



Wenatchee Valley Technical Skills Center
327 East Penny Road, Wenatchee, WA 98801
(509) 662-8827 (phone) 662-5993 (fax)
www.wenatcheevalleytech.com

2023 / 2024 STUDENT HANDBOOK

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ATTENDANCE

PLEASE CALL (509) 662-8827
IF YOUR STUDENT WILL BE
LATE OR ABSENT

YOU MUST ALSO CALL YOUR
STUDENTS HOME HIGH SCHOOL

WVTSC SCHEDULE:

There is no late start on Mondays

Regular Bell Schedule

MORNING SESSION (MON – FRI):

Passing 8:20 to 8:40, **Class 8:40 to 11:25**, Passing 11:25 to 11:35

AFTERNOON SESSION (MON – FRI):

Passing 12:20 to 12:35, **Class 12:35 to 3:05**, Passing 3:05 to 3:20

Parent/Student Handbook 2023-24

WENATCHEE VALLEY TECH IS...

- ◆ A regional educational partnership serving multiple school districts, which in concert with business and industry, provides highly technical skilled training. The Tech Center offers programs designed to complement, extend and enhance existing school programs or offer new opportunities that the participating schools cannot afford to operate. It provides facilities, equipment and an atmosphere that reflects actual business and industry environments.

OUR MISSION:

- To provide industry standard technical training and employability skills.
- To personally assist students in a pathway to successful career opportunities and/or postsecondary education.
- To commit our professional efforts to the success of students.

OUR VISION:

Wenatchee Valley Tech is a school providing career and technical education for all students.. Students and staff are equipped with current industry standard tools, technology and physical space. Our programs offer a class schedule and size that provides an environment enabling students to focus on their chosen career and/or technical field while completing academic requirements. Motivated, ambitious students can experience a nurturing and challenging education, beginning with core competencies and progressing to an industry setting. Opportunities are available to receive industry certification and college articulation credit.

Cashmere School District

Cascade School District

Eastmont School District

Entiat School District

Lake Chelan School District

Manson School District

Pateros School District

Quincy School District

Waterville School District

Wenatchee School District

WENATCHEE VALLEY TECH STAFF

Director - - - - -	Peter Jelsing
Office Manager - - - - -	Pam Bowen
Student Services- - - - -	Maria Guzman
Automotive Technology - - - - -	Albino Luna
Cinematography & Production - - - - -	Eric Link
Collision Repair Technology - - - - -	Joe Dietrich
Video Game & Programming/Entrepreneurship - - - - -	Kim Anderson
Construction Trades - - - - -	Terry Fike
Cosmetology - - - - -	Tonya Cortes
Criminal Justice/Police Science - - - - -	Jared Reinfeld
Culinary Arts - - - - -	Richard Kitos
Fire Science- - - - -	David Young
Medical Occupations- - - - -	Mitzi Southard

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STUDENT ELIGIBILITY REQUIREMENTS

All students of the North Central Washington area, with high school level standing are eligible to enroll at the Wenatchee Valley Technical Skills Center. Enrollment may be limited to the number of training stations and the availability of appropriate space. More specific guidelines are as follows:

- All students from area high schools, who have not earned a high school diploma.
- All students from area private schools, with high school level standing, who have not earned a high school diploma. (Enrolls with their local public high school)
- All home-schooled students, with high school level standing, who are registered with their local public high school or school district.
- All other students, who have earned a GED, and not older than 20. (Enrolls with their local public high school)
- All students must complete a Wenatchee Valley Tech registration form, including parental permission. All applications are available through the area high school counseling offices, online at www.wenatcheevalleytech.com or the Tech Center.
- Students must have vocational objectives consistent with the program and will be able to benefit from the advanced vocational training.
- All students with identified special needs will be enrolled based on their submitted individual educational plan (IEP). Taking into consideration the rigor and cognitive capacity needed to meet the high level of industry standards, curriculum will be weighed before any placement.
- Students must meet any published prerequisites for the program they are requesting.
- Students must understand that attendance will be mandatory and a good record of attendance and performance is necessary for successful completion.
- The final and continued placement of each student is at the discretion of the instructor for each program and the Skills Center Director and/or Student Services Coordinator.
- All programs require students to have personal or school medical insurance.

ENROLLMENT PROCEDURE...

The registration process can begin at either the home high school or Wenatchee Valley Tech. A prospective student can pick up a registration form at the Tech Center, the home high school counseling office or visit our website at www.wenatcheevalleytech.com to print off a copy of the current registration form. We now have an online digital form. When a student decides to attend the Tech Center, he/she will need to fill out a Wenatchee Valley Tech registration form and have it signed by his/her parent/guardian and high school counselor. The original registration form should then be forwarded to the Tech Center to verify the student enrollment. Notification of acceptance of the student's enrollment will then be returned to the home high school counselor. *While we try and honor students program choice and time there are factors that may not allow for their first choice, grade level, years in program, home high school scheduling, and Tech Center program availability.*

STUDENT WITHDRAWAL PROCEDURE

The student withdrawing from Wenatchee Valley Tech needs to communicate his desire to withdraw to the instructor, to the Tech Center office staff and to his/her high school counselor. The high school counselor must then authorize that withdrawal and confirm the action by phone or email to the Tech Center office staff.

FACULTY EXPECTATIONS that will positively impact our students in the areas of Academics, Behavior and Attendance.

