the morning session will not attend CBTECH. If sending school is cancelled the students of that school will not attend CBTECH at all that day.

Moses Lake School District Calendar can be found at the following link:

<http://www.mlsd161.org/apps/events/?id=0>

SPECIAL SERVICES

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

SAFETY

1003

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

1. **Safety Rules:** Students are expected to know, understand and follow safety rules as well as maintain an orderly and clean work area. Individual program safety rules are posted and must be followed.
2. **Eye Safety:** If a student is involved in a program of a hazardous nature WISHA code clearly states individuals must wear appropriate industry-quality eye protective devices as designated.
3. **Handling Blood/Body Fluid:** Gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
4. **Food-Borne Illness:** Care must be taken in program activities involving the handling of food in an effort to prevent food-borne illness from occurring.
5. **Fire Drills and Emergency Procedures:** Plans have been developed which will insure the maximum efficiency and safety for evacuating the building during fire drills or other emergencies. Drills are to be taken seriously. Instructions will be posted for students in each room. Teachers will discuss the instructions periodically with the students.
6. **Closed Campus:** CBTECH, 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 CBTECH they are expected to remain on campus for the full duration of their session unless they have received prior approval from the CBTECH front office. Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the front office to include verifiable parent/guardian contact. Students who

choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by CBTECH administration.

7. **Drugs/Alcohol:** The policy of the Moses Lake School District is to provide a safe, healthy, learning environment. The use, possession, delivery, manufacture, exhibiting the effects of illicit drugs, inhalants, alcohol, tobacco, mind or mood altering substances, imitation drugs or the possession of drug paraphernalia in or on school property or at school related events is prohibited. Students found in violation of the policy will face immediate disciplinary action ranging from detention to suspension and may, additionally include contact with law enforcement.
8. **Tobacco Products:** Schools are designated non-smoking property and as such, we respectfully ask that parents and visitors please honor the rules when on any school property including our parking lots. Possession of tobacco products by anyone under age 18 is illegal. There is a total ban on the use of all tobacco products by anyone on CBTECH's campus. Violating this state law will result in disciplinary action, including possible legal action.
9. **Weapons:** Possession and/or assault with a dangerous weapon is strictly forbidden and will not be tolerated. Threatening or violent behaviors including fighting will not be tolerated. Possession of a dangerous weapon will result in expulsion from the Moses Lake School District for the remainder of the school year in accordance with district policy as well as notification of the police.

ATTENDANCE

1004

ATTENDANCE POLICY

Students enrolled in the CBTECH Skills Center are expected to attend school regularly in accordance with state law and school board policies. The primary responsibility for school attendance rests with parents and their students. Continual communication between home and school is encouraged to promote good attendance and serve the best interests of our students.

Section I. Student and Parent Responsibility

1. Students are required to be punctual and attend all classes.
2. Students failing to attend all classes unless excused are in violation of district rules and are subject to disciplinary action which could result in a suspension from school.
3. If a student is or will be absent, the parent should notify the Attendance Office of the reason for the absence on the morning of the absence. When calling the Attendance Office, please spell the student's last name. If the parent does not call, the student's home will be contacted in the evening, usually with the assistance of a pre-recorded message from the school. Only absences that are acceptable Excused Absences will be excused.
4. If a parent/guardian fails to call the school on the morning of the absence, the parent must send a signed note with his/her student when he/she returns to school. This note must explain the reason(s) for the absence. The student shall turn this note into the attendance secretary upon his/her return. **Notes or calls must be received within 48 hours of the student's return to school or the absence will be recorded as unexcused.**
5. Students who arrive at school more than 10 minutes after the school day has begun are to report to the Attendance Office immediately to check into school. Only late arrivals that fall under the Accepted Excused absences will be excused.
6. It is the student's responsibility to make-up missed schoolwork within a reasonable length of time established by his/her teacher (s). A reasonable length of time shall be 2 days to complete make-up work for each day of an excused absence, unless the make-up period is extended by agreement with the teacher(s). Proper credit will be given when work is made-up within a reasonable length of time. Make-up work must be completed within a maximum of 10 school days after the students return to school. If more time is needed, arrangements must be made with the teacher (s) prior to the deadline.
7. Students who are out ill for several days must have their parents contact the CBTECH Attendance Office to arrange to pick up assignments. Please allow 24 hours for homework to be collected from teachers.
8. If a student anticipates missing a class, he/she has the responsibility to notify his/her classroom teachers at least 1 day in advance. Exception: If the absence is for a school activity, the advisor, teacher, or coach will be responsible to notify the teachers (s)
9. A student who leaves school for any reason during the school day must check out through the Attendance Office with a note signed by a parent, or a parent/guardian in person. ID will be required upon checkout. **Students must sign out before leaving campus. Students failing to sign out will be subject to discipline under the "Failure to comply" section of the discipline code.**
10. Parents should review student attendance and progress reports for summary attendance information. If there are discrepancies or questions of interpretation, parents should contact the teacher to verify the absence or tardy within 48 hours. The teacher will contact the Attendance Office to make a correction if needed.

