This student handbook is current as of the date of publication. Perry Technical Institute reserves the right to make changes at any time to any provision of this student handbook. From time to time, it may be necessary for Perry Technical Institute to make changes to this student handbook due to the requirements and standards of Perry Technical Institute’s regulatory bodies or changes to federal and state law. To see the most current version of the student handbook, please visit our website at perrytech.edu.

Perry Technical Institute is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Perry Technical Institute to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

This school is licensed under Chapter 28C. 10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Training and Education Coordinating Board • 128 Tenth Ave. SW • Box 43105 • Olympia, WA 98504-3105 • wtb.wa.gov • 360.709.4600 • pvsa@wtb.wa.gov

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: http://www.perrytech.edu/programs/disclosures/.

Perry Technical Institute does not discriminate on the basis of race, color, religion, national origin, age, ancestry, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator
Perry Technical Institute | 2011 W. Washington Ave. | Yakima, WA 98903 • 509.453.0374 or 888.528.8586 | titleix@perrytech.edu
Welcome to Perry Technical Institute

Perry Technical Institute is proud to welcome you to our campus community. You are taking the first step of an important journey towards a career that you can be proud of, and one that we hope will bring you a great deal of meaning and purpose. Your time here at Perry will be full of valuable learning opportunities, both in and out of the classroom. We hope you will take full advantage of all that the school offers from Financial Aid and Scholarship assistance, to support from Career Services as you begin your job search and prepare for life beyond Perry Tech.

This handbook provides important information about campus policies, procedures, and practices. It outlines our expectations of those who have selected to become members of our campus community, and includes important safety information that your instructor will review with you. Please keep this handbook for reference during your time at Perry.

We look forward to supporting you while you are a student here with us. We are confident your Perry Tech experience will be demanding and challenging, but ultimately rewarding.

Nathaniel Hull
Dean of Education
Perry Technical Institute
the campus

Building A
1st Floor—Admissions, Academic Support, Career Services, Enrollment, Deli, Financial Services, Foundation Office, The Hangar Campus Store, President’s Office, Student Services, Welding Technology, Information Technology & Communication Systems 3 & 4
2nd Floor—Admissions, Public Relations, Marketing, Facilities, Safety

Building B
1st Floor—Heating, Ventilation, Air Conditioning, & Refrigeration Technology
2nd Floor—Business Technology & Accounting, Information Technology & Communication Systems 1 & 2

Building C
Automotive Technology

Building D
Agricultural Equipment Technician, Construction, Plumbing Technician

Building E
Electrical Technology, Precision Machining & Manufacturing

Building F
Electrical Technology

Building G
Instrumentation & Industrial Automation

Building H
Medical Assistant, Medical Office Administration & Coding, Business Services

Building I
Agricultural Equipment Technician, Maintenance
perry technical institute campus

ALL VISITORS MUST CHECK IN AT THE ADMISSIONS OFFICE.
academic policies

ACADEMIC HONESTY POLICY
Students caught in the act of plagiarism or cheating will be placed on probation until the end of the term and will be required to complete a student success plan. Repeat offenses will result in immediate dismissal.

ADVISING & COUNSELING
Career advising is available through instructors or Career Services. Career Services may be reached by phone at 509.453.0374 or in person in the Student Services Department.

Academic, attendance, and conduct advising is provided in tandem by the instructor, department head, and assigned program dean. Students in need of personal counseling may request services through their assigned dean.

ATTENDANCE POLICY
Attendance is mandatory. Students should refer to their enrollment agreement for class start and end times.

INSTRUCTOR NOTIFICATION
Students are required to notify the instructor before the scheduled start time each day they are absent or late. Failure to notify the instructor on the day of a tardy will result in a written advising (1st occurrence), and probation (2nd occurrence). Failure to notify the instructor on the day of an absence will result in immediate probation.

If a student fails to notify the instructor of an absence or tardy, the instructor is responsible to reach out to the student by the first scheduled break time (via phone and/or email). Once the instructor has made an attempt to contact the student, the instructor notifies the Attendance Coordinator and the assigned dean. If the student has not shown up for class or contacted the instructor by the scheduled lunchtime, the assigned dean contacts the emergency contact. The student will be dismissed after three consecutive days of unexcused absences without notification.

CLOCKING-IN
Students are required to clock-in each day when arriving and clock-out when leaving, at any given time of the day, other than at stated break periods. Student attendance is recorded by using an electronic time management system. The time displayed on the time clock is the time that will be accounted for. Students are provided with an ID number and scan card. The cost to replace the ID scan card is $5. Note: If the scanner does not read a card, the student is required to manually punch in his/her assigned student ID number.

POINTS
If a student misses up to three hours of scheduled class time in a day, the student will accrue one point. If a student misses more than three hours of scheduled class time in a day, the student will accrue three points. Once a student has accrued eight or more points in a term, the student is placed on attendance probation for the remainder of the term. If a student amasses additional points while on attendance probation, he or she may be subject to immediate dismissal.

Students are limited to two one-point infractions in a month. For example, if a student misses one hour of scheduled class time (accruing one point) on the 16th day of a given month, the student will only be allowed one more one-point infraction until the 16th day of the following month. At the third one-point infraction in a month, the student will be placed on probation for one month or the end of the term, whichever comes first, and may not accrue any points during the probation period. If additional points are amassed during that month, the student’s probation will be extended to the end of the term. Any points accumulated after the probation has been extended may result in immediate dismissal.

If a student misses scheduled class time without clocking-out, the student’s instructor will notify the Attendance Coordinator, who will document the missed time.

CLASS CUT
Defined as not being present during scheduled class time at other than stated break periods, or leaving class prior to the end of the scheduled instruction period without instructor permission. This will result in immediate probation.

Following three consecutive days of absences without notification, a student will be dismissed.

Scanning or keying another student’s card/ID number will result in dismissal of all parties involved. Grades, financial aid and other agencies sponsoring students are dependent on accurate records of attendance.

EMERGENCY ABSENCE
An emergency absence is defined as an officially excused period of time, while maintaining the status of student. An emergency absence request must consist of two (2) or more school days and must meet one of the following conditions:

1. Military service
2. Medical restriction
3. Funeral for immediate family member
4. ER visit for student or immediate family member

An emergency absence request will not be granted for failure to make satisfactory academic progress.

A request for emergency absence must be made to the Dean or Associate Dean of Education. Time away from school for an emergency absence will be subject to point accrual. The written request to the Dean or Associate Dean must include dated third-party verification of the reason for the emergency absence as well as a typed letter outlining the reason for the request. The Financial Aid Office will be notified immediately when the student is granted an emergency absence. An emergency absence will be for a maximum of 16 school days. Failure to return to class following the emergency absence may result in dismissal. Emergency absence requests must be submitted within five school days of returning to class. Only one emergency absence may be granted per term for each student.