We, the faculty and staff, are committed to proactive involvement with students; i.e. anticipating needs, always dealing fairly, openly, consistently, and honestly. When, or if, disciplinary action is warranted, it will follow a progressive process. Acts of misconduct judged to be a breach of conduct will be handled in accordance with, as defined, within the Tech Center discipline policy, consistent with participating districts and state law. It is further believed and understood that **attending the Tech Center is a privilege**. Administration has the right to remove students for lack of progress, attendance issues, or if the instructor and Tech Center Director concur that the student placement is inappropriate. The faculty and staff have the right to remove any student for that day, if that student's behavior constitutes a disruption or creates a safety risk to others. This removal may be permanent, if behavior and actions are detrimental to others and the educational process. (WAC 180-40-260(2))

It is our belief that:

- ✓ We value a safe and respectful environment for all.
- ✓ We value personal growth and success.
- ✓ We value cooperation and communication from all.
- ✓ We value hard work and productivity.
- ✓ We value shared decision-making and participation from all.
- ✓ Curriculum that is visible and intentionally laid out.
- ✓ Meaningful and obtainable essential competencies.
- ✓ Assessments of essential competencies.
- ✓ Engaging content and activities.
- ✓ Encouraging and wanting students to be there.
- ✓ Encouragement and praise for a job well done.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a framework that has been adopted by the Wenatchee School District to assist schools in creating proactive behavioral expectations into a continuum to help increase academics and social awareness throughout the school. The purpose of PBIS is to establish a framework of positive interactions and preventative teaching strategies to minimize the amount of behaviors that result in punitive consequences. The following steps will be necessary in order for WestSide to reach full implementation over the course of the next few years.

Social Emotional Learning (SEL)

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

ACADEMIC PERFORMANCE STANDARDS

POSITIVE EXPERIENCES AND HIGH EXPECTATIONS

Positive experiences and high expectations should pervade the entire Tech Center environment.

1. Staff members will first and foremost demonstrate a positive attitude and role model for students.
2. Staff and students will set high expectations for themselves and others while seeking ways to achieve them.
3. Provide multiple opportunities for students to engage in community industries and events.
4. Students will not only grow in their programs technical skills but in the required 21st Century Skills as well:

Career and Technical Standards

Today, employers want workers who have basic skills (reading, writing, arithmetic, listening, and speaking), interpersonal skills (working in teams, teaching others, serving, cooperation and flexibility), thinking skills (creative thinking, decision making, problem solving, and knowing how to find the answers), technical skills

(understanding the principles of systems, computing technology, organization and planning, and time management), and personal qualities (responsibility, confidence, and pride, integrity, and honest). All skills are integral to all instruction and programs.

GRADING AND CREDITS

Wenatchee Valley Tech grades are assigned at six or nine-week intervals to coincide with the semester system or calendar used in the home high schools. Grades will be forwarded to each home high school based on dates identified by the home high school. Credits earned are granted and then added to transcripts by the students sending home high school.

Grade Percentages: (Standard through all programs)
 Assignments- 70%
 Employability Standards- 15%
 Competency Assessments- 15%

Grading Criteria:

A	Excellent	Consistently meets standards, requires minimal direction and supervision and makes significant contributions beyond classroom activities. To be present and participating 95% of the time.
B	Quality	Meets or exceeds standards, requires limited direction and supervision, makes contributions beyond required classroom activities and completes all assigned work with occasional revisions. To be present and participating 85% of the time.
C	Competent	Consistently meets minimum employment standards, requires average degree of supervision and satisfactorily contributes to required classroom activities. Completes all assigned work at acceptable employment standards. To be present and participating 80% of the time.
D or P	Passing	
F	FAIL	

REPORT CARDS

The school year will consist of 180 days. It will be divided into two semesters of 90 days. Grades will be reported at the end of each quarter (9 weeks) **to the home high schools for posting on the high school report cards.**

FAMILY ACCESS

Wenatchee Valley Tech now has access to an online feature called Family Access. You must be able to prove ID by answering questions asked by the Tech Center office. You will then be given a username & password to access your student’s school records, grades, assignments, attendance, etc. For more information call the office at 509.662.8827.

TECH PREP AND COLLEGE CREDIT

Wenatchee Valley Tech works closely with the Wenatchee Valley College to provide advanced placement and credits for high school students. This can significantly reduce student training time and costs beyond high school. Contact Office for current dual credit opportunities.

ACADEMIC INTERVENTIONS:

Level One: It is expected that:

- Student grades will be updated at least every two weeks.
 - Students Grades will be posted by their student Id’s in the classroom.
 - Remind the students to check their grades on-line through Skyward.
 - Instructor identifies students with academic concerns.
- That the Instructor has a positive conversation with students who fall below 65%.

- Staff members determine if the student has qualified for a Special Program within their School District.
 - If so, additional documentation is needed. *See Director for further guidance.*
- Contact is made with Parent/Guardian via Bloomz, email, or phone call if the student falls below 65%.
- Instructor Submits an online Google Concern Form sharing details from above.
- Office adds details to Guidance.

Level Two: If a student does not have a passing grade the instructor:

- Make time to talk with students and come-up with a plan.
- Instructor Submits an on-line Google Concern Form with a brief description of the agreed upon plan.
- Director will meet with the student.
- Office will review with parent/guardian progress through Skyward.
- The Home School counselor will be notified by the office.
- Office adds details to Guidance.