11. According to the adopted attendance policy, the following steps will be implemented:
 - a. On the **1st unexcused absence**, the student/parent will receive notification via the automated phone system.
 - b. On the **2nd unexcused absence**, the student/parent will receive written/email notification from the school.
 - c. On the **4th unexcused absence**, the student/parent will receive notification via the automated phone system. A student with 4 unexcused absences will sign a CBTECH Attendance Contract. A copy of the Attendance Contract will be mailed to the parent/guardian.
 - d. After the **5th unexcused absence in a month or 10th unexcused absence in a year**, a BECCA truancy petition will be filed with the Grand County Juvenile Court. RCW 28A.225.010
 - e. On the **6th unexcused absence**, the student /parent will receive written notification from the school. The CBTECH Director or Dean of Students will schedule a conference with the student and parent/guardian to discuss and devise a plan to remedy the attendance issues. A student with 6 unexcused absences in 1 or more classes and their parent/guardian will sign a CBTECH Attendance Agreement & Intervention Plan. If a parent does not attend the conference, a copy of the Attendance Agreement will be mailed to them and they will be contacted to schedule an appointment with the CBTECH Director.
 - f. On the **8th TOTAL absence**, minus absences related to school activities or discipline, the student/parent will receive notification from the school via telephone that the student is approaching the 10th TATAL absence that might lead to credit suspension. Students on an attendance Contract or an Attendance Agreement will be assigned In-School detention and warned of credit suspension at 10 absences in a class.
 - g. On the **10th TOTAL absence, the course credit will be suspended pending an appeals hearing**. Appeal Boards will be scheduled for students and parents to explain absences that may justify the granting of the credit. After the 10th excused or unexcused absence, the student and parent/guardian will meet with the Attendance Review Committee. However, if 5 or more of the absences are excused the principal will be responsible for resolving the situation. This committee will meet and will decide on one of the following actions:
 1. Grant the credit because of a hardship (illness, family emergency, etc.).
 2. Make the credit an incomplete, place student on Attendance Contract, and review after 9 weeks.
 3. Deny the credit.
 - h. On the 15th unexcused absence from any given class, a student may be withdrawn.
 - i. On the 20th TATAL consecutive absence, a student shall be withdrawn from class(es). No credit shall be granted.
12. Extended illness or absence: A student who has been absent without contacting the school is subject to withdrawal for lack of attendance.
13. A student absent from school on a given day may not be permitted to participate in any extra-curricular activity held that day or evening. This includes social activities sponsored by the school or one of its organizations. Coaches and advisors are obligated to check the attendance rosters on the days of the activities.
14. If a student becomes ill at school and is too sick to go to class, he/she must check into the office and a parent/guardian will be notified. If the student is too ill to go to the office, he /she must have someone notify the secretary in the main office immediately so that assistance can be given. A student who fails to do so will be marked as truant form class.
15. If a student has an off-campus class and misses the bus, he/she must immediately check-in with the Attendance Office. Failure to follow this procedure will be defined as a truancy. If a student does not have a class, he/she is not allowed on campus.
16. **Students must sign out at the Attendance Office before leaving campus. Students must have a note signed by a parent/guardian. A parent / guardian may fax a note to excuse a student from class: however, students must sign out at the Attendance Office regardless of the method the parent/guardian uses to excuse the student. NO NOTE- NO CHECK OUT. If the student leaves campus without a note or signing out, the absence will be marked as unexcused.**
17. If a student believes an error has been made regarding their attendance, he/she must pick-up an Attendance Correction form at the Attendance Office. This form is to be completed by the teacher who marked the student absent or tardy. This form must be returned to the Attendance Office and Corrections will be made as directed by the teacher.