GRADE APPEAL POLICY
A student who wishes to appeal a grade, must submit a letter to the Dean of Education within 10 business days of the completed term. The letter must describe any and all circumstances deserving further consideration. The burden of proof in an appeal lies with the student. The Dean of Education will convene an appeal committee consisting of the department head, instructor, and a designated representative of the school in order to review the appeal. The student will be notified within one week of the official appeal decision.
NAME OR ADDRESS CHANGE
If a student undergoes a change of name or address while attending Perry Tech they must notify the Registration Office. Address changes may be made through your my.perrytech account. Changes to your name will require legal documentation. Approved documentation includes: birth certificate, passport, marriage license, and/or a social security card. For Financial Aid to process a name change, a social security card with the new name will be required. Students must deliver the appropriate documentation and fill out a Name Change Form with the Registrar’s Office to execute the change.

SATISFACTORY ACADEMIC PROGRESS
Satisfactory Academic Progress is defined as completing each quarter with a minimum term GPA of 2.0, and the minimum grades established for each subject within the department. The student must make Satisfactory Academic Progress in order to remain eligible for continuous enrollment under regular student status. Students who are at risk of failing to make Satisfactory Academic Progress will be placed on advising and/or probation. A student is graded not only on test scores and homework, but also on participation in class, attendance, performance in lab, and conduct.

Students must complete each quarter with a minimum GPA of 2.0, and the minimum grades established for each subject within the department.

ACADEMIC FORGIVENESS
Students who have interrupted their attendance at Perry Technical Institute and changed academic programs may petition for Academic Forgiveness. Students must wait two years from the completion date of the terms they wish to have forgiven, and have completed 50% of their new program with a minimum cumulative GPA of 3.0 to be eligible. Grades previously earned will still appear on the transcript, but will no longer be included in the grade point average calculation. Students who wish to petition for Academic Forgiveness should submit an Academic Forgiveness Request form to the Registrar’s Office.

TERMINATION OF ENROLLMENT
LAST CHANCE AGREEMENT
Receiving three probations during the duration of a training program will result in a Last Chance Agreement. Once a student is placed on a Last Chance Agreement, any subsequent probations will result in immediate dismissal from the program. Should the student pursue re-enrollment, the Last Chance Agreement will remain in effect.

WITHDRAWAL
Students who voluntarily withdraw from school must complete a Withdrawal Form and have it signed by specified school officials in order to officially close their records. Withdrawal forms are available from the Dean or Associate Dean of Education.

ADMINISTRATIVE WITHDRAWAL
A student withdrawing from Perry Technical Institute due to circumstances outside their control may be eligible for an Administrative Withdrawal. Grades for Administrative Withdrawals will not be included in calculating the student’s term or career grade point average. A student’s eligibility for an Administrative Withdrawal will be determined by the Dean of Education at the time of the student’s termination of enrollment. A student approved for an Administrative Withdrawal will be assigned a grade of AW.

DISMISSAL
The school reserves the right to dismiss students for any of the following reasons:
1. Violation of probation
2. Violation of a last chance agreement
3. Exceeding three probations
4. Three consecutive days of unexcused absences without notification
5. Scanning or keying another student’s card/ID number for attendance
6. Aggressive, harassing, or discriminatory acts against other students or employees
7. Failure to pay tuition, fees, books, or tools
8. Failure to meet Satisfactory Academic Progress (SAP)
9. Failure to follow school procedures and policies
10. Acts of theft or dishonesty
11. Failure to comply with safety regulations
12. Malicious damage to school property
13. Insubordinate acts against staff or other Perry Technical Institute employees
14. Drug/alcohol abuse
15. Disruption of the learning environment

The Dean/Associate Dean of Education will conduct a full hearing of the facts and make a recommendation to the President. The authority to dismiss a student is vested in the President and the President’s decision following a review of the facts is final. In the event of the President’s absence, the authority to dismiss a student is vested in the Dean of Education.

After terminating enrollment, students will not be allowed back into the classroom or lab area for forgotten items without permission from the Dean of Education.

TRANSFER/CHANGE OF PROGRAM
Students wishing to change the program they are enrolled in must complete a new enrollment application, and may be required to retest and meet with the dean of their new program. Admission requirements for the new program the student wishes to pursue will apply. Failure to complete a term with satisfactory academic progress may affect financial aid eligibility. Transfer students will not be given preferred status, and enrollment in a different program is available on a first-come, first-served basis.

Please see the Transfer of Credit policy regarding transferring credits outside the institution.

campus policies & information

ACCIDENT POLICY
Perry Technical Institute requires each enrolled student to participate in the school’s Student Accident Insurance which covers accidents that occur during on-campus training-related activities, off-campus training-related field work, and unpaid externships. The Student Accident Insurance is mandatory and will be applied to the student’s account each term for a fee. Information about Student Accident Insurance and claim forms are available through the Facilities & Safety Office.
Accidents occurring on campus or during training-related activities must be reported immediately to the nearest faculty or staff member. Following any accident, an Accident Report Form must be completed and turned in to the Director of Facilities & Safety.

ANTI-HARASSMENT POLICY
As a part of continuing efforts by Perry Technical Institute to prevent unlawful discrimination, and pursuant to guidelines issued by the Equal Employment Opportunity Commission and the Washington Human Rights Commission, the school endorses the following policy.

All are reminded that each student is at all times to be treated courteously by fellow students, so that he or she is free from harassment or interference.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. Examples of what may be considered harassment, depending on the circumstances, are (but are not limited to):

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age (40 and older), sex, sexual orientation, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service, or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, electronic mail, or gestures.
- Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action.
- Tampering with another student’s work, lab, or workspace.

PTI will promptly investigate all charges of violation of this policy. The confidentiality of the person reporting violations will be respected so far as practical in conducting an investigation of such claims. There will absolutely be no retaliation against persons filing such complaints.

COMPLAINT/GRIEVANCE PROCEDURE
Perry Technical Institute utilizes policies and procedures for handling student complaints and informs the students in writing of them. When a student has a complaint, he/she is encouraged to follow the chain of command and communicate informally first with the instructor, then the Department Head, and then the Dean/Associate Dean of Education. If the student is still unsatisfied, he/she is asked to file a PTI Complaint Form at the President’s Office and then encouraged to make an appointment with the President for further discussion and action.

The Perry Technical Institute staff person responsible for handling student complaints is Carol Helms, Human Resources Manager. She can be reached at 509.895.5755, carol.helms@perrytech.edu, or at 2011 W. Washington Ave., Yakima WA 98903.

CONDUCT STANDARDS
Admission to Perry Technical Institute carries with it the expectation that students will conduct themselves as responsible members of the school community, that they will comply with the rules and regulations of the institution, maintain high standards of integrity and honesty, respect the rights, privileges, and property of other members of the school community, and will not interfere with legitimate Perry Technical Institute affairs.