Level Three: Student does not meet agreed upon plan and is still not passing:

- Instructor has a conversation with the student regarding the agreed plan, whether met or not.
- Another Google Concern Form is submitted regarding lack of progress.
- Administration creates a contract with input from home high school, parents/guardians and instructor.
- Parent is contacted by the Director.
- The Home School counselor will be notified by the office.
- Office adds details to Guidance.

Level Four: Student does not meet contract expectations.

Office:

- The Contract details will be followed.
- All parties will be notified whether the contract is met or not.
- Office adds details to Guidance.

Students must maintain a passing grade for the semester. If a student relapses into a non-passing grade, the student will resume the previous level of intervention.

BEHAVIORAL STANDARDS

STUDENT EXPECTATIONS

A goal of Wenatchee Valley Tech is to create and maintain an optimal learning environment in which all students have the opportunity to learn and reach their potential.

To enable students to reach their potential, the following elements must be present in our school and classrooms:

- ◆ The learning environment must be safe.
- ◆ High levels of organization must be present in our schools and classrooms to establish the conditions and an environment that facilitates learning.
- ◆ We will set high expectations for our students and hold students accountable to reach their potential.
- ◆ We will develop the parameters to reinforce appropriate student behaviors.
- ◆ We will confront those behaviors that interfere with our ability to teach and our students' ability to learn.
- ◆ We will use progressive disciplinary strategies that are consistent with state and local acceptable practices.
- ◆ We will provide an arena for Tech Center staff to access and dialogue multiple strategies to deal with disciplinary challenges.
- ◆ We will recognize that the student is the only person who can change, control, or maintain appropriate behavior.

FOOD AND BEVERAGE

Food and beverages are permitted in program areas **with teacher permission**. In cases where a student's schedule makes it impossible to eat lunch between home school release and the Tech Center, arrangements can be made with the program instructor to eat in a designated area. Vending machines are available for snacks and beverages.

DRESS POLICY

As in the world-of-work, specific dress standards will vary from program to program; for example, standard dress in financial services will vary from the dress standards in the auto repair industry. The standards at Wenatchee Valley Technical Skills Center will be similar to those expected on the job. Appearance and attire at school should be neat, clean and within the bounds of decency, health and safety. Dress and appearance shall not be disruptive of the educational process of learning objectives. Dress standards, which apply to all Wenatchee Valley Tech Center students, are as follows:

Dress Standards- Please Understand that we are a School that is preparing students for employment. A large part of our standards are related to professional standards in industries, this includes appropriate dress.

1. *Shoes must be worn at all times.*
2. *Appropriate Tops: Our district policy clearly states NO tank tops. The confusion at times is "What is a tank top?" Tops must have a neckline and shoulder line. That means all tops must have sleeves or be considered a sleeveless top. No tops that are considered tank tops or with any kind of straps will be permitted. All tops need to be full length to cover the midriff area.*
3. *Dress or appearance must not present a health or safety hazard. Cut offs, short skirts or shorts are not allowed in Culinary Arts, Construction Trades, Fire Science, Automotive Technology or Collision Repair class and when necessary, students will be required to wear protective clothing, i.e., eye protection, coveralls, gloves, etc. All students must wear shoes at all times and students attending the aforementioned programs must wear close-toed shoes. Also see individual program requirements and expectations for more guidance.*
4. *Clothing and/or other accessories that would be considered a disruption to the learning environment are prohibited. This includes, but is not limited to, chains, sharp protruding objects protruding from necklaces, collars, bracelets, and rings, sunglasses, charms or jewelry depicting any kind of weapons, drug or drug paraphernalia, iPods and headphones. Any clothing that goes against our curriculum or respect toward others is also not permitted. This includes but is not limited to sexual suggestion, beer advertisement, and gang-like material. Many of these items change often, WSD has an ongoing list of banned items that can be found on the district website.*

DRUGS/ ALCOHOL POLICY

THE POSSESSION, CONSUMPTION, USE, STORAGE, OR DISTRIBUTION OF DRUGS (INCLUDING MARIJUANA/CANNABIS), ALCOHOL, AND OTHER SIMILAR CHEMICAL SUBSTANCES ON SCHOOL GROUNDS, AT SCHOOL ACTIVITIES, OR ON DISTRICT-PROVIDED TRANSPORTATION IS PROHIBITED. FOR PURPOSES OF STUDENT CONDUCT EXPECTATIONS:

- THIS SECTION APPLIES TO ANY CONTROLLED SUBSTANCE, MEDICATION, STIMULANT, DEPRESSANT, OR MOOD-ALTERING COMPOUND, INCLUDING SIMULATED COMPOUNDS INTENDED TO PRODUCE INTOXICATION OR EUPHORIA SUCH AS SALVIA, WHETHER OR NOT SUCH COMPOUNDS HAVE BEEN DESIGNATED A CONTROLLED SUBSTANCE BY STATE OR FEDERAL LAW;
- THIS SECTION APPLIES TO MARIJUANA OR SUBSTANCES CONTAINING MARIJUANA;
- THIS SECTION APPLIES TO THE ACT OF VAPING AND POSSESSION, CONSUMPTION, USE, OR DISTRIBUTION OF VAPE PRODUCTS AND PARAPHERNALIA;
- THIS SECTION APPLIES TO LEGALLY-PRESCRIBED DRUGS WHICH A STUDENT IS NEVERTHELESS NOT LAWFULLY AUTHORIZED TO POSSESS ON SCHOOL GROUNDS, AT SCHOOL ACTIVITIES, OR ON DISTRICT-PROVIDED TRANSPORTATION;
- THIS SECTION APPLIES TO STUDENTS WHO ENTER SCHOOL GROUNDS, SCHOOL ACTIVITIES, OR DISTRICT-PROVIDED TRANSPORTATION FOLLOWING THE UNLAWFUL USE OR CONSUMPTION OF DRUGS, ALCOHOL, AND OTHER SIMILAR CHEMICAL SUBSTANCES, INCLUDING STUDENTS WHO APPEAR TO BE UNDER THE INFLUENCE OF SUCH SUBSTANCES; AND
- THIS SECTION APPLIES EQUALLY TO THE POSSESSION OR USE OF PARAPHERNALIA OR OTHER ITEMS USED TO POSSESS, CONSUME, STORE, OR DISTRIBUTE DRUGS, ALCOHOL, AND/OR OTHER ILLEGAL CHEMICAL SUBSTANCES, INCLUDING MARIJUANA OR SUBSTANCES CONTAINING MARIJUANA.