Section II. Absences

1. Any period a student is not in class shall constitute an absence. (School activities, sports, music, etc. should be cleared by a coach or advisor with the Attendance Office.) **Pre-Arranged absence:** If a student knows in advance that he/she will be absent for defined excused reasons, he/she must use the following procedure to arrange for a planned absence. Pre-planned absences will only be given for absence of 1 or more days.
 - a. Arrangements for a planned absence should be made with the Attendance Office as many days in advance of the absence as possible, with a minimum of 1 day.
 - b. The student will carry the planned absence form to each class for the teacher's signature and to arrange for make-up work.
 - c. The planned absence form must be turned into the Attendance Office prior to the absence after being signed by his/her teacher(s).
 - d. The student should obtain assignments from his/her teachers(s) prior to leaving and turn their work in upon returning to school.

2. If a student is absent for 1 or more periods, and the parent guardian has not called the school to explain the absence, the parent/guardian will be called by the computerized telephone system.
3. **Truancy:** A student who stays away from school for 1 or more periods without permission of either the school or the parent/guardian is truant. Truancy will be handled as a disciplinary matter. Any law enforcement officer authorized to make arrests can take a truant student into custody without a warrant and must then deliver the child to the parent or to the school.
4. **BECCA Bill:** After 5 unexcused absences in a month or 10 in a year, the school must file a truancy petition with the Grant County Prosecutor. The BECCA Bill pertains to all students 18 years of age and younger. Absences are defined as being gone for the majority of the day.

CARE OF SCHOOL PROPERTY

1005

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

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

VISITORS

1006

Visitor Approval Process: 24 hours prior to bringing a student visitor to CBTECH, you must complete the following procedures:

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

TRANSPORTATION

1007

Bus transportation may be provided by each school district to and from CBTECH. Each district has established its own transportation policy. Any student missing the bus will be responsible for arranging their own transportation to the home school.

Students in districts who will not provide transportation will be responsible for arranging their own transportation. Grant Transit Authority does have a stop right at CBTECH, so exploration of those routes is encouraged.

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

- Student vehicles are to be parked in the east and south parking lots in designated spaces only. Vehicles must occupy only one parking space. Cars parked in unauthorized areas may be towed.
- Handicapped parking is available in the South parking lot.
- Student parking must comply with city fire codes: do not block fire lanes around the building.
- Must follow the 10 mph. speed limit on CBTECH campus at all times. Speeding or careless driving on CBTECH grounds or on streets bordering CBTECH or at the off-campus sites may cause loss of driving privileges and/or further disciplinary actions.
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on CBTECH's campus, including the parking lot, the street bordering CBTECH or at any of the off-campus sites.
- Music must be at a level that will not be disruptive to the educational process. Music should not be able to be heard outside of the student's vehicle.
- The parking lot is considered **off limits** during session hours. Student must gain permission from a staff member prior to going out to the parking lot for any reason during session.
- Drivers shall, at all times, yield the right of way to school busses and pedestrians.

Cell phones and electronic devices are to be silenced and put away during class time. It is the intent of CBTECH Skills Center and the Moses Lake School District to provide a safe, productive, positive, and disruption-free classroom and learning environments. Use of cell phones (including texting, taking pictures and videos, etc) and other electronic devices (iPods, Mp3 players, etc.) can be disruptive to the classroom environment and must be silenced when entering the building. Programs may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus.