Perry Technical Institute maintains the right to make and enforce rules for conduct. This includes the right to dismiss at any time a student whose conduct, academic standing, or health is such that the Administration believes it undesirable for that student to continue at Perry Technical Institute.

A student policy handbook is provided to all new students the first day of class. The booklet provides a complete statement of the policies and procedures and describes student rights and responsibilities which govern students attending Perry Technical Institute, including any disputes involving the school, its faculty or staff, and the student.

DISABILITY ACCOMMODATIONS
It is the policy of Perry Technical Institute to comply with all federal and state laws concerning facility access and the education of qualified individuals with disabilities. PTI will provide reasonable accommodations to students if the school is notified that a student with a disability requires an accommodation in order to pursue or continue training at Perry Technical Institute. An accommodation is not intended to lower or to substantially modify a course of study or its standards or expectations. PTI will work with the student to reasonably accommodate him or her so that he or she can learn in the classroom and lab settings, unless the accommodation causes undue hardship, fundamentally alters the program or course of study or causes undue financial burdens.

Contact the Education Department with any questions or requests for accommodation, by email ada@perrytech.edu or by phone 509.453.0374. Information related to an accommodation request will be treated as confidential, except that: a) faculty and department heads may be informed, on a need-to-know basis, regarding necessary restrictions on the work or assignments of the student and any necessary accommodations, b) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment, c) government officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request. The Education Department may require professional documentation to support a request for certain accommodations.

ADA GRIEVANCE PROCEDURE
Perry Technical Institute prohibits discrimination on the basis of disability for faculty, staff, students and visitors. Perry Technical Institute has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by any member of the Perry Technical Institute community.

The procedure can be viewed on our website at www.perrytech.edu/cabinet/data/PTI_ADA-Section_504_Grievance_Procedure.pdf. Any participant, beneficiary, applicant, student, staff, faculty and visitor who believes she or he has been subjected to discrimination on the basis of disability (or is unsatisfied with accommodations provided) may provide a grievance under this procedure.

Amanda Wesselius, Human Resources Specialist, has been designated to coordinate the efforts of Perry Technical Institute to comply with Section 504 and the ADA. She can be reached by phone at 509.453.0374 x5759, and by email at amanda.wesselius@perrytech.edu.

DISCIPLINARY HIERARCHY
Faculty members will regularly monitor their students’ performance in class and provide advising as necessary or requested. If a student has not met the criteria of satisfactory progress in the areas of
conduct, attendance, or academics at any point during the term, the following hierarchy will be observed when applicable:

- Verbal warning
- Advising
- Probation
- Last Chance Agreement*

A student is encouraged to meet regularly with his or her instructor while on probation. A copy of the signed document will be given to the student, the program counselor (if applicable), the Financial Aid Office, and the original will be filed in the student’s file. While on probation, a student remains eligible to receive Title IV funding. If the student has not achieved satisfactory academic progress by the end of the probation term, he/she may be dismissed.

The school reserves the right to dismiss students who have exceeded three probations. Financial aid programs do not typically pay for repeated terms.

* Receiving three probations during the duration of a training program will result in a last chance agreement. Once a student is placed on a last chance agreement, any subsequent probations will result in immediate dismissal from the program. Should the student pursue re-enrollment, the last chance agreement will remain in effect.

**DRUG-FREE AND ALCOHOL-FREE CAMPUS AND WORKPLACE POLICY**

In accordance with federal law, Perry Technical Institute has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. Perry Technical Institute recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, Perry Technical Institute recognizes that employers who hire students from its programs demand employees to meet the demands of employers.

Perry Technical Institute recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, Perry Technical Institute recognizes that employers who hire students from its programs demand employees who are drug free. PTI has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

**STANDARDS OF CONDUCT REGARDING DRUGS AND ALCOHOL**

The unlawful manufacture, distribution, dispensing, possession or use of any federally banned substance; prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used; drug-related paraphernalia; or being under-the-influence of controlled substances are prohibited at Perry Technical Institute, in the workplace, on campus, while engaging in school business, and at any activities sponsored by Perry Technical Institute. Returning or arriving to school after consuming drugs or alcohol is prohibited and will result in immediate dismissal.

Any student who is taking a drug or medication, whether or not prescribed by the student’s physician, which may adversely affect that student’s ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor or Department Head. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor, dentist, or druggist will determine whether the student can remain at school and whether any work restrictions are necessary. The instructor may request such assistance as he/she desires in making the determination.

**HEALTH RISKS**

Short-term and long-term effects of drug use vary for the specific drugs, but the following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: confusion, lack of coordination, memory loss, depression, fetal alcohol syndrome, problem pregnancies, sclerosis, circulatory problems, insomnia, heart failure, respiratory arrest, cardiac arrest, seizures, coma, anxiety, paranoia, irritability, fatigue, mental illness, and death.

**INSTITUTE SANCTIONS**

The Institute will conduct drug and/or alcohol testing under any of the following circumstances:

**RANDOM TESTING:** Students may be selected at random for drug and/or alcohol testing at any interval determined by the Institute. Any student who enrolls at Perry Technical Institute gives consent to random drug tests as an express condition of his or her enrollment and continued enrollment at Perry Technical Institute.

**FOR-CAUSE TESTING:** The Institute may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student’s person or in the student’s vicinity, unusual conduct on the student’s part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**POST-ACCIDENT TESTING:** Any student involved in a training-related accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event will be asked to submit to a drug and/or alcohol test. “Involved in a training-related accident or injury” means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

A student will be presumed under-the-influence upon any positive finding from a random drug test or reasonable cause drug test given under this policy. Drug testing will be by liquid chromatography-mass spectrometry (LC-MS) on Perry Technical Institute time and expense by a certified, creditable laboratory or medical facility prescribed by the Institute. Random drug test collection will be conducted on the Perry Technical Institute campus with a minimal disruption to class time. Failure to take a drug test, producing a cold sample, or producing a dilute test will result in a positive test result. A positive test result may result in the imposition of sanctions up to and including, but not limited to, suspension and/or dismissal. A student who has been deemed to be under-the-influence may not operate any vehicle on company property or a public roadway. If the student insists on driving, PTI administration will contact law enforcement and report the infraction.

If a student has violated the Drug-Free and Alcohol-Free Campus and Workplace Policy, the Institute may take any of the following actions:

- Disciplinary action including, but not limited to, suspension and/or dismissal, and/or
- Require the student to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement, or other appropriate agency.
any student convicted of any criminal drug statute violation occurring in the workplace, during school hours, or while engaged in Institute business, must notify the President or Dean of Education no later than five days after such conviction.

LEGAL SANCTIONS
In addition to sanctions imposed by the Institute, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Violations as specified above may result in penalties ranging from fines through imprisonment.

