Mission Statement and Goals

The mission of the Technical High School is to inspire, challenge, and educate our students through career training opportunities. We integrate our students into the college learning environment so they may experience success through attainment of a high school diploma and/or an associate’s degree, occupational certification, and/or acceptance into an apprenticeship program.

Accreditation

Bates Technical High School (THS) is accredited through AdvancED, http://www.advanc-ed.org/

Bates Technical College Board of Trustees
Karen Seinfeld, Chair
Layne Bladow
Christina Blocker
Lillian Hunter
Cathy Persall Stipek

Bates Technical High School Team and Contact Information

Downtown Campus
High School Office 253.680.7004  Iris Silber
Principal 253.680.7261  David Chappell
Running Start/Academic-only Advising 253.680.7264  Dana McNutt
Career Training Advising/Afternoon 253.680.7009  Robin Stanton
HS Downtown FAX 253.680.7337

South Campus
High School Office 253.680.7415  Qiana Velez
Career Training Advising/Afternoon 253.680.7479  Lexine Torres
HS South Campus FAX 253.680.7428

We integrate our high school students into the college learning environment so they may experience success through attainment of a high school diploma and/or an associate’s degree, occupational certification, and/or acceptance into an apprenticeship program.
Welcome to Bates Technical High School! Bates Technical College has been training people for over 75 years. Mr. Laverne Bates, the college’s namesake, was instrumental in bringing vocational training to Washington State in the early 1940s to support the country’s war efforts.

We are proud of our long history and are glad you will become a part of it. From the beginning, career education has been the primary focus of the college. Bates is the largest public technical college in Washington State’s 34-member community and technical college system. Bates Technical High School is a non-traditional high school program. We integrate our high school students into the college learning environment so they may experience success through attainment of a high school diploma and/or an associate’s degree, occupational certification, and/or acceptance into an apprenticeship program. You will learn the skills required to be successful in a teaching environment that mirrors industry standards. No matter what your educational goals may be, we’re here to help you succeed.

Our diverse student body is comprised of high school students, young adults pursuing career paths, college graduates seeking specific career training, those exploring career changes and community members enjoying extended learning opportunities. We value diversity in our students and our staff and enjoy the interchange of ideas, cultures and customs among all members of our college community.

Welcome, work with us towards your success, and enjoy your time at Bates.

David Chappell
Technical High School Principal
High School Programs (Technical High School)

Career Training Pathway (daytime, all campuses) Students enrolled in one of our Technical High School career training pathways typically begin school between 7 and 8 a.m. and end between 3 and 4 p.m. Students spend most of their day in their career training program, only leaving for one or two general education classes. High school students enrolled in career training typically pursue their high school diploma and certification or a certificate of technology degree simultaneously.

Afternoon Technical High School (South Campus only) Students enrolled in our Afternoon Technical High School programs start their day as early as 10:15 a.m. with general education classes, and attend career training classes from 3–6 p.m. Technical High School currently offers afternoon high school programs in Auto Body Rebuilding and Refinishing, Diesel Mechanics, Automotive Mechanics, and Digital Media. High school students enrolled in afternoon career training programs pursue their diploma and earn credit towards career certification.

Other High School Programs at Bates

Adult High School Completion/Diploma Completion for adults aged 21 and over Students aged 21 and over may enroll in Bates’ general education courses. These students pay a per-class fee, currently $30 per class. Upon successful completion of state graduation requirements, students earn their Washington state high school diploma from Bates’ THS.

Running Start Running Start students must have junior or senior standing as determined by their home high school. Running Start students enroll in their home high school classes and also enroll in college-level classes at Bates. These students may access any of Bates’ career training programs and college level general educational offerings tuition free, but are responsible for course fees, lab fees, and textbook costs.

Student Identification Cards and Copy Cards

Students are required to obtain a college identification card, as they are necessary for entry into the library, computer labs, etc. ID cards are available at the registration/cashier office at the south or downtown campus. Copy machine cards are also available for purchase at these offices.

Classroom Teaching Student Input Forms and Student Concerns

Students fill out the Student Input Form in an effort to provide their instructors/advisors feedback after the completion of each class. Those who have a concern with the learning and teaching environment, or the performance/actions of another staff member or student, should first attempt to resolve the issue through conversation with the other party. If this is unsuccessful, they should contact the High School Principal.

Associated Student Government and Student Clubs

Bates’ Associated Student Government (ASG) operates differently than a typical high school student government. High school students are welcome to participate in student clubs and run for ASG offices. Students form clubs and interest groups by turning in a club application to the ASG, and if accepted, ASG may provide funds for student clubs.