Consequences for inappropriate cell phone and electronic device use can range from a verbal warning to confiscation of the cell phone or electronic device.

DRESS**1009**

Dress policy for most programs is khaki pants and a CBTECH shirt when in the building. Specific clothing requirements, for individual programs, will be directed by the instructor on the first day of class.

DISCIPLINE**1010**

Most employees do not lose their jobs from lack of ability and skill, but rather as a result of a lack of self-discipline and poor attitude. CBTECH 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 CBTECH is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly and honestly. In the event that disciplinary action is warranted, a progressive process is followed. Individual staff have the right to remove any student from participating in the program for the day if that student's behavior constitutes a disruption. Further progressive disciplinary action may result at administrative discretion 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 the CBTECH Campus, Student and Program Expectations, Moses Lake School District policies, and State law. This could involve notification of civil authorities.

Right to Appeal

- The parent/guardian has the right to appeal certain disciplinary actions to the CBTECH Skills Center Director or Dean of Students, MLSD Superintendent, and MLSD Board of Directors according the Moses Lake District Policy.

GENERAL INFORMATION**2000**

TELEPHONE**2001**

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

EMERGENCY/FAMILY INFORMATION**2002**

Health Information—Parents/guardians have the primary responsibility for a student's health. CBTECH requires that an Emergency Information Form be completed. CBTECH does not have a school nurse or health room, so anyone who is too ill to be in class needs to identify an emergency contact person who is available for transportation home. If it is necessary for medication to be taken at

school, it must be properly verified by the parent/guardian on the Emergency Information Form and supported by medical documentation. No medication, including those obtainable over the counter, can be possessed or distributed by students or furnished by the school.

School Accident Insurance—CBTECH and the Moses Lake School District do NOT provide medical insurance coverage for accidents or injuries resulting from participation in school or school-related activities. This means that the student’s parent or legal guardians are financially responsible for any cost associated with such accidents. If a student has no medical insurance or wishes to supplement existing insurance, information detailing available accident insurance plans is available at the CBTECH office. CBTECH is not acting as an insurance agent; it is only making information available to interested parties.

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

INFORMATION METHODS

2003

Student information such as winners of the Student of the Month, job openings, scholarship information, students support services, community contacts, educational opportunities, ASB announcements, upcoming event dates and celebrations are posted on bulletin boards, social media and the CBTECH website at cbtech.k12.wa.us

ON-LINE GRADE AND ATTENDANCE INFORMATION

2004

Student information including grades and attendance are accessible via Moses Lake School District’s online Skyward system. You will receive personalized login and password information after the beginning of school. Students and parent/guardians can easily access up-to-date information by logging on and following the steps listed below:

- Go to www.moseslakeschools.org
- Click the Students Tab
- Click Student/Family Access Website
- Type in the username provided
- Type in the password provided
- You are now logged in to see your student’s CBTECH information. Clicking anything blue will give you additional information.
- Call 509.793.7006 to report an absence

SUMMER SESSION

2005

Summer session is available to all students who have successfully completed 8th grade through 11th grade. Summer session is an excellent opportunity for students to explore the world of career and technical training. Students are eligible to earn a .5 credit per session upon successful completion. Information regarding availability of courses offered is available at local middle and high schools each spring. Information is also available via the CBTECH website at www.cbtech.k12.wa.us

SECURITY OF PERSONAL ITEMS

2006

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

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

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

GRADING**2009**

CBTECH grades are assigned quarterly and forwarded to each home high school. Students may receive up to three (3) high school credits per year. Grading categories include, at a minimum, but not limited to the following areas:

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

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

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

STUDENT OF THE MONTH**2014**

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

TECH PREP/COLLEGE CREDIT**2015**

Most CBTECH programs offer Tech Prep credits. Students who successfully complete their program with a B or better are eligible to receive college credits. These credits are free of charge.