WEAPONS POLICY...

Possessing, using, transferring or transporting any object that could reasonably be considered a firearm or a dangerous weapon, including pen/laser lights and/or possessing any exploding item or device (including mace or pepper spray), that would be capable of producing bodily harm, damage to property or disruption of the educational process is illegal and therefore not tolerated on the Wenatchee Valley Tech Center campus. (RCW 9.41.280) Violation of this rule is considered so serious to the safety and welfare of

both the student who violates it and others in the Tech Center, and such a disruption to the educational process, that emergency expulsion will always be immediately notify the local law enforcement agency of a violation of the rule. Also, by law, in the case of possession of a firearm, the Wenatchee Valley Tech director is required to expel the student.

Electronic Devices

Cell phones are not allowed during program sessions.

ELECTRONIC MEDIA/COMMUNICATIONS TECHNOLOGY POLICY..

The staff will oversee the use of all electronic equipment and communication devices in the classrooms and offices. This includes, but is not limited to the appropriate use of photocopiers, videotapes, computer hardware, software/shareware, cellular phones, and pagers. Copyright laws and educational value or impact is of major importance. Students using Wenatchee Valley Tech computers and network will not access unauthorized email accounts, participate in chat rooms, use Instant Messaging, or download ANY non-teacher/administration approved media. Each teacher in all programs will outline this information along with the expectations for proper use of such equipment. Any vandalism or theft of electronic equipment will be subject to administrative action.

The use of electronic communication devices, specifically cellular phone and MP3 players, constitutes a disruption to the educational process. Consequently, the use of all laser pointers, cell phones, MP3 players or other electronic communication devices not part of the instructional program should not be accessed during the regular school day or at school sponsored events. Any student found in violation of this policy shall be subject to disciplinary action.

Electronic Device Interventions

- 1) Teacher will ask the student to put the cell phone (electronic device) away, and the student will be reminded of class expectations.
- 2) Second offense teachers will confiscate phones, and students may retrieve phones at the end of the class period.
- 3) Third offense the teacher will confiscate the device, and have it sent to the office. The student will need to have a parent/guardian come into the office to retrieve the device.

**If the student is asked to hand over their cell phone or electronic device, and refuses to do so, it will be considered defiant behavior and the student will be sent to the office. The above interventions work in conjunction with our behavior interventions.*

EXCEPTIONAL MISCONDUCT

All actions listed below may result in immediate **Suspension, Emergency Expulsion, and/or Expulsion.**

Arson, Assault/Battery, Burglary, Controlled Substance, Explosives, Extortion or Coercion, Guns, Gang Intimidation, Harassment, Property Damage, Robbery, Theft, Threats to Bomb or Injure Property, Weapons, Profanity directed @ staff, Illegal Fire Alarm Pull, Fighting. Administration is not limited to just the above behaviors when deciding to Suspend or Expel.

DISCIPLINE POLICY

Wenatchee Valley Technical Skills Center, in cooperation with the participating schools and in accordance with the Inter-District Cooperative Agreement, follows all Wenatchee School District discipline policies and procedures including the Alcohol and Other Drug Use/Abuse policy. Negative behavior incidents will be documented and recorded on a referral form, along with the action taken by administration.

BEHAVIOR INTERVENTIONS:

Student Conduct

You cannot interfere with the learning opportunities of others or act or dress in such a way that it threatens or intimidates others. The WSD Dress Code Policy is enclosed in the student handbook . You cannot engage in activities

that are harmful or dangerous to yourself or others . You must follow the rules established by the Wenatchee School Board . Failure to do so will lead to disciplinary action that may include suspension or expulsion from school .

All Exceptional Misconduct issues are sent directly to the Skill Center Director and action is taken based on WSD Sanctions

First Concern:

- Staff member has a conversation with the student away from other students and addresses the concern as well as provides feedback on how to meet program expectations.
- Staff members determine if a student is willing and able to meet program expectations.
 - If the student is not, the student can be sent to the office. Staff member needs to make the office aware the student is coming and the situation.
 - Director meets with the student and will determine next steps based on WSD sanctions.
- Staff member Submits an online Google Concern Form sharing details from above.
- Office adds details into Guidance.