Textbooks, Tools and Equipment

College textbooks and professional tools and equipment are very expensive. Text and tools are loaned to students by the college bookstore or by instructors. Keep tools safe and locked up when not in use. Please make sure textbooks are kept in a bag or locker. Students are responsible for the prompt return of equipment, books and tools. Students are subject to fines for damaged, stolen and unreturned items.
Student Rights and Responsibilities

Student Fees and Expenses
Technical High School students do not pay tuition to attend the college. Students currently pay a quarterly program fee of $30. Certain programs may cost more because of consumable items used by students. For example, in Culinary Arts, students consume food. Students may also incur additional fees in the following areas: gear fees, specialized personal clothing or equipment particular to a profession, per-credit fees for online or "hybrid" general education classes, and certification exam fees. Fees are subject to change without notice.

Freedom of Publication and Distribution and Freedom of Speech and Assembly
Students are entitled to express their opinions in writing or verbally in such a manner and at such times that it does not interfere with the educational process or with the freedom of others to express themselves. For example, personal expression in public should not be libel, profane, lewd or vulgar. Publications intended for distribution on school property must be approved by the student services office. Commercial solicitations are not allowed on school property.

Search and Seizure
All students possess the right to be secure in their persons, papers, and effects against unreasonable search and seizures. However, in order to maintain order and to ensure that school policies and procedures are followed, school officials are authorized to conduct searches when reasonable cause exists. Reasonable cause exists when school employees have information, evidence, or reason to believe that a student has or is violating a school rule, or that a student possesses contraband or other material that is or has the potential of being harmful to the college environment or college property.

Parking
Don’t get a ticket! Students need a parking pass to park on campus. Passes are free of charge and are available at the registration/cashier’s office. Students are responsible for reading signs and ensuring they are parked in the right spots. Students who are not sure about where to park should contact Campus Public Safety.

Bikes and Skateboards
Students are welcome to ride their bikes and skateboards to and from campus. Once on campus, please lock up bikes, and do not use skateboards on campus. College campus paths are designed for feet, not wheels.

Permanent Records
Copies of high school transcripts and diplomas can be ordered through the high school office. Unofficial college transcripts can be printed from MyBates on the Bates website. Official college transcripts are ordered through the registration office.

Dress Code
Students enrolled in career training classes should dress appropriately for their profession. Dressing for success at Bates means a student’s dress allows him/her to fully and safely participate in career training and general educational activities as well as learning the habit of presenting oneself appropriately for future employment.

Smoking
Adults are permitted to smoke in designated smoking areas only.

High School Application and Entry Process

1) Meet prerequisites for high school entry.
2) Attend a high school orientation session.
3) Complete admission paperwork, gather school records, complete testing etc., prior to the start of the quarter.
4) Meet with advisor and register for class.

Effective July 1, 2010:
Prerequisites for High School Enrollment at Bates Technical College

Entry Into THS Career Training Pathways
• Be at least 16 years old
• Have earned at least 10 high school credits
• Meet specific career training program entry requirements
• The goals of this pathway are attainment of high school diploma, and occupational certification or associates degree

Entry Into Afternoon THS Pathway
• Be at least 16 years old
• Have earned at least 5 high school credits
• Meet specific career training program entry requirements
• The goals of this pathway are attainment of high school diploma and occupational certification

How to Apply
Student Rights and Responsibilities

Anti-Discrimination Policy
Bates Technical High School does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, marital status, or disability in admissions, educational programs or school activities. Bates THS students should refer to the Bates Technical College Student Handbook for matters not covered in this handbook.

Special Education and Disability Accommodations
Students have a right to services and reasonable accommodations that allow them to compete on an equal basis as long as they meet the basic requirements to perform the activities of the program. High school students with Individualized Educational Plans (IEPs) or Section 504 plans should contact Bates’ disability support services office prior to registering for classes at 253.680.7012 (voice) or 253.680.7045 (TTY).

Academic Standards and Probation Procedure
Students are placed on probationary status if a student’s cumulative grade point average (GPA) falls below 2.0. (See the College Student Handbook for a detailed look at this policy.)

High School Attendance Policy
Students must be regular and punctual in their attendance in order to be successful at Bates Technical College. The syllabus for each course will describe the extent to which attendance will affect the student’s grades and credits. Students who accumulate 10 or more absences in a quarter may be subject to academic dismissal.