AVAILABLE ASSISTANCE TREATMENT PROGRAMS
Alcoholism and drug dependency are defined as illnesses that may interfere with a student’s ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Community resources include:

Barth Clinic 509.457.5653
Comprehensive Healthcare 509.575.4084
Department of Social & Health Services, Behavioral Health 509.575.4200
Merit Resources 509.469.9366
Neighborhood Health Services 509.454.4143
Sundown M Ranch 509.457.0990
Triumph Treatment Services 509.248.1800
Yakima Health District 509.575.4040
Yakima Valley Farm Workers Clinic - Behavioral Health Services 509.453.1344
Yakima Valley Vet Center 509.457.2736

SMOKING/TOBACCO PRODUCTS
Due to the acknowledged hazards from exposure to environmental tobacco smoke, it is the policy of Perry Technical Institute to provide a tobacco-free environment for all students, employees, and visitors. Smoking and other forms of tobacco use are permitted in designated areas only. The designated areas are located at the northwest corner of the main campus and the southeast corner of the Perry Street parking lot. This policy covers the smoking of any tobacco product, electronic cigarettes and the use of smokeless or “spit” tobacco.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

OVERVIEW
Though there are a number of reasons to provide a student network access, by far the most common is granting access to students for enhancing their education. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the schools network. This policy explains how the schools information technology resources are to be used and specifies what actions are prohibited. While this policy is as complete as possible, no policy can cover every situation, and thus the student is asked additionally to use common sense when using schools resources. Questions on what constitutes acceptable use should be directed to the student’s instructor.

PURPOSE
Since inappropriate use of corporate systems exposes the school to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of the schools information technology resources for the protection of all parties involved.

SCOPE
The scope of this policy includes any and all use of the schools IT resources, including but not limited to, computer systems, email, the network, and the corporate Internet connection.

E-MAIL USE
All students enrolled at Perry Tech will be assigned a student email account. This account may be used by faculty and staff as a means to communicate with students. Official messages and documents may be sent to this account. It is the responsibility of the student to check their Perry Tech email account.

- The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are prohibited.
- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure method of communication, and thus information that is considered confidential or proprietary to the student may should be sent via regular email.
- It is schools policy not to open email attachments from unknown senders, or when such attachments are unexpected.

CONFIDENTIALITY
Confidential data must not be A) shared or disclosed in any manner to non-employees of the school, B) should not be posted on the Internet or any publicly accessible systems, and C) should not be transferred in any insecure manner.

NETWORK ACCESS
The student should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to his or her education. Existence of access capabilities does not imply permission to use this access.

UNACCEPTABLE USE
The following actions shall constitute unacceptable use of the school network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The student may not use the school network and/or systems to:

- Engage in activity that is illegal under local, state, federal, or international law.
- Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the school.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption in the classroom or create a hostile learning environment.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques.
- Install or distribute unlicensed or “pirated” software.
- Reveal personal or network passwords to others.
BLOGGING AND SOCIAL NETWORKING
The school recognizes that many of its students use social media. However, students should exercise caution to protect the reputation and goodwill of the school. Students should not use social media during school hours or on equipment provided by the school unless such use is education-related and is authorized by the student’s instructor.

INSTANT MESSAGING
The student should recognize that Instant Messaging may be an insecure medium and should take necessary steps to protect confidential data.

OVERUSE
Actions detrimental to the school network or other resources, or that negatively affect student performance are not permitted.

WEB BROWSING
The Internet is a network of interconnected computers of which the school has very little control. The student should recognize this when using the Internet, and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit, or inappropriate. The student must use the Internet at his or her own risk. The school is specifically not responsible for any information that the student views, reads, or downloads from the Internet.

Personal Use. The school recognizes that the Internet can be a tool that is useful for both personal and educational purposes. Personal usage of schools computer systems to access the Internet is permitted during lunch, breaks, and before/after school hours, as long as such usage follows pertinent guidelines elsewhere in this policy and does not have a detrimental effect on the company or on the student’s performance.

COPYRIGHT INFRINGEMENT
The school's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CD’s and DVD’s; B) posting or plagiarizing copyrighted material; and C) downloading copyrighted files which the student has not already legally procured. This list is not meant to be exhaustive, copyright law applies to a wide variety of works and applies to much more than is listed above.

PEER-TO-PEER FILE SHARING
Peer-to-Peer (P2P) networking is not allowed on the school network under any circumstance.

STREAMING MEDIA
Streaming media can use a great deal of network resources and thus must be used carefully. Streaming media is allowed for education-related functions only as permitted by the instructor.

BANDWIDTH USAGE
Excessive use of school bandwidth or other computer resources is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance must be approved by the student’s instructor. If approved large downloads are to be performed during times of low company-wide usage.

CIRCUMVENTION OF SECURITY
Using school-owned or school-provided computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

USE FOR ILLEGAL ACTIVITIES
No school-owned or school-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

• Unauthorized Port Scanning
• Unauthorized Network Hacking
• Unauthorized Packet Sniffing
• Unauthorized Packet Spoofing
• Unauthorized Denial of Service
• Unauthorized Wireless Hacking
• Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
• Acts of Terrorism
• Identity Theft
• Spying
• Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statues
• Downloading, storing, or distributing copyrighted material

The school will take all necessary steps to report and prosecute any violations of this policy.

SOFTWARE INSTALLATION
No non-supplied-supplied software is to be installed on school devices without permission from IT Services. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. If a certain program is required, notify your instructor and they can contact IT Services.

REPORTING OF SECURITY INCIDENT
If a security incident or breach of any security policies is discovered or suspected, the student must immediately notify his or her instructor who will notify IT Services who will follow any applicable guidelines as detailed in the school S20-12 Incident Response Policy. Examples of incidents that require notification include:

• Suspected compromise of login credentials (username, password, etc.).
• Suspected virus/malware/Trojan infection.
• Loss or theft of ID badge or keycard.
• Any attempt by any person to obtain a user’s password over the telephone or by email.
• Any other suspicious event that may impact the school’s information security.
ENFORCEMENT
This policy will be enforced by the IT Director and/or the Deans. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including dismissal from school. Where illegal activities or theft of school property (physical or intellectual) are suspected, the school may report such activities to the applicable authorities.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Perry Technical Institute receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should submit a letter to the Registrar clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If Perry Technical Institute decides not to amend the record as requested, the student will be notified in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Perry Technical Institute discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Perry Technical Institute discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official includes a person employed by Perry Technical Institute in an administrative, supervisory, academic, research, or support staff; a person serving on the Board of Trustees; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent) who is under the direct control of Perry Technical Institute with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Perry Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave.
SW Washington, DC 20202

FEDERAL COPYRIGHT LAWS
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office: www.copyright.gov.

FIELD TRIPS
Field trips are the sole responsibility of each student, including the cost of transportation to and from the site. Meals, lodging, and conduct are the student’s sole responsibility. Perry is responsible only for the coordination of the trip. By choosing to take part in the field trip, each student releases and discharges Perry Technical Institute (and Harriet I. Perry Trust, a Common Law Trust), its officers, and employees from any and all liability during field trips.