Second Concern:

- Staff member has a conversation with the student away from other students and addresses the concern as well as provides feedback on how to meet program expectations.
 - Remind the student of the previous conversation.
- Staff members determine if a student is willing and able to meet program expectations.
 - If the student is not, the student can be sent to the office. Staff member needs to make the office aware the student is coming and the situation.
 - Director meets with the student and will determine next steps based on WSD sanctions.
- Staff members determine if the student has qualified for a Special Program within their School District.
 - If so, additional documentation is needed. *See Director for further guidance.*
 - Staff members communicate incidents with parents/guardians via Bloomz, email, or phone.
- Instructor Submits an online Google Concern Form sharing details from above.
- The Student's home high school principal is contacted.
- Office adds details into Guidance.

Third Concern:

- Staff member has a conversation with the student away from other students and addresses the concern as well as provides feedback on how to meet program expectations.
 - Remind the student of the previous conversation.
- Student is then sent to the office.
 - The Skill Center Director meets with the student and will determine next steps based on WSD sanctions.
- Staff member Submits an online Google Concern Form sharing details from above.
- A Behavior Contract is created. The Skill Center Director works with the student's instructor, home high school principal and parent/guardian to create the contract.
- Office adds details into Guidance.

Fourth Concern:

- Staff member has a conversation with the student away from other students and addresses the concern as well as provides feedback on how to meet program expectations.
 - Remind the student of the previous conversation.
- Student is then sent to the office.
 - The Skill Center Director meets with the student and will determine next steps based on the contract that was created.
 - Director contacts the students' home high school principal and parents/guardian.
- Office adds details into Guidance.

ATTENDANCE STANDARDS

Attendance is a key element in evaluating a student's performance. One of the Tech Center's primary purposes is to prepare students to enter the workforce. This is why the staff places the same importance on good attendance as an employer would. The Tech Center follows an attendance policy similar to business and industry in that a student should arrive on campus 5 minutes before class begins and remain on campus until class is over (as provided district transportation schedules allow).

Time on the job is directly related to competency. As a training center preparing people for the workforce, standards reflecting those found in industry will be used. Industry expects employees to be dependable, on time and ready to work, and do a full day's work.

Policies for ALL Wenatchee Valley Tech students are as follows:

- ◆ **STUDENTS WILL BE EXPECTED TO CALL OR NOTIFY THE ATTENDANCE OFFICE IF THEY WILL BE ABSENT OR LATE TO THEIR CLASS. The Tech Center phone number is 662-8827 and operates 24 hours a day.** This enables students and/or their parents/guardians to leave messages.
- ◆ After an absence, students must bring a note signed by a parent/guardian or school official. The note must be brought to the office to be recorded.
- ◆ Students are expected to be in attendance at Wenatchee Valley Tech if no conflict with their home high school schedule exists. If a student is scheduled to be in class at the home high school and Tech Center class at the same time the home high school will take precedence.
- ◆ **If there is NO class scheduled at the home high school but the Tech Center is in session, students are expected to attend the scheduled class at the Tech Center.**
- ◆ Students have 48 hours after returning to school to bring a note excusing the absence. Unexcused absences after 48 hours will be dealt with as truancy.
- ◆ Students will have the opportunity to make-up missing work if the absence is excused. Review the Instructors Syllabus for guidance.
- ◆ If students choose to attend any activities associated with their home high school, their attendance will not be negatively impacted **if** they notify their Wenatchee Valley Tech instructor or attendance office **in advance**.
- ◆ Unexcused absences will be recorded when the student and/or parent/guardian fail(s) to contact the attendance office prior to the absence.
- ◆ Daily records of unexcused absences will be shared with the attendance offices of the home high schools.
- ◆ A Student missing a class or leaving a class early due to a home high school activity **must complete the Home School Activity Request form (with signatures) and submit before the activity takes place.** Students will be held accountable for all work missed.
- ◆ Wenatchee Valley Tech is responsible for you during the hours you are assigned to our campus. **We must have parent/guardian permission for you to leave campus earlier than the scheduled time.** A written note or phone call with a parent/guardian is required before you will be granted permission to leave.
- ◆ Students will be held accountable for excused and unexcused absences. Please see interventions below.
- ◆ In regards to our Attendance Intervention Policy, the only absences that will be excused are those from a doctor, high school event, religious event, court or family emergency.

ATTENDANCE INTERVENTION:

Chronic absence is when a student misses 10% or more of their school days whether the absences are excused or unexcused. Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school. A student who misses 10% or more of their school days for any reason, which can mean just two days a month during the school year, is significantly more likely to fall behind academically and less likely to graduate from high school. This means 18 or more total absences for a year.

Attendance Intervention

Based on unexcused absences and tardies:

**If late, students must get a tardy slip from the office before going to class regardless if it's excused or not.*

**Instructor sends the student to the office to clear each unexcused absence.*

Level 1: Student has 3 unexcused absences and/or tardies.

- Instructor talks to students away from others to discuss attendance.
- Instructor communicates with parent/guardian via email, phone, or Bloomz
- Instructor submits a Google Concern Form with details.
- Office adds details to Guidance.

Level 2: Student has 5 unexcused absences and/or tardies.

- Staff members determine if the student has qualified for a Special Program within their School District.
 - If so, additional documentation is needed. *See Director for further guidance.*
- Student meets with the Tech Center Director. Office will contact the instructor to have the student sent to the office.
- The Tech Center Director sets students up with an online activity program.
- Office Calls parent/guardian
- Office adds details to Guidance.

Level 3: Student has 6 or more unexcused absences and/or Tardies.