Grading Policy
The college uses a 4.0 grading scale for classes that appear on a student’s college transcript. Grades are awarded according to the grading policy established by each instructor and outlined in the course syllabus. For a student’s high school transcript, decimal grades are converted to letter grades using the scale below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0-3.99</td>
</tr>
<tr>
<td>C</td>
<td>2.0-2.99</td>
</tr>
<tr>
<td>D</td>
<td>1.0-1.99</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

W = Withdraw from course (not counted in GPA)
IC = Incomplete (An IC will default to a 0.0 if the incomplete contract with the instructor is not fulfilled.)

Earning High School Credit
Students earn elective high school credit when they earn passing grades in career training courses, and subject area credit by earning passing grades in general education courses.

Graduation
High school students are welcome and encouraged to participate in the Bates Technical College commencement ceremony held in the spring. Upon high school completion, students need to fill out the diploma application form available in the THS office.

Graduation Requirements and Distribution of Credits
High school students must earn a minimum of 20 credits, including specific subject-area credit requirements, pass the Washington state high school testing requirements, complete a senior project and a High School and Beyond Plan. Our high school advisors maintain a current credit evaluation for each student. Students are encouraged to speak with their advisor about their current credit evaluation on a regular basis.

Guidance and Counseling Services
Each high school student is assigned an advisor based upon his/her course of study. Bates advisors work with each student to establish a graduation plan and aid students in navigating the college environment. Advisors are well connected to community support services and provide students with referrals if needed.

Withdrawal
Students must self-withdraw from a course by submitting a Withdrawal Form to the registration office. Students have 10 days from the start of the quarter to withdraw without a mark on their transcript, and five weeks from the start of the quarter to withdraw with a “W” on their transcript. If no action is taken within the first five weeks, a 0.0 will appear on the transcript, which negatively affects a student’s GPA. Students are expected to return all loaned tools and texts prior to withdrawing from school. Students should notify the THS office of their intent to withdraw from the college.

Code of Conduct and Student Rights and Responsibilities
Bates Technical High School is a school of choice. Students with poor attendance, disruptive behavior, and/or lack of academic performance may be asked to return to their school of residence. (See the College Student Handbook for additional information regarding the Code of Conduct, the academic standards and probation procedure, and other student responsibilities.)

Appeal Process
High school students who choose to engage in any of the activities mentioned under the Code of Conduct will typically be granted a chance to modify their behavior by being put on a contract by the high school principal. If the agreements in the contract are violated, the student is subject to removal from the college. Students who wish to appeal contract-related decisions may do so through the Student Services office. The appeal process is outlined in the College Student Handbook.

Computer Use and College Email Policies
[See the College Student Handbook.]

Cell Phones and Electronic Devices
General guidelines are that students should turn off and/or silence cell phones and any other electronic devices while in class or in office areas. They should not be used in spaces where people are expected to perform work, like classrooms, shop floors, auditoriums, etc. If a student wishes to take or place a call or text during lunch or a classroom break, they should do so in a location where they do not distract others from work. Instructors may have additional restrictions because of various health, safety, or work environment reasons; students are expected to understand and respect these rules.

Class Cancellation and School Closure
Classes or school may be canceled because of events such as inclement weather or staff illness. The college website (www.bates.ctc.edu) contains updated information during weather events regarding possible college closure. The college weather hotline (253.680.7060) is also updated by 5:45 a.m. each day.

Accidents
All accidents that are school related must be reported immediately to either the South Campus or Downtown Campus high school office.

Fines and Bills
Any student who owes fines or has unpaid bills will have registration blocked and grades and transcript withheld. Upon payment of all fines and unpaid bills, the student’s grades and transcripts will be released.

Fire, Earthquake and Bomb Threat Procedures
Students and employees will follow prescribed procedures and, as necessary, evacuate buildings according to instructions.
Student Rights and Responsibilities

Anti-Discrimination Policy
Bates Technical High School does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, marital status, or disability in admissions, educational programs or school activities. Bates THS students should refer to the Bates Technical College Student Handbook for matters not covered in this handbook.

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High School Attendance Policy
Students must be regular and punctual in their attendance in order to be successful at Bates Technical College. The syllabus for each course will describe the four credits earned for each quarter to withdraw with a “W” on their transcript. If no action is taken within the first five weeks, a 0.0 will appear on the transcript, which negatively affects a student’s GPA. Students are expected to return all loaned tools and texts prior to withdrawing from school. Students should notify the THS office of their intent to withdraw from the college.