CAMPUS ACTIVITIES**2016**

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

LEADERSHIP ACTIVITIES**2017**

CBTECH 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. CBTECH endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for vocational education, a leadership component shall be

integrated into each program curriculum. This may be accomplished through Career and Technical Student Organizations (CTESO) such as Skills, USA, or other locally developed leadership programs.

STUDENT RIGHTS

3000

CBTECH complies with all federal and state rules and regulations and does not discriminate on the basis of age, race, creed, color, or national origin, gender, marital status or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Inquiries regarding compliance and/or grievance procedures may be directed to: Moses Lake School District, 920 W. Ivy Ave., Moses Lake, WA 98837

PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, AND CYBERBULLYING

3001

Policy – 3207 Student

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

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

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

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers. This policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

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

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

SEXUAL HARASSMENT

3002

In conjunction with Policy 3207, CBTECH **will not tolerate sexual harassment or sexual violence.** Anyone who has been found, after appropriate investigation, to have engaged in sexual harassment on CBTECH property or sponsored activity will be subject to disciplinary action up to and including discharge, expulsion, and restriction of access to school properties and activities. Contact of a sexual nature between a CBTECH staff member and a student is forbidden in all circumstances. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexually harassing behaviors may include, but are not limited to:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature.
- Repeated, offensive, and unwelcome insults and/or jokes that are sexual or gender-based in nature.
- Repeated, unwelcome comments of a sexual nature about an individual’s body or clothing.
- Deliberate and unwelcome touching, such as patting, pinching, hugging, or brushing against an individual’s body.
- Unwelcome and offensive displays of sexually suggestive objects or pictures.
- Pressure for dates or sex, if unwelcome and repeated.
- Pressure for dates or sex in exchange for promotions, salary increases, or benefits.
- Stating or implying to an applicant that she/he will be hired with sexual relations as a condition of employment.

Important factors to remember:

- Third Party Harassment happens when a person can complain if they are affected by the harassment. They do not have to be the direct recipient of the harassment.
- Sexual harassment depends on the perspective of the victim, not the intent of the harasser.
- Retaliation against people who report sexual harassment, or cooperate with investigators, is prohibited by law. False accusations are also prohibited.
- **Confidentiality** about an incident must be kept at all times.

**STUDENT CONDUCT EXPECTATIONS &
REASONABLE SANCTIONS**

Policy No. 3240

Students

Student Conduct Expectations and Reasonable Sanctions

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The superintendent will develop written rules of conduct which will carry out the intent of the board and establish procedures necessary to implement this policy.

DISCIPLINE MATRIX

Procedures - 3241

Students

Students Rights and Responsibilities

- Severity of any of the discipline situations may result in police involvement which is in addition to the school discipline outlined below. Suspension and Emergency Expulsion may also apply. **In addition, a change of Academic Program may also be recommended.**
- Parent/Guardian notification for all prohibited conduct and consequences.
- Short term suspension is 10 days or less.
- Long term suspension is 11 days to the end of the term.
- Expulsion is indefinite in length; until readmitted by Superintendent, Hearing Officer or School Board.
- For all prohibited conduct – possible referral to counselor.
- For all prohibited conduct – possible notification of the parents/guardians of victims.
- **For victims of prohibited conduct involving harassment of any nature, parent/guardian/student notification is required.**
- A manifestation determination will be held when a special education or 504 student has been suspended for a single suspension or a combination of suspensions totaling more than 10 days in one academic year, as well as following any subsequent suspensions. Also following the 10th day of suspension, the district must, during subsequent days of removal, offer tutoring.