- Students meet with office staff and are given a laptop to complete online activity for each unexcused infraction moving forward.
- Parents/Guardians are contacted by the office.
- Home high school counselors are contacted.
- Office adds details to Guidance.

Level 4: Student has 12 or more unexcused absences and/or Tardies.

- Student continues to work through online resources
- The Skill Center Director works with students, high school counselors, parents/guardians to create an attendance contract.
- Office adds details to Guidance.

Level 5: Student meets attendance contract or does not.

- Contact is made in the positive or negative to students, high school counselors, and parents/guardians.
- Office adds details to Guidance.

TRANSPORTATION

Consortium school districts have the responsibility for providing transportation to and from the Wenatchee Valley Technical Skills Center. Bus transportation may be provided and need to be used by students attending the Tech Center. Students must follow the expectations of the district bus they ride. These expectations can be found on the sending districts website.

Students granted the privilege to drive to and from Wenatchee Valley Tech must know and observe the following regulations:

- ◆ A student must carry proof of insurance and provide it upon request by a WVTSC staff member.
- ◆ Student drivers under the age of 18 are not allowed to transport other students. Students over 18 must have written permission from all parents/advocates involved before transporting other students. Please remind your student that they should not be riding in a car or transporting other students without parent or guardian consent. Wenatchee Valley Tech Center can not control or be responsible for students getting into other students' cars.
- ◆ The speed limit on Wenatchee Valley Tech campus is 5 mph. Speeding or careless driving on the Tech Center grounds and on streets bordering the Tech Center may cause loss of driving privileges.
- ◆ Students must park in designated student parking areas only. Cars parked in unauthorized areas will be towed.

- ◆ The parking lot is considered off limits during session hours. A Tech Center staff member must grant permission to a student to go to a car in the parking lot during class time.
- ◆ Littering is unlawful and disrespectful. Please do not litter in the Wenatchee Valley Tech parking lot or the street bordering the Tech Center.
- ◆ Students utilizing non-school busing (i.e. LINK Transit) are required to arrive at school on time and leave after the class period is completed. If the bus schedule does not allow for the student to arrive or leave on time, alternative transportation arrangements must be made to ensure students are present for the entire class session.
- ◆ Student vehicles must meet all safety requirements established by local and state laws and codes, this includes noise pollution.

Parking is a privilege. The parking lot is off limits during the day. Students are not to loiter in the parking lot or to sit in vehicles at any time. Either a student is going to or coming from his or her vehicle. The primary reason for this stipulation is to assure safety and security for both vehicles and people in the parking lot and to help prevent vandalism and theft. Students who have work experience are the only students permitted to drive off campus during the school day except for emergencies cleared through the office.

VISITORS

Student visitors are allowed during the regular school day with a visitor form (available at the front desk) signed 24 hours before the visit with approval by the program instructor and Tech Center Director. All visitors at the Tech Center must sign in at the office. Due to health and safety factors, babies/infants are not to be brought to the Tech Center.

LOITERING LAW

Persons not attending or employed by the school and not pursuing official school business may be required to leave the school premises by a school official's order or to leave the property adjacent to the Tech Center by a law enforcement officer's order.

SAFETY

On-the-job safety is a vital part of all occupations and is a part of each individual program at Wenatchee Valley Tech. All students are expected to demonstrate safe work habits. They are expected to know, understand, and follow shop and classroom safety rules, as well as maintain an orderly and clean work area. Specific program safety rules are posted and must be followed. 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 observed.

Eye Safety: If you are involved in a program of a hazardous nature (per WISHA code), you must wear appropriate industry-quality eye protective devices as designated. The school will issue the first pair. You are responsible for the purchase of any additional pairs of safety glasses.

Handling Blood/Body Fluids: Latex gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.

INSURANCE

All programs require that students have personal medical insurance or insurance through their school. School insurance information is available through their high school office.

CARE OF SCHOOL PROPERTY...

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

GOOD NEIGHBOR POLICY...

Students and guests at the Wenatchee Valley Tech campus make a commitment to be respectful of the community. This is shown by:

- a. Not loitering in community/local businesses or in vacant lots.
- b. Not littering in the community, or the Tech Center campus or entry.
- c. Not smoking outside the areas adjacent to the Tech Center property. Violations of the Good Neighbor policy that are brought to the attention of the Tech Center Director will be subject to disciplinary action.
- d. Vehicle etiquette- No speeding, no revving of engines, no peeling out or squealing tires. Vehicles need to operate at the appropriate noise level, that means muffled!

SECURITY OF PERSONAL ITEMS

Personal items should never be left unattended in any program area. Wenatchee Valley Tech is not responsible for personal items.

LOST AND FOUND

Students should turn in any item found in a class area to the program instructor or to the office.

EMERGENCY CLOSURE

Information on Wenatchee Valley Tech closure or change of schedule due to inclement weather or emergencies will be made available by calling 662-8827 and listening to the message (if applicable). Snow and icy roads may result in school delays and closures. Information can also be found on the Wenatchee School Districts website. Students are to follow the reported conditions of their home school district by listening to your local radio station at 97.7 FM for announcements

(509) 662-8827

Important information for parents regarding the release of “Student Directory Information” without parent consent

Washington State law WAC 148-280-040 (5) states:

"Directory information" may be disclosed without the parent's (or adult student's) prior written consent, UNLESS the parent (or adult student) notifies the school in writing within ten days of enrollment and thereafter by the tenth day of the academic year that he or she does not want any or all of the student's information to be designated as directory information."