Grading Policy
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- 0.0 = N/C or F
- 0.9-0.7 = D-
- 1.2-1.0 = D
- 1.6-1.3 = D+
- 1.9-1.7 = C-
- 2.2-2.0 = C
- 2.6-2.3 = C+
- 2.9-2.7 = B-
- 2.9-3.7 = A-
- 3.0 = A
- 4.0 = A

IC = Incomplete (An IC will default to a 0.0 if the incomplete contract with the instructor is not fulfilled.)

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Students are entitled to express their opinions in writing or verbally in such a manner and at such times that it does not interfere with the educational process or with the freedom of others to express themselves. For example, personal expression in public should not be libel, profane, lewd or vulgar. Publications intended for distribution on school property must be approved by the student services office. Commercial solicitations are not allowed on school property.

Search and Seizure
All students possess the right to be secure in their persons, papers, and effects against unreasonable search and seizures. However, in order to maintain order and to ensure that school policies and procedures are followed, school officials are authorized to conduct searches when reasonable cause exists. Reasonable cause exists when school employees have information, evidence, or reason to believe that a student has or is violating a school rule, or that a student possesses contraband or other material that is or has the potential of being harmful to the college environment or college property.

Parking
Don’t get a ticket! Students need a parking pass to park on campus. Passes are free of charge and are available at the registration/cashier’s office. Students are responsible for reading signs and ensuring they are parked in the right spots. Students who are not sure about where to park should contact Campus Public Safety.

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Dress Code
Students enrolled in career training classes should dress appropriately for their profession. Dressing for success at Bates means a student’s dress allows him/her to fully and safely participate in career training and general educational activities as well as learning the habit of presenting oneself appropriately for future employment.

Smoking
Adults are permitted to smoke in designated smoking areas only.

High School Application and Entry Process
1] Meet prerequisites for high school entry.
2] Attend a high school orientation session.
3] Complete admission paperwork, gather school records, complete testing etc., prior to the start of the quarter.

Effective July 1, 2010: Prerequisites for High School Enrollment at Bates Technical College

Entry Into THS Career Training Pathways
• Be at least 16 years old
• Have earned at least 10 high school credits
• Meet specific career training program entry requirements
• The goals of this pathway are attainment of high school diploma, and occupational certification or associates degree

Entry Into THS General Education Pathway
• Be at least 18 years old
• Have earned at least 10 high school credits
• A probationary academic general education-only quarter may be granted to students with exceptional circumstances
• The goal of this pathway is attainment of a high school diploma

Entry Into Afternoon THS Pathway
• Be at least 16 years old
• Have earned at least 5 high school credits
• Meet specific career training program entry requirements
• The goals of this pathway are attainment of high school diploma and occupational certification
High School Programs

Career Training Pathway (daytime, all campuses)

Students enrolled in one of our Technical High School career training pathways typically begin school between 7 and 8 a.m. and end between 3 and 4 p.m. Students spend most of their day in their career training program, only leaving for one or two general education classes. High school students enrolled in career training typically pursue their high school diploma and career certification or an associate of technology degree simultaneously.

Afternoon Technical High School (South Campus only)

Students enrolled in our Afternoon Technical High School programs start their day as early as 10:15 a.m. with general education classes, and attend career training classes from 3-6 p.m. Technical High School currently offers afternoon high school programs in Auto Body Rebuilding and Refinishing, Electrical Construction, Diesel Mechanics, Automotive Mechanics, Early Childhood Education, and Welding. High school students enrolled in afternoon career training programs pursue their diploma and earn credit towards career certification.

General Education/Diploma Completion Pathway

Students with 10 or more credits can pursue a General Education/Diploma Completion Pathway to earn their Washington state high school diploma from Bates’ THS.

Running Start

Running Start students must have junior or senior standing as determined by their home high school. Running Start students enroll in their home high school classes and also enroll in college-level classes at Bates. These students may access any of Bates’ career training programs and college level general educational offerings tuition free, but are responsible for course fees, lab fees, and textbook costs.

Other High School Programs at Bates

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Students aged 21 and over may enroll in Bates’ general education courses. These students pay a per-class fee, currently $30 per class. Upon successful completion of state graduation requirements, students earn their Washington state high school diploma from Bates’ THS.

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Students are required to obtain a college identification card, as they are necessary for entry into the library, computer labs, etc. ID cards are available at the registration/cashier office at the south or downtown campus. Copy machine cards are also available for purchase at these offices.