GRADUATION
Students choosing to participate in the graduation ceremony are required to wear a cap and gown, which will be distributed by the school. Students not wearing appropriate attire will not be permitted to participate in the graduation ceremony. All students will receive their certificates via mail following graduation.

LIBRARY FINES
Books are available for checkout for eight days from the Learning Resource Center. After the first eight days, checkout may be extended up to a maximum of 28 days. Renewal will be granted as long as the book has not been requested by another student. A $0.25 fee will be applied for every day that the book is returned past its due date for 28 days. At the end of that time period, full replacement costs will be charged to the student’s account. Students who return books that are damaged will be charged the replacement cost and the damaged book will become property of the student.

NON-DISCRIMINATION POLICY
Perry Technical Institute does not discriminate on the basis of race, color, religion, national origin, age, ancestry, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator/HR Manager
Perry Technical Institute
2011 W. Washington Ave. Yakima, WA 98903
509.453.0374 or 888.528.8586
Email: titleix@perrytech.edu
Pregnant students are encouraged to discuss their circumstances with their department head by the sixth month of pregnancy or sooner to explore options for academic success, which may include make-up work, or emergency absence (as outlined below). The Title IX Coordinator will assist with plan development and implementation as needed.

ACCOMMODATIONS

Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their program of study. Students who wish to discuss their need for such accommodations should seek assistance from the Title IX Coordinator. Pregnancy related accommodations shall be based on the pregnant student’s request, and shall not be initiated by Perry Technical Institute.

As with disability accommodations, information about pregnant students’ requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff shall regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

Reasonable accommodations may include, but are not limited to:

- Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances)
- Making modifications to the physical environment
- Providing mobility support
- Extending deadlines and/or allowing the student to make up tests and assignments missed for pregnancy-related absences
- Offering remote learning options (where possible)
- Excusing medically-necessary absences
- Granting leave per Perry Technical Institute’s emergency absence policy or implementing incomplete grades for classes that will be resumed at a future date
- Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible

ATTENDANCE AND ENROLLMENT OPTIONS

The following attendance and enrollment options are options available to pregnant students or those facing pregnancy related conditions. As long as students can maintain satisfactory academic progress (maintain 2.0 GPA), faculty, staff or other PTI employees will not require them to take an emergency absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions.

Requesting Excused Absences

Absences related to prenatal medical care and other pregnancy related absences may be excused with a doctor’s note. Perry Technical Institute requires that an Emergency Absence Request Form be completed each quarter and documentation must be submitted for each related absence. A letter to the respective dean of your program describing your need for excused absences must be provided, along with documentation from your medical provider. Please see the Education Department for the Emergency Absence Request Form.
Student Medical Leave

Students who desire to take leave under this policy for pregnancy related reasons must notify their department head of intent to take leave at least 30 calendar days prior to the initiation of leave. Perry Technical Institute strongly encourages students to notify their department head by the sixth month of pregnancy so that the school can work with the student to address their needs to the greatest extent possible.

Previous absences will not be counted towards the medical leave. For example, you may miss two days at the beginning of the quarter and still take a medical leave. In the case of pregnancy and postpartum related leave alone, medical leave may last as long as your medical provider deems necessary (documentation from your provider will be required).

Students are expected to submit make-up work upon return (see below). Note that longer periods of leave may interfere with your ability to maintain satisfactory academic progress.

Medical Withdrawal

A Medical Withdrawal occurs when a student determines that they must pause their education for medical reasons by taking a quarter or more off from their program of study. If a pregnant student wishes to withdraw for pregnancy and postpartum/parenting reasons and reenroll at a later date, Perry Technical Institute will work to help reinstate the student to the same educational status the student held prior to withdrawing. After a Medical Withdrawal, a student seeking reenrollment will need to join the next available cohort. Perry Technical Institute reserves the right to require a student to reapply and provide documentation if more than two years have passed between their withdrawal and reenrollment, or if there has been a significant curriculum revision.

Students who wish to reenroll in order to complete their program of study should know that Perry Technical Institute generally restricts the use of Financial Aid for the first quarter of reenrollment, but students have the option to appeal for hardship and medically documented reasons. A Financial Aid Specialist will provide more information about existing options or any financial aid questions in general.

MAKE-UP WORK

Make-up work will be available to pregnant and postpartum/parenting students. The following types of make-up work are allowed: textbook assignments, quizzes, tests, projects, and lab work. The specifics of the make-up work assignments and related due dates will be left to the instructor and department head to determine.

SIDEWALK AND PATHWAY POLICY

Motorized and/or battery-powered vehicles are not allowed on campus sidewalks or pathways. Only the following modes of human-powered transportation are allowed: bicycles, skateboards, and scooters.

Bicycles and scooters are to be parked in bicycle racks only. Bicycle and scooter users are strongly encouraged to secure their bicycle or scooter with the appropriate security cable and padlock. Skateboards may be temporarily stored inside buildings if not in an unsafe, disruptive manner.

Maintenance Department vehicles and Personal Assistive Mobility Devices used to assist disabled individuals as defined by the Americans with Disabilities Act (ADA) are exempt from this policy.

SCHOOL DELAYS/CLOSURES

It is the goal of Perry Technical Institute for the school to remain open unless extreme, unsafe weather conditions exist. Please assume that we are open and running on time unless information regarding a delay or closure is announced.

To check for weather advisories, delays, or closures tune into one of the following platforms:

FLASHALERT: http://www.flashalert.net/news.html?id=4960
*Subscribe to FlashAlert via link above, or download FlashAlert Messenger iOS/Android app.

PTI WEBSITE: http://www.perrytech.edu/students/status.html

PTI PHONE HOTLINE: 509.895.5918

FM RADIO STATIONS
KXDD – 104.1
KFFM – 107.3
KHKK – 99.7
KDBL – 92.9
KATS – 94.5

TV STATIONS
KAPP/KVEW – Channel 35
KNDO – Channel 23
KIMA – Channel 29

AM RADIO STATION
KIT – 1280

YAKIMA HERALD-REPUBLIC WEB
www.yakimaherald.com

SEXUAL MISCONDUCT POLICY

Members of the Perry Technical Institute community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

All students at Perry Technical Institute shall have the right to learn in an environment free from any form of unlawful discrimination. We expect all members of the campus community to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the school’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.


SEXUAL HARASSMENT

Sexual harassment is constituted as discrimination and is prohibited by state and federal laws. Sexual harassment is a form of sexual misconduct. Therefore, it is the position of Perry Technical Institute that sexual harassment will not be tolerated. It is a violation of PTI policy for any supervisor or employee, student, male or female, to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.
Sexual harassment is:
- Unwelcome,
- Sexual, sex-based and/or gender-based,
- Verbal, written, online and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of quid pro quo (this for that) harassment, retaliatory harassment, and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:
- Severe, or
- Persistent or pervasive, and
- Unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from PTI’s education program or employment.