PROHIBITED CONDUCT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
ASD – Alcohol: Sale or Delivery, Including Imitations of	<i>Expulsion/Long Term Suspension.</i> Police notified. Referral to counseling. Loss of privileges.	<i>Expulsion</i> and Police notified.		
AUP – Alcohol: Use or Possession, Including Imitations of	One to twenty day <i>Suspension.</i> Police notified. Assessment recommended (may reduce suspension to 10 days). Referral to counseling. Loss of privileges.	<i>Long Term Suspension.</i> Police notified. Continue counseling.	<i>Expulsion.</i> Police notified.	
DIS – Disruptive Conduct	Conference. Possible <i>*ISD or Short Term Suspension.</i>	<i>*ISD or Short Term Suspension.</i>	<i>Long Term Suspension.</i>	<i>Long Term Suspension/Expulsion.</i>
DOB – Dangerous Objects	Dangerous object confiscated. Possible <i>ISD/Suspension or Expulsion.</i> Police may be notified. Loss of privileges.	<i>ISD/Suspension or Expulsion.</i> Police may be notified.	<i>Expulsion</i>	
DPP – Illicit Drug: Possession of Paraphernalia	One to twenty day <i>Suspension</i> Police notified. Assessment recommended (may reduce suspension to 10 days). Referral to counseling. Loss of privileges.	<i>Long Term Suspension.</i> Police notified.. Assessment recommended. Continue counseling.	<i>Expulsion.</i> Police notified.	
DSD - Illicit Drug: Sale or Delivery, Including Imitations of	One to twenty day <i>Suspension</i> Police notified. Assessment recommended (may reduce suspension to 10 days). Referral to counseling. Loss of privileges.	<i>Long Term Suspension.</i> Police notified.. Assessment recommended. Continue counseling.	<i>Expulsion.</i> Police notified.	

DUP – Illicit Drug: Use or Possession, Including Imitations of	One to twenty day <i>Suspension</i> . Police notified. Assessment recommended (may reduce suspension to 10 days). Referral to counseling. Loss of privileges.	<i>Long Term Suspension</i> . Police notified. Assessment recommended. Continue counseling.	<i>Expulsion</i> . Police notified.	
FCE – Failure to Comply/Misbehavior at a School Sponsored Events	Possible <i>*ISD or Short Term Suspension</i> . Bar from future events.	<i>Short Term Suspension</i> . Bar from future events.	<i>Long Term Suspension</i> . Bar from future events.	
FNV - Fighting w/o Major Violence	<i>ISD/Short Term Suspension</i> . Police may be notified.	<i>Long Term Suspension</i> . <i>Expulsion</i> may apply to 1st or 2nd offense if warranted. Police notified.	<i>Expulsion</i> . Police notified.	
FPR – Fight Promotion	<i>ISD/Short Term Suspension</i> . Police notified.	<i>Long Term Suspension</i> . <i>Expulsion</i> may apply to 1st or 2nd offense if warranted. Police notified.	<i>Expulsion</i> . Police notified.	
FRP – Failure to Return School Property	Payment of fine/Restitution plan.	Payment of fine/Restitution plan.		
FTC – Failure to Comply/Defiance/Disobedience	Conference/Possible <i>*ISD or Short Term Suspension</i> .	<i>ISD or Possible Short Term Suspension</i> .	<i>Long Term Suspension</i> .	
FTP – Failure to Pursue Course of Study	Conference. Referral to counselor and administrator. <i>Possible *ISD</i> . Possible tutorial. Loss of privileges.	Performance contract. <i>*ISD/Short Term Suspension</i> Possible tutorial. Loss of privileges.	<i>Short Term Suspension</i> . Possible tutorial. Loss of privileges.	<i>Long Term Suspension</i> . Possible tutorial. Loss of privileges.

GNG – Gang Related Behavior/Activity/Materials	<i>*ISD or Short Term Suspension.</i> Police notified.	<i>Short or Long Term Suspension.</i> Police notified.	Long Term Suspension or Expulsion. Police notified.	.
HBD – Bullying: Disability	ISD, Short Term/Long Term/Suspension if the student is a danger to self or others. Police may be notified. Possible referral to Counseling.	Short Term/Long Term Suspension. Police may be notified, Counseling	Long Term/Expulsion. Police may be notified, Counseling	
HBG – Bullying: Gender	ISD, Short Term/Long Term/Suspension if the student is a danger to self or others. Police may be notified. Possible referral to Counseling.	Short Term/Long Term Suspension. Police may be notified, Counseling	Long Term/Expulsion. Police may be notified, Counseling	
HBO – Bullying: Other	ISD, Short Term/Long Term/Suspension if the student is a danger to self or others. Police may be notified. Possible referral to Counseling.	Short Term/Long Term Suspension. Police may be notified, Counseling	Long Term/Expulsion. Police may be notified, Counseling	
HBR – Bullying: Race	ISD, Short Term/Long Term/Suspension if the student is a danger to self or others. Police may be notified. Possible referral to Counseling.	Short Term/Long Term Suspension. Police may be notified, Counseling	Long Term/Expulsion. Police may be notified, Counseling	.
IDA – Inappropriate Dress or Appearance	Conference/Student directed to change.	<i>*ISD/Short Term Suspension.</i>	<i>Short Term Suspension.</i>	<i>Long Term Suspension.</i>