In the Wenatchee School District “Student Directory Information” is:

- Student First and Last Name
- Student Address
- Student Phone Number
- Grade Level

If you want to have your student’s directory information withheld, please send a written request to

Weapons

Pursuant to State law, students who possess or carry onto school premises, school-provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles **shall be subject to expulsion**. Students who with malice display

what appears to be a firearm **shall be subject to suspension or expulsion** of up to (1) year. Students carrying or possessing a firearm **shall be expelled** for a period of not less than one (1) year.

NON-DISCRIMINATION STATEMENT

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: **Civil Rights Coordinator, Title IX Officer, Section 504 Coordinator, HIB Compliance and Gender Inclusive Schools Coordinator:** Mike Lane, Executive Director of Schools, lane.michael@wenatcheeschools.org, 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#) and [Procedure 3210P](#)

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar de Wenatchee no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión de género, identidad de género, discapacidad o el uso de un perro guía entrenado o un animal de servicio y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. Los siguientes empleados han sido designados para manejar preguntas y quejas de supuesta discriminación: **Coordinador de Derechos Civiles, Oficial del Título IX, Coordinador de la Sección 504, Coordinador de Escuelas Inclusivas de Género y Cumplimiento de HIB:** Mike Lane, Director Ejecutivo de Escuelas, lane.michael@wenatcheeschools.org, 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

Puede denunciar la discriminación y el acoso discriminatorio a cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, mencionado anteriormente. También tiene derecho a presentar una queja (ver más abajo). Para obtener una copia de la política y el procedimiento de no discriminación de su distrito, comuníquese con la escuela o la oficina del distrito o véala en línea aquí: [Política 3210](#) y [Procedimiento 3210P](#)

SEXUAL HARASSMENT

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 3205](#) and [Procedure 3205P](#)

ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de cualquier persona en cualquier programa o actividad escolar, incluso en el campus de la escuela, en el autobús escolar o fuera del campus durante una actividad patrocinada por la escuela.

El acoso sexual es un comportamiento o comunicación no deseada de naturaleza sexual cuando:

- A un estudiante o empleado se le hace creer que debe someterse a conductas o comunicaciones sexuales no deseadas para obtener algo a cambio, como una calificación, una promoción, un lugar en un equipo deportivo o cualquier decisión educativa o laboral. o
- La conducta interfiere sustancialmente con el desempeño educativo de un estudiante o crea un entorno educativo o laboral intimidante u hostil.

Ejemplos de Acoso Sexual:

- Presionar a una persona por favores sexuales
- Contactos no deseados de naturaleza sexual
- Escribir grafitis de carácter sexual
- Distribuir textos, correos electrónicos o imágenes sexualmente explícitos
- Hacer bromas sexuales, rumores o comentarios sugerentes.
- Violencia física, incluidas violaciones y agresiones sexuales

Puede denunciar el acoso sexual a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, que se menciona arriba. También tiene derecho a presentar una queja (ver más abajo). Para obtener una copia de la política y el procedimiento de acoso sexual de su distrito, comuníquese con la escuela o la oficina del distrito, o véala en línea aquí: [Política 3205](#) y [Procedimiento 3205P](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of

the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit OSPI’s website at www.k12.wa.us, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

OPCIONES DE QUEJA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si cree que usted o su hijo han experimentado discriminación ilegal, acoso discriminatorio o acoso sexual en la escuela, tiene derecho a presentar una queja.

Antes de presentar una queja, puede discutir sus inquietudes con el director de su hijo o con el Coordinador de la Sección 504 del distrito escolar, el Oficial del Título IX o el Coordinador de Derechos Civiles, que se mencionan anteriormente. Esta suele ser la forma más rápida de resolver sus inquietudes.

Queja al Distrito Escolar

Paso 1: Escriba su Queja

En la mayoría de los casos, las quejas deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es objeto de la queja. Una queja debe ser por escrito. Asegúrese de describir la conducta o el incidente, explique por qué cree que se ha producido discriminación, acoso discriminatorio o acoso sexual y describa qué medidas cree que el distrito debe tomar para resolver el problema. Envíe su queja por escrito, por correo postal, fax, correo electrónico o entrega en mano, al superintendente del distrito o al coordinador de cumplimiento de derechos civiles.

Paso 2: El Distrito Escolar Investiga Su Queja

Una vez que el distrito reciba su queja por escrito, el coordinador le dará una copia del procedimiento de queja y se asegurará de que se lleve a cabo una investigación rápida y exhaustiva. El superintendente o la persona designada le responderá por escrito dentro de los 30 días de calendario, a menos que acuerde un período de tiempo diferente. Si su queja involucra circunstancias excepcionales que exigen una investigación más prolongada, el distrito le notificará por escrito para explicar por qué el personal necesita una extensión de tiempo y la nueva fecha para su respuesta por escrito.

Paso 3: El Distrito Escolar Responde a su Queja

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, una determinación de si el distrito no cumplió o con las leyes de derechos civiles, notificación de que puede apelar esta determinación y cualquier medida necesaria para que el distrito esté en conformidad con las leyes de derechos civiles. Las medidas correctivas entrarán en vigencia dentro de los 30 días de calendario posteriores a esta respuesta por escrito, a menos que acepte un período de tiempo diferente.