Quid Pro Quo Sexual Harassment:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made (either explicitly or implicitly) a term or condition of rating or evaluating an individual’s educational development or performance.

Some examples of sexual harassment include, but are not limited to:
- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters, or electronic mail
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual’s body, dress, gender, sexual orientation or gender identity, sexual innuendo, or gossip about sexual relations
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, or suggestive or obscene letters, invitations, notes, e-mails, or text messages
- Physical conduct such as touching, assault, or impeding or blocking movement
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent
- Retaliation for reporting harassment or threatening to report harassment
- Sexual assault, domestic violence, dating violence, and stalking

Any student, who believes he/she has experienced such conduct by anyone should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to an instructor or to the Title IX Coordinator.

SEXUAL MISCONDUCT
Perry Technical Institute views sex or gender-based discrimination as sexual misconduct, and violations of this policy may result in sanctions. Generally speaking, Perry Technical Institute considers non-consensual sexual intercourse violations to be the most serious of the offenses and the most severe penalties may be imposed, including suspension or expulsion for students and termination for employees.

Consent defined by Washington State law means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact (RCW 9A.44.010). Sexual intercourse or sexual contact without consent is considered sexual assault and will be treated by PTI as sexual misconduct, treated with all seriousness by the school, and may be subject to criminal proceedings. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:
- Sexual Harassment as defined above
- Non-Consensual Sexual Intercourse. Defined as: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.
- Non-Consensual Sexual Contact. Defined as: Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes intentional contact with the breasts, groin or genitals, or mouth; touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

REPORTING
Perry Technical Institute encourages reports of unwelcome conduct of a sexual nature. PTI wants to resolve all problems, but it can only do so if it is aware of them. All Perry Technical Institute employees are considered mandatory reporters, and must share information they have related to any Title IX or sexual misconduct policy violations. Furthermore, we encourage any student who believes he/she is being harassed or has been subject to sexual misconduct to report any and all incidents of perceived harassment or sexual misconduct. If at any time you observe harassment or feel you are being harassed or if you observe sexual misconduct or feel you are a victim, you should immediately contact the Title IX Coordinator.

The school’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports to the President, and is housed in the main building. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the PTI Title IX Coordinator:

Title IX Coordinator/HR Manager
Perry Technical Institute
509.895.5755
titlex@perryttech.edu

Additionally, anonymous reports can be made by victims and/or third parties using the Crime Stoppers reporting hotline: text “perry + your message” to CRIMES (274637). Note that these anonymous reports may prompt a need for the institution to investigate. In cases of alleged sexual assault, harassment, etc., victims who come forward to report the incident, and who may have consumed alcohol or drugs will not be subject to the PTI Drug-Free and Alcohol-Free Campus and Workplace Policy for that consumption.
PRIVATE

Perry Technical Institute has a legal obligation to investigate complaints and to take reasonable steps to prevent ongoing harassment, discrimination, sexual misconduct, and related retaliation. While we cannot guarantee complete confidentiality, all aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. Students who wish to maintain confidentiality are encouraged to access support through the resources below:

- Aspen Victim Advocacy Services Hotline: 509.452.9675
- Comprehensive Healthcare: 509.575.4084
- Lower Valley Crisis and Support: 509.837.6689
- Neighborhood Health Services: 509.454.4143
- Rape Crisis and Victim Services Hotline: 817.927.2737
- YWCA: 509.248.7796
- Yakima County Sexual Assault: 509.575.4200 or
  Resource Center 24-hour line: 800.572.8122
- Yakima Sexual Assault Unit Hotline: 509.452.9675

RETAILATION

PTI prohibits retaliation against any student who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. All incidents of prohibited harassment that are reported will be investigated. The Title IX Coordinator will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practical and a determination regarding the reported harassment will be made and communicated to the student who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including dismissal, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

SERVICE & EMOTIONAL SUPPORT ANIMAL POLICY

Service animals, as defined by the Americans with Disabilities Act (ADA), are dogs or miniature horses individually trained to do work or perform specific tasks for the benefit of a person with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, responding to and protecting a person who is having a seizure, or performing other duties.

Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person’s disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA guidelines and are not permitted on Perry Tech’s campus.

Service Animals must be housebroken, must be clean and well cared for, and must remain on-leash and under the control of the handler at all times. If the service animal is out of control, or demonstrates a direct threat to the safety and health of any member of the campus community or PTI property, the school reserves the right to remove the service animal. The handler will be held responsible for any damage to Perry Technical Institute property or facilities.

Any questions or concerns regarding Service Animals on campus should be raised with Garet Gasseling, Associate Dean of Education, or Amanda Wesselius, Human Resources Specialist.

SOLICITATION

Students are prohibited from selling non-PTI fundraising items or personal business items using school equipment or on school property, except by posting printed literature on designated bulletin boards. All printed literature must be approved and stamped before being posted on school premises.

STUDENT DRESS CODE

Students will be required to adhere to a department dress code. Students who wear uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and pressed. Additional dress code standards are communicated at the departmental level.

Students may not wear the following:
- Flip flops, shorts, tank tops, or any type of “beach” attire.
- Clothing containing inappropriate or offensive graphics.
- Gym or sweat pants, workout wear, uncovered spandex pants/ leggings.

STUDENT ELECTRONICS POLICY

The use of cell phones, digital cameras, MP3 players, and other electronic devices is prohibited during school hours. All electronic devices must be turned off and stored, except during designated break times. In the event of an emergency situation, students must obtain permission from their instructor in advance to carry any communication device. In this situation, the device must remain on silent or vibrate to avoid disrupting classroom activities. Failure to comply with this policy may result in disciplinary action.

Instructor discretion may override this policy in cases where electronics are used for educational purposes.

STUDENT ID BADGES

All students are required to wear ID badges while on campus. ID badges must be worn in a visible area (above the waist and in the front of the body). This practice is required to assist in maintaining a secure campus and will be monitored by faculty, staff, and security. The cost to replace a lost or damaged photo ID badge is $5. One free replacement badge may be obtained from the Main Office during a student’s second year of training.

VACCINATION POLICY

Perry Technical Institute does not require any vaccinations prior to enrollment. In the interest of public health, Perry encourages students, faculty and staff members to voluntarily participate in routine vaccinations as recommended by and according to the guidance of local public health care agencies. In addition, because of potential career related exposure, students enrolled in the Medical Assistant Program can expect to be required to have vaccinations as a condition of their externship placement and future employment in a health care setting.

VOTER REGISTRATION

Perry Technical Institute is required to notify students of voter registration procedures and deadlines. In order to vote, view voter eligibility, and/or dates and deadlines in Washington State, visit www.sos.wa.gov/elections/register.aspx.
The foundation’s mission is to raise funds for student scholarships, to Perry Technical Institute by forming Perry Technical Foundation. In 1992, a group of community volunteers pledged their commitment to scholarships and holidays.