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College textbooks and professional tools and equipment are very expensive. Text and tools are loaned to students by the college bookstore or by instructors. Keep tools safe and locked up when not in use. Please make sure textbooks are kept in a bag or locker. Students are responsible for the prompt return of equipment, books and tools. Students are subject to fines for damaged, stolen and unreturned items.
The school year at Bates is 11 months in duration. The year is composed of four (4) 10-week quarters. (Fall, Winter, Spring, and Summer). Summer quarter attendance is required.

Program Title | Campus | Time
--- | --- | ---
Administrative Medical Assistant | DOWNTOWN | 7:30a-3:15p
Administrative Office Assistant | DOWNTOWN | 8:15a-3:00p
Architectural Woodworking | SOUTH | 7:15a-3:00p
Auto Body Rebuilding & Refinishing | SOUTH | 7:15a-2:45p
Auto Body Rebuilding & Refinishing (afternoon) | SOUTH | 3:00p-6:00p
Automotive Mechanic | SOUTH | 7:15a-3:00p
Automotive Mechanic (afternoon) | SOUTH | 3:00p-5:30p
Automotive Parts/Inventory/Warehousing | SOUTH | 7:15a-3:00p
Barber | DOWNTOWN | 8:00a-4:30p
Biomedical Service Technician: Clinical Engineering | DOWNTOWN | 7:00a-2:45p
Broadcasting/Video Production | CENTRAL | 7:15a-3:15p
Carpentry | SOUTH | 8:00a-3:30p
Civil Engineering | CENTRAL | 8:15a-3:00p
Commercial Truck Driving - Entry Level | SOUTH | 7:30a-3:00p
Computer Networking Systems Technician | CENTRAL | 7:15a-3:00p
Culinary Arts | DOWNTOWN | 6:15a-2:45p
Culinary Food Truck | DOWNTOWN | 8:00a-2:00p
Database Technology | CENTRAL | 7:30a-3:15p
Diesel & Heavy Equipment Mechanic | SOUTH | 7:15a-3:00p
Diesel & Heavy Equipment Mechanic | SOUTH | 4:00p-7:00p
Digital Media | CENTRAL | 7:45a-3:30p
Digital Media (afternoon) | SOUTH | 3:00p-5:00p
Electrical Construction | SOUTH | 7:15a-3:00p
Electrical Construction (swing) | SOUTH | 12:00p-7:00p
Electrical/Electronic Engineering Technician | CENTRAL | 8:00a-2:45p
Electronic Equipment Service Technology | DOWNTOWN | 7:00a-2:45p
Electronics & Communications System Technology | CENTRAL | 7:00a-2:45p
Facilities Maintenance Engineer | SOUTH | 7:15a-2:45p
Fire Protection Engineering Technology | CENTRAL | 7:15a-3:00p
Fire Service - Day | SOUTH | 7:30a-3:00p
Fire Service - (swing) | SOUTH | 2:30p-10:00p
Heating, Ventilation, Air Conditioning & Refrigeration Technician | DOWNTOWN | 7:00a-2:30p
Industrial Electronics & Robotics Technician | CENTRAL | 7:15a-3:00p
Information Technologies Specialist | CENTRAL | 7:15a-3:00p
Machinist | DOWNTOWN | 7:15a-3:00p
Marketing & Business Management | DOWNTOWN | 7:15a-3:00p
Mechanical Engineering | CENTRAL | 7:45a-3:30p
Power Sports & Equipment Technology | SOUTH | 7:15a-2:45p
Sheet Metal Technology | DOWNTOWN | 7:00a-2:45p
Software Development | CENTRAL | 7:30a-3:15p
Web Development | CENTRAL | 7:45a-3:30p
Welding (day) | SOUTH | 7:15a-3:00p
Welding (swing) | SOUTH | 2:30p-10:00p

For complete information about Career Training Programs offered, log onto www.bates.ctc.edu, click onto Educational Offerings, then to College Catalog. This will give descriptions and certificate/degree information.

*Please note that some Medical and Dental programs are not available to high school students as they require a minimum age of 18, and a high school diploma to qualify for enrollment.

Revised 02/02/17

Welcome

o Bates Technical High School! Bates Technical College has been training people for nearly 75 years. erne Bates, the college's namesake, was instrumental in bringing vocational training to Washington e in the early 1940s to support the country's war efforts.

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ork with us towards your success, and enjoy your time at Bates.

e Hauschka

al High School Principal
Earn an Associate's Degree and Automatically Qualify for a High School Diploma!

Thanks to a recent change in the law, beginning in the Fall of 2017, any Technical High School Student who earns an Associate's Degree may also be issued their high school diploma without meeting any other standard high school requirements.