



**WILLAMETTE  
CAREER ACADEMY**

# **STUDENT HANDBOOK**

School Year 2023-2024

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This student handbook is intended to communicate general district information, rules, and procedures to students and parents. It is not intended to either enlarge or diminish any Board policy, administrative regulation, and collective bargaining agreement.

## Principal Welcome

Dear Willamette Career Academy Students,

We are excited to welcome you to this incredible learning space. This is a unique opportunity, and we are glad you are here to take advantage of all that the WCA has to offer, and to take steps towards career readiness.

This handbook has been provided for your information in understanding the programs and policies of our school. Please take a few minutes to look at all of the important information this handbook provides.

The staff at Willamette Career Academy look forward to a wonderful year of hands-on learning and skill attainment in the program of your choice. Our goal is to help you have a successful year and a great experience here as you work toward graduation and your career goals.

Sincerely,

*Alan Kirby*

Principal

Willamette Career Academy



## Our Vision

All students are inspired and ready to attain a high-skill, high-wage career.

## Our Mission

We connect education, industry, and community through classroom and work-based experiences.

## Our Core Values

**EQUITY** and access to opportunities

**PARTNERSHIPS** with education, community, and industry

**COMMUNITY** involvement and investment

**INNOVATION** in the way we teach, learn and apply knowledge

**RESPONSIVENESS** to evolving needs

**COMMITMENT** to achieving a future of possibilities

## Non-Discrimination

The Willamette Education Service District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, mental or physical disability, pregnancy, familial status, economic status, veterans' status, marital status or age, or because of the perceived or actual race, color, religion, sex, sexual orientation, national, or ethnic origin, mental or physical disability, pregnancy, familial status, economic status, veteran's status, marital status or age of any other persons with whom the individual associates. The ESD prohibits the use or display of any symbols of hate on school property or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. For more information, please visit: <https://policy.osba.org/wesd/AB/AC%20D1.PDF>

## Commitment to Equity

Willamette Career Academy staff pledges to interpret the policies found in this handbook with a keen sensitivity to the diverse needs, circumstances, and resources of the entire WCA student body.



## 2022-23 Board of Directors

**Frank Pender, Jr**

*Business Representative*

**Larry Trott, Chair**

*Zone 5 Representing Salem-Keizer*

**Anna Ali, Vice Chair**

*Zone 4 Representing Salem-Keizer*

**Arturo Vargas**

*Zone 1 Representing Amity, Dayton, McMinnville, Perrydale, Sheridan, Willamina & Yamhill-Carlton*

**Alonso Oliveros**

*Zone 3 Representing Cascade, Central, Dallas, Falls City, Jefferson, North Santiam & Silver Falls*

**Karen Pugsley**

*Zone 2 Representing: Gervais, Mt. Angel, Newberg, North Marion, St. Paul & Woodburn*

**To Be Appointed**

*Higher Education Representative*

**Vacant**

*At-Large Representative*

**Rachel Stucky**

*Non-Voting Advisory Member*  
Superintendent of Mt. Angel School District

### Executive Administration

**Dr. Joe Morelock**, WESD Superintendent  
**Michael Beck**, WESD Deputy Superintendent





**WILLAMETTE  
CAREER ACADEMY**

1200 Lancaster NE Salem, Oregon 97301  
(503) 370-5000 | [wca@wesd.org](mailto:wca@wesd.org)  
[wesd.org/wca](http://wesd.org/wca)

**Alan Kirby**

Principal

**Adam Whalen**

Director of Secondary School Partnerships

**Gretchen Brunner**

Executive Director of School Improvement Services

**Kati Pignatello**

Senior Clerical Specialist

**Tamra Rochetto**

Counselor

**Carmesi Gonzales**

Bilingual Senior Clerical Specialist

**Jenny Jones**

Attendance/Registrar

**Jaqueline Castillo**

Bilingual Transition Specialist

**Denise D'Angelo**

Cosmetology Teacher

**Carol Redwine**

Cosmetology Assistant

**Austin Spangler**

Cosmetology Assistant

**Josh Wimp**

Diesel Technology Teacher

**CJ Davidson**

Diesel Technology Instructional Assistant

**Emily Neves, RN, BSN**

Health Services Teacher

**Melodie Sherer**

Health Services Instructional Assistant

**Kurt Hueller**

Construction Technology Teacher

**Alex Lozano**

Manufacturing Technology Teacher

**Duane Sinn**

Information Technology Teacher

**Jeffery Brinkley**

Custodial Services

## Rights and Responsibilities

**Right:** a privilege to which one is justly entitled

**Responsibility:** an obligation one has to behave appropriately

### Rights of Students

- To attend school
- To attend school in a secure, positive academic and social climate, free of discrimination, fear, violence, and disruption
- To examine personal records upon reaching the age of sixteen or completing the 10th grade
- To be fully informed of school rules and regulations including due process

### Responsibilities of Students

- To attend classes regularly and on time (minimum 95% attendance)
- To be prepared for class with the appropriate materials and work
- To know and obey school rules
- To treat all school staff and classmates with respect
- To respect the rights and property of school personnel, fellow students, and the public
- To demonstrate pride in the appearance of school buildings and grounds
- To benefit from their educational effort
- To immediately report to a teacher, staff member, or principal any knowledge or suspicion of the presence of alcohol, tobacco, drugs or weapons, or other illegal or potentially dangerous behavior or situation in or near the Willamette Career Academy

## Academic Integrity

The Willamette Career Academy believes in establishing a school climate that promotes ethical and responsible student conduct in order to further our mission of empowering students to uncover their best possible future. Pressure for grades, inadequate time for studying, or parental expectations do not justify students acting dishonestly. Any form of academic dishonesty will undermine our standards of excellence and violate the trust which is the cornerstone of our school community. We assume that all students will exhibit academic integrity, quality, and collegiality.

**Plagiarism:** the use of someone else's thoughts, research, or ideas without acknowledging the original source and submitting it as your own work

**Cheating:** the use of unauthorized study aid or other