ILM – Inappropriate Language/Materials (e.g. sexually explicit, use of racial or religious slurs, drug or alcohol symbols)	<i>*ISD or possible Short Term Suspension.</i> Conference.	<i>Short Term Suspension.</i> Counseling.	<i>Long Term Suspension.</i>	Expulsion.
IPA – Inappropriate Display of Physical Attention	Conference. Written documentation.	<i>*ISD/Short Term Suspension</i>	<i>Short Term Suspension.</i>	
IUE – Inappropriate Use of Electronic Device - Including Cell Phones RCW 28A.320.135	Device taken. Parents called. Parents can pick up at end of day. Student picks up in one week.	Device taken. Parent called. Parent can pick up in one week.	Device taken. Parent called. Parent can pick up in one month.	Device taken. Parent called. Parent can pick up at end of term.
LAI – Lack of Academic Integrity	Conference. <i>*ISD</i> and teacher syllabus consequences.	<i>*ISD/Short Term Suspension.</i> Teacher syllabus consequences.	<i>Short Term Suspension</i>	<i>Long Term Suspension</i>
MVI – Motor Vehicle Infractions	<i>Conference/Possible *ISD/Possible Short Term Suspension.</i> Police may be notified.	<i>*ISD/Short Term Suspension</i>	Revoke parking privileges for one semester/remainder of semester. Violators will be towed. <i>Short Term Suspension.</i>	
OIA – Other Illegal Acts Committed on Campus/at School Activities	<i>*ISD/Short or Long Term Suspension</i>	<i>Short or Long Term Suspension</i>	<i>Long Term Suspension</i>	Expulsion
PRO- Destruction/Abuse of Personal/School Property RCW 28A.635.060	Student required to restore or replace. Possible <i>*ISD</i> and /or <i>Short Term Suspension</i> Police may be notified. Loss of privileges.	<i>Long Term Suspension.</i> Police may be notified.	<i>Expulsion.</i> Police notified.	
QP – Truancy: Petition Filed by Parents or Guardians	<i>*ISD/Conference.</i> Possible performance contract. Loss of privileges.	<i>Extended *ISD/</i> Possible performance contract. Loss of privileges. Counseling.	<i>ISD/Short Term Suspension.</i> Possible performance contract. Loss of privileges.	<i>ISD/Long Term Suspension.</i> Loss of privileges.