Tuesday through Thursday, 6:30 am to 5:30 pm (excluding school closures and holidays).

The PTI Learning Resource Center is located off the Michael G. Smith Center (LRC). The Pantry is accessible to all students and operates on the same hours as the LRC: Monday, 6:30 am to 7:00 pm, and Tuesday through Thursday, 6:30 am to 6:00 pm. The Perry Pantry is supported primarily by donations from faculty, staff, and other students. If you have questions regarding The Pantry or how to make a donation, please contact the Foundation Office.

Kimberly’s Deli is located on the west end of Matson Hall. Kimberly’s offers a variety of breakfast, lunch, snack items and beverages at affordable prices. The deli opens at 6:00 am and closes at 3:00 pm daily.

The school’s Learning Resource System materials are integrated into the school’s curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students. Perry Technical Institute provides learning resource materials that are commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program. Perry Technical Institute has a partnership with the Yakima Valley Libraries which provides Perry students with 24/7 access to a complete collection of online libraries and databases. In addition, the library offers computers, books, Internet/WIFI access, and research assistance. Students are required to obtain a Yakima Valley Library Card upon enrollment. Students will be trained to locate and use information through the learning resource system.

The PTI Learning Resource Center is located off the Michael G. Smith Hallway. Hours of operation are Monday, 6:30 am to 7:00 pm, and Tuesday through Thursday, 6:30 am to 5:30 pm (excluding school closures and holidays).

In 1992, a group of community volunteers pledged their commitment to Perry Technical Institute by forming Perry Technical Foundation. The foundation’s mission is to raise funds for student scholarships, loans, instructional equipment, and capital improvements which enrich learning on the Perry campus.

With the support of alumni, community members, foundations, and industry, Perry Technical Foundation has established a strong scholarship program designed to assist current students working toward their career goals. Over the last five years, Perry Technical Foundation has awarded nearly $2 million in scholarships to deserving students.

Perry Technical Foundation scholarships are offered to current Perry Technical Institute students in the spring and fall of each year. The number of scholarships will vary depending on available funding.

In addition to scholarships provided by Perry Technical Foundation, the Foundation Office maintains a list of outside scholarships available to Perry Tech students. Scholarship information is accessible in Student Services, the Financial Aid Office and at perrytech.edu/scholarships. Please visit the Foundation Office for more information or for assistance in completing scholarship applications.

Unofficial transcripts are available free of charge at my.perrytech.edu. Enrolled students may request up to three official transcripts at a time at no charge. Fees may apply for requests in excess of that amount. Official transcripts are available in the Registrar’s Office.

Tutoring services are free of charge for current students. Students who wish to sign up for tutoring may do so by communicating with their instructor. Availability of tutors may vary by subject. The instructor may issue mandatory tutoring at any time. In the event of mandatory tutoring, the student is required to attend all mandated tutoring sessions. Failure to do so will result in additional sanctions, including but not limited to dismissal from the program.

PTI has been recognized by Washington State Department of Veterans Affairs as a Partner for Veteran Supportive Campuses. We offer a variety of services to assist veterans as they continue their education after serving our country. Located in the Main Office, Perry’s School Certifying Official assists veterans in applying for financial aid and certification through the VA. Perry is also served by a Veteran Advisor who is available to assist veterans and their families with any issues they encounter adjusting to civilian life. Perry sponsors the Veteran’s Alliance which meets monthly on campus. The mission of the Veteran’s Alliance is to honor current active duty military and veterans through community service, camaraderie, and support. For information on the services Perry provides to veterans, visit the Vet Corps Office in Student Services.

The Director of Facilities & Safety collects and reports crime statistics on a daily and annual basis. These statistics are compiled into a daily crime log and reported annually to the Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal Uniform Crime Reports (UCR) laws.
The Director of Facilities & Safety makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs), which include all employees of Perry Technical Institute and contracted security personnel. The report also includes applicable crime statistics provided by the Yakima Police Department.

The annual security report is published by October 1st of each year. The report contains three years’ worth of campus crime statistics and the required security policy statements including sexual assault policies which assure basic victims’ rights, the authority of campus security, and where students should go to report crimes.

The Annual Security Report is e-mailed to all current students and current employees annually by the Director of Facilities & Safety. All prospective students and prospective employees are provided with materials that contain the web address to the Annual Security Report. The report can also be accessed online at perrytech.edu/doc/annual_security_report.pdf.

Printed copies may be obtained in person or by writing the Director of Facilities & Safety at 2011 W. Washington Ave., Yakima, WA 98903, email: security@perrytech.edu, or by calling 509.453.0374 x 5790.

CAMPUS SECURITY POLICY
Security is achieved through the cooperation and participation of all members of the institute. All staff, faculty, students, and visitors are expected to promptly and accurately report any crime, suspicious activity, accident, theft, safety issue, etc. to the Director of Facilities & Safety regardless of the severity, to ensure inclusion in the annual crime statistics and to aid in providing a timely warning notice or emergency notification to the campus when appropriate. If the situation poses an immediate threat, call 911.

REPORTING A CRIME OR EMERGENCY:
Call to report an emergency 911
Campus Security Hotline 509.895.5898
Campus Security Online Reporting perrytech.edu/students/security
Campus Security E-mail Security@perrytech.edu
Campus Security Guard on Patrol 509.480.1242

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party and come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system.

HAZARD COMMUNICATION
To ensure that information about the dangers of all hazardous chemicals used by Perry Technical Institute are known by all affected students and employees, the following hazard communication program has been established. Under this program you will be informed of the following:

1. Location of all hazardous chemicals in assigned work area.
2. Location of safety data sheets for all hazardous chemicals.
3. How to read container labels and safety data sheets to obtain hazardous information.
4. Safe handling procedures and measures for all hazardous chemicals in assigned work area.

OSHA (UNIVERSAL PRECAUTIONS FOR HANDLING EXPOSURE TO BLOOD/BODILY FLUIDS):
1. All blood/bodily fluids should be considered infectious regardless of the perceived status of the individual.
2. Avoid contact with blood/bodily fluids if possible. Immediately notify your instructor or nearest faculty or staff member if you notice the presence of bodily fluids or come in contact with them.
3. Allow the individual to clean the injury, if possible. If it is not possible for the individual to clean the injury, disposable gloves must be worn. Gloves and contaminated items are to be double bagged and tied before being thrown away in the garbage.
4. Clothing that has been exposed should be washed thoroughly with warm water and soap.
5. Upon removal of gloves, hands should be washed with warm water and soap.
6. Surfaces contaminated with blood/bodily fluids should be cleaned thoroughly with disinfectant. The cleaning should be completed by the custodian or maintenance employee.

AS A GENERAL RULE: Do not touch a patient who is bleeding, even if you use gloves. If someone has a bloody nose or cut knee, hand them the box of tissues or paper towels and instruct them to hold it on their wound, and then send them to the hospital for further care if necessary.