Apelación al Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante la junta directiva del distrito escolar. Debe presentar un aviso de apelación por escrito al secretario de la junta escolar dentro de los 10 días de calendario posteriores a la recepción de la respuesta del distrito escolar a su queja. La junta escolar programará una audiencia dentro de los 20 días de calendario posteriores a la recepción de su apelación, a menos que acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días de calendario después de que el distrito haya recibido su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una queja ante la Oficina del Superintendente de Instrucción Pública (OSPI).

Denuncia ante la OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal brinda la opción de presentar una queja formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de queja separado que puede tener lugar si se ha producido una de estas dos condiciones: (1) ha completado el proceso de queja y apelación del distrito, o (2) el distrito no ha seguido el proceso de queja y apelación correctamente.

Tiene 20 días de calendario para presentar una queja ante OSPI a partir del día en que recibió la decisión sobre su apelación. Puede enviar su queja por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI:

Correo electrónico: Equity@k12.wa.us | **Fax:** 360-664-2967

Correo o entrega en mano: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite el sitio web de OSPI en www.k12.wa.us, o comuníquese con la Oficina de Equidad y Derechos Civiles de OSPI al 360-725-6162/TTY: 360-664-3631 o por correo electrónico a Equity@k12.wa.us a. a nosotros.

GENDER INCLUSIVE SCHOOLS

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in Washington public schools. **All** students have the right to be treated consistent with their gender identity at school. Please see [policy](#) and [procedure](#) 3211 for more information.

Policy 3211: The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific Training requirements are included in the accompanying procedure. The superintendent will appoint a primary 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 district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Nondiscrimination based on gender identity and expression in Washington schools

- Gender identity and gender expression are protected classes under Washington state law, which means schools cannot discriminate against students based on their gender identity or gender expression. All students have the right to be treated consistently with their gender identity at school and express their gender at school, including in the following areas.
- During the 2019 regular session, the Legislature passed Senate Bill (SB) 5689 concerning harassment, intimidation, bullying (HIB), and discrimination in public schools. Sections of this bill include new requirements for school districts regarding nondiscrimination policies and procedures, notifications, and designated coordinators. A summary of the new requirements related to nondiscrimination are now codified in RCW 28A.642.080.

Please refer any concerns to the school administration or the compliance officers listed above.

ESCUELAS INCLUSIVAS DE GÉNERO

Las leyes de derechos civiles prohíben la discriminación y el acoso discriminatorio sobre la base de la expresión de género y la identidad de género en las escuelas públicas de Washington. Todos los estudiantes tienen derecho a ser tratados de acuerdo con su identidad de género en la escuela. Consulte la [política](#) y el [procedimiento](#) 3211 para obtener más información.

Política 3211: La junta cree en fomentar un entorno educativo que sea seguro y libre de discriminación para todos los estudiantes, independientemente de su expresión de género, identidad de género o sexo. Con ese fin, la junta

reconoce la importancia de un enfoque inclusivo hacia los estudiantes transgénero y de género expansivo con respecto a los términos clave, la comunicación y el uso de nombres y pronombres, registros de estudiantes, información confidencial sobre salud y educación, comunicación, baños y vestuarios. uso y accesibilidad, deportes y educación física, códigos de vestimenta y otras actividades escolares, con el fin de brindar a estos estudiantes igualdad de oportunidades para el aprendizaje y el rendimiento.

Esta política es un componente de la responsabilidad del distrito de crear y mantener una comunidad de aprendizaje segura, cívica, respetuosa e inclusiva y se implementará junto con la capacitación integral del personal y los voluntarios. Los requisitos de formación específicos se incluyen en el procedimiento adjunto. El superintendente designará un contacto principal para recibir copias de todas las quejas formales e informales y garantizar la implementación de la política. El nombre y la información de contacto del oficial de cumplimiento se comunicarán en todo el distrito. El oficial de cumplimiento del distrito participará en al menos una oportunidad de capacitación obligatoria ofrecida por OSPI.

Esta política y su procedimiento apoyarán ese esfuerzo al facilitar el cumplimiento del distrito con las leyes locales, estatales y federales relacionadas con el acoso, la intimidación, la intimidación y la discriminación.

No discriminación basada en la identidad y expresión de género en las escuelas de Washington

- La identidad de género y la expresión de género son clases protegidas por la ley del estado de Washington, lo que significa que las escuelas no pueden discriminar a los estudiantes en función de su identidad de género o expresión de género. Todos los estudiantes tienen derecho a ser tratados de manera consistente con su identidad de género en la escuela y a expresar su género en la escuela, incluso en las siguientes áreas.
- Durante la sesión regular de 2019, la Legislatura aprobó el Proyecto de Ley del Senado (SB) 5689 sobre acoso, intimidación, hostigamiento (HIB) y discriminación en las escuelas públicas. Las secciones de este proyecto de ley incluyen nuevos requisitos para los distritos escolares con respecto a las políticas y procedimientos de no discriminación, notificaciones y coordinadores designados. Un resumen de los nuevos requisitos relacionados con la no discriminación ahora está codificado en RCW 28A.642.080.

Consulte cualquier inquietud a la administración de la escuela o a los oficiales de cumplimiento mencionados anteriormente.

STUDENT IDENTIFICATION BADGES

All Wenatchee School District students are required to have a photograph taken and will be provided with a photo identification badge. All *middle and high* school students are required to wear or carry their identification badge at all times while on District property and must display it to any school official upon request. Cards may also be used for other administrative purposes such as, but not limited to, accessing meals in the cafeteria, checking out library materials, classroom attendance and riding District buses.