QS – Truancy: Petition Filed by School or District	<i>*ISD/Conference. Possible performance contract. Loss of privileges.</i>	<i>Extended *ISD/ Possible performance contract. Loss of privileges. Counseling.</i>	<i>ISD/Short Term Suspension. Possible performance contract. Loss of privileges.</i>	<i>ISD/Long Term Suspension. Loss of privileges.</i>
SAB – Abusing/Insulting Staff RCW 28A.635.010	<i>*ISD/Possible Short or Long Term Suspension. Police notified.</i>	<i>Possible Short or Long Term Suspension. Police notified..</i>	<i>Short or Long Term Suspension. Police notified.</i>	
SAS – Physical/Verbal Assault on or Threats Toward Staff RCW 28A.635.090	<i>Possible Short term suspension; Long-term suspension or Expulsion. Police notified.</i>	<i>Expulsion. Police notified.</i>		
SEH – Sexual Harassment	<i>*ISD, Suspension or Expulsion. Police may be notified.</i>	<i>Long Term Suspension or Expulsion. Police notified.</i>	<i>Expulsion. Police notified.</i>	
TAR – Excessive Tardies	<i>Possible *ISD. Conference</i>	<i>Conference. 2nd referral to office (2-5 days) *ISD</i>	<i>3rd referral to office. Short Term Suspension</i>	<i>4th referral to office. Short Term Suspension possible Long Term Suspension.</i>
THE – Theft/Extortion	<i>Short Term Suspension. Police may be notified. Student will be required to replace or restore.</i>	<i>Long Term Suspension. Police notified. Student will be required to replace or restore.</i>	<i>Expulsion. Police notified.</i>	
TOB – Tobacco RCW 28A.210.310	<i>Possible Short Term Suspension. Referral to counseling. Police notified.</i>	<i>Short Term Suspension. Police notified.</i>	<i>Short Term Suspension. Police notified.</i>	<i>Long Term Suspension. Police notified.</i>
TRU - Truancy	<i>*ISD/Conference. Possible performance contract. Loss of privileges.</i>	<i>Extended *ISD/ Possible performance contract. Loss of privileges. Referral to counseling.</i>	<i>ISD/Short Term Suspension. Possible performance contract. Loss of privileges.</i>	<i>ISD/Long Term Suspension. Loss of privileges.</i>

VNI – Violence: No Major Injury	<i>Short Term Suspension.</i> Police notified.	<i>Long Term Suspension.</i> <i>Expulsion</i> may apply to 1st or 2nd offense if warranted. Police notified.	<i>Expulsion.</i> Police notified.	
VWI – Violence With Major Injury	<i>Short Term Suspension.</i> Police notified.	<i>Long Term Suspension.</i> <i>Expulsion</i> may apply to 1st or 2nd offense if warranted. Police notified.	<i>Expulsion.</i> Police notified.	
WFO – Possession of Weapon: Firearms and Other Weapon RCW 9.41.280 RCW 28A.600.420	<i>Expulsion. (Mandatory – One Year).</i> Firearm confiscated. Police notified. Parent notified. Subject to appeal.			
WHG – Possession of Weapon: Handgun RCW 9.41.280 RCW 28A.600.420	<i>Expulsion. (Mandatory – One Year).</i> Firearm confiscated. Police notified. Parent notified. Subject to appeal.			
WKD – Possession of Weapon: Knife or Dagger RCW 9.41.250 RCW 9.41.270 RCW 9.41.280	Weapon confiscated. <i>Long Term Suspension or Expulsion.</i> Police notified.	<i>Expulsion.</i> Referral to police.		
WMF – Possession of Weapon: Multiple Firearms RCW 9.41.280 RCW 28A.600.420	<i>Expulsion. (Mandatory – One Year).</i> Firearm confiscated. Police notified. Parent notified. Subject to appeal.			

<p>WOF – Possession of Weapon: Other Firearms</p> <p>RCW 9.41.280 RCW 28A.600.420</p>	<p><i>Expulsion.</i> <i>(Mandatory – One Year).</i> Firearm confiscated. Police notified. Parent notified. Subject to appeal.</p>			
<p>WOW – Possession of Weapon: Other</p> <p>RCW 9.41.250</p> <p>RCW 9.41.270 RCW 9.41.280</p>	<p>Weapon confiscated. <i>Long Term Suspension or Expulsion.</i> Police notified.</p>	<p><i>Expulsion.</i> Referral to police.</p>		
	<p><i>Expulsion.</i> <i>(Mandatory – One Year).</i> Firearm confiscated. Police notified. Parent notified. Subject to appeal.</p>			

NOTE:

- The discipline procedures were developed by an Ad Hoc Committee which was representative of the Moses Lake community.
- All prohibited conduct that lists a short-term or long-term suspension on the first occurrence is considered exceptional misconduct by the Ad Hoc Committee.
- Exceptional misconduct is a prohibited conduct, which is so serious in nature that it may result in short-term or long-term suspension or expulsion on the first occurrence.