SAFETY ORIENTATION
Perry Technical Institute students are required to complete a safety orientation with their instructor, comprised of a Student Responsibility Statement, OSHA Universal Precautions for Handling Exposure to Blood/Bodily Fluids, Hazard Communication Program, and a Safety Checklist. Students must keep this information for reference.

STUDENT RESPONSIBILITY STATEMENT
As a student of Perry Technical Institute, I am responsible to:

1. Observe all school safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any training-related injury, illness, or property damage to my supervisor and promptly seek treatment.
3. Report hazardous conditions (unsafe equipment, floors, materials) and unsafe acts promptly to my instructor or safety committee representative.
4. Observe all hazard warnings.
5. Keep aisles, walkways, and working areas free of slipping and tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to school under the influence of alcoholic beverages or drugs, or to consume them while on school property.
9. Refrain from fighting, horseplay, or distracting my fellow students.
10. Remain in my own study area unless I am instructed otherwise.
11. Operate only the equipment for which I am authorized and properly trained.
12. Observe safe operating procedures for this equipment.
13. Walk at all times on school premises (no running) and take no unauthorized shortcuts.
14. Follow proper lifting procedures at all times.
15. Ride as a passenger on a vehicle only if it is equipped with a rider’s seat.
16. Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
17. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.

18. Actively support and participate in the school’s effort to provide a safety and health program.

**VIOLENCE AGAINST WOMEN ACT & CLERY ACT**
The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics.

**CLERY ACT CRIMES:**
- Murder / Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses: Rape, Fondling, Incest, Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests or Judicial Referrals for Disciplinary Action:
  - Liquor Law Violations
  - Drug Law Violations
  - Illegal Weapons Possession

**VAWA CRIMES:**
- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

**HATE CRIMES:** Evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. If any of the following crimes occur due to bias, it will be counted as a Hate Crime: Clery Crime, VAWA Crime, Larceny/Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property.

*Stalking Behaviors include:*
- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the victim
- Defamation or slander against the victim
- Definitions in the applicable jurisdiction

**DOMESTIC VIOLENCE:** RCW 26.50.010 Definitions: (1) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

**DATING VIOLENCE:** "Dating relationship" has the same meaning as Domestic Violence in RCW 26.50.010.

**SEXUAL ASSAULT:** The term sexual assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent.

**STALKING:**
RCW 9A.46.110 Definitions:
- (1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:
  - (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and
  - (b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
- (c) The stalker either:
  - (i) intends to frighten, intimidate, or harass the person; or
  - (ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

2. (a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and
3. (b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

**CONSENT:**
RCW 9A.44.010 Definitions: (7) "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.
WEAPONS AND VIOLENCE POLICY

In order to maintain a safe and secure campus, the possession, use, or threatened use of firearms (including but not limited to martial arts weapons, BB guns, air guns, and paint guns), ammunition, dangerous chemicals, explosives of any kind, or other weapons is strictly prohibited while on school property, and while engaging in school-related work or activities on or off campus. Violation of these safety regulations will result in disciplinary action.

Fixed blades are not allowed. Folding knives with a blade of three inches or less are allowed only as a tool in keeping with the industry standards of the training you are pursuing. Blades longer than three inches are not allowed under any circumstances.

Misuse of personal defense devices (such as pepper spray) is prohibited. The owner is responsible and will be held accountable for any misuse of these devices.

Violence or threats of violence are strictly prohibited. Any threat of violence or harm to students or employees should be reported immediately to your instructor, the Deans of Education, or the Director of Facilities & Safety. The incident should be reported even if you think the threat is a joke. Any act of violence or threat will be subject to discipline and may result in legal action.
student orientation safety checklist

Safety is a top priority at Perry Technical Institute. We want PTI to be a safe and healthy place for students, employees, and visitors. A successful safety program depends on everyone being alert and committed to safety. Place a checkmark in each box to indicate that the subject has been covered:

☐ SCHOOL SAFETY PROGRAM, INCLUDING:
- Shop safety and ongoing safety discussions throughout the program
- On-campus safety training:
  - First aid, CPR, BBP, and AED
  - Program specific training, if applicable
- All-school safety meetings
- Department safety meetings, if applicable

☐ PERSONAL PROTECTIVE EQUIPMENT, IF APPLICABLE

☐ GENERAL OVERVIEW OF OPERATION, PROCEDURES, METHODS, AND HAZARDS AS THEY RELATE TO THE SPECIFIC JOB AND DUTIES

☐ PERTINENT SCHOOL SAFETY RULES:
- Personal work habits
- Serious consequences of horseplay
- Fighting
- Inattention
- Good housekeeping practices
- Proper lifting techniques

☐ ACCIDENT REPORTING:
- When to report an injury
- To whom an injury should be reported
- Accident report forms
- Accident investigation
- Student accident insurance claim forms

☐ FIRST AID AND MEDICAL TREATMENT:
- Location of first aid kits, AED, and BBP kits
- Location of eye wash station, if applicable
- Location of nearest hospital

☐ EMERGENCY PROCEDURES:
- Review Emergency Procedures Folder
- Identify exits, evacuation routes, and outside designated evacuation area
- Location and use of fire extinguishers and fire alarm pull stations

☐ PARKING LOT SAFETY:
- Obey parking lot rules:
  - Yield to pedestrians
  - 5 MPH speed limit
  - No left turns when flagged
  - No driving behind the school
  - Follow directional arrows and stop signs
  - Park in assigned lot
  - Display parking permit
- Secure your vehicle:
  - Roll up all windows
  - Do not leave valuables in plain sight
  - Lock your doors
Perry Technical Institute Main Office is open Monday through Thursday from 6:30 AM to 5:00 PM. The Learning Resource Center is open Monday from 6:30 AM to 7:00 PM and Tuesday through Thursday from 6:30 AM to 6:00 PM.

To reach the following, please dial 509.453.0374 and ask for the extension.

Admissions .......................................................... 5781
Campus Store ..................................................... 5777
Career Services .................................................... 5795
Disability Accomodations ...................................... 5862
Enrollment Services ............................................. 5750
Exam Center ......................................................... 5862
Facilities & Safety ................................................ 5790
Financial Aid ......................................................... 5757
Foundation .......................................................... 5728
Institutional Effectiveness & Accreditation .............. 5751
Learning Resources .............................................. 5862
Program Assistance ............................................. 5743
Registration ........................................................ 5740
Student Financial Services ................................... 5760
Title IX Coordinator ............................................ 5755
Veterans Affairs ................................................... 5761
acknowledgement by students

I acknowledge that I have received, read, and understand the Perry Technical Institute Student Handbook, and that I was given the opportunity to ask questions.

Use a PEN to sign this form.

A copy of the 2018-2019 Student Handbook was received by:

____________________________________________  ____________________
Student Name (Please Print)     Date:

____________________________________________  _____________________
Student Signature      Course: