

TRI-TECH SUMMER SKILLS ACADEMY STUDENT ACKNOWLEDGEMENT

June 14 to July 3 7:45 AM – 2:45 PM session 1

Computer Apps 2 only - July 9 to July 26 7:45AM – 2:45 PM session 2

Welcome to Tri-Tech Summer Skills Academy. The following rules or policies will help to make our Summer Skills Academy run smoothly:

1. Tri-Tech Skills Center buildings and school grounds are smoke-free, drug-free, and weapon free.
2. The Tri-Tech Summer Skills Academy enforces Kennewick School District No. 17 Discipline Policies and Procedures and Alcohol and Other Drug Use/Abuse Student Policy. The program instructor will first deal with students involved in misconduct. If further disciplinary measures are necessary, the student will be referred to the Summer Skills Academy Director. Due to the short duration of the Skills Academy, student infractions normally resulting in a suspension may be dropped from the program with a grade of "F" and may lose the opportunity to attend additional summer programs.
3. Students must be registered at one of the area high schools in order to attend the Summer Skills Academy. Appropriate documents must be on file at your high school, and we will send your Summer Skills Academy grade there.
4. Every student attending the Summer Skills Academy must have an enrollment and emergency form with complete information on file in the main office no later than the 2nd day of class. Students failing to turn in this paperwork will be withdrawn from Summer School.
5. Because summer session lasts only fourteen days, students need to make a serious commitment to be on their best behavior, do their very best in class and to attend each day. Credit will be lost upon the second absence (more than 6.5 hours) and the student will be dropped from the program. Three tardies are equal to one day of absence. Truancies are not tolerated and discipline issues will result in removal from summer school and dropped with an F.
6. Successful students arrive at class on time. A student who is late must pick up an admit slip from the attendance secretary in the main office before going to the program area.
7. Any student who must leave early must have written parental notice in order to be excused. The instructor must be notified before the beginning of class. Students must check out in the main office when leaving.
8. For campus security, all visitors to Tri-Tech must sign in at the main office. Visitors must have the permission of the program instructor.
9. A telephone is located in the office. If your instructor approves, students may use the program area telephone for local calls.
10. A lunch period is provided from 11:00 to 11:30. Students may bring a lunch or visit one of the area restaurants. Students attending classes held at Tri-Tech campus can participate in the federally funded summer lunch program this year which allows any student to eat breakfast or lunch at no charge. A simple menu will be offered for both meals at the following time: Breakfast 7:25-7:40 & Lunch 11:00-11:30.
11. Tri-Tech has a closed campus policy during class time. Students are not permitted out of the program or break area without the instructor's permission.
12. Student parking is provided on the north and west sides of the Tri-Tech campus. For safety reasons, students are not to be in the parking area while sessions are in progress. Loitering in vehicles will result in disciplinary or police action.

- 13. Lockers for personal items are provided in some program areas. Please do not leave valuables unattended. Tri-Tech is not responsible for any lost or stolen items. Items found should be reported to the front office.
- 14. The Summer Skills Academy students are required to dress in a safe and appropriate manner. We follow the Kennewick School District dress policy 3224. *Dress standards at Tri-Tech are established in an effort to directly connect to the expectations in an employment setting.* Therefore, several of the standards acceptable at the comprehensive high school level may not be deemed acceptable by Tri-Tech employability standards.
- 15. The program, shop, or laboratory activity will determine the type of dressing required. Safety is a prime objective of all Summer Skills Academy programs. Rules are enforced to minimize hazards and to protect you and fellow students. You will be given instructions in the safe operation of equipment and emergency procedures.
- 16. Eye protection must be worn at all times while operating power equipment in the shop areas. Students must wear clothing appropriate for the training program. A student performing any act which could cause injury to him or herself, another student or to equipment will be removed from class, receive an "F" grade and removed from the Summer Skills Academy.

These rules and regulations are necessary to provide the safest environment for our students.

Attention students and parents:

Withdraw - If the student decides within the first week not to continue the summer session they must contact the Tri-Tech office and complete a withdrawal form in order to avoid receiving a withdrawal/failing grade (W/F). In the event that a student stops attending after the first week of the summer program, they will receive a W/F grade.

I have read and agree to the following conditions for _____ at
Tri-Tech Summer Skills Academy. (Summer Skills Program)

Student Signature _____ Date _____

Parent Signature _____ Date _____

TRANSPORTATION

Because of the broad geographical area in which Tri-Tech Summer Skills Academy is located, students must frequently provide their own transportation to and from school, field trips and other approved activities. I agree to hold harmless the Kennewick School District against all claims, loss or liability.

I give my permission for my son/daughter to drive our private vehicle to Tri-Tech Summer Skills Academy activities and accept full responsibility.

Parent/Guardian Signature

Date

I give my permission for my son/daughter to ride with a licensed driver to Tri-Tech Summer Skills Academy activities.

Parent/Guardian Signature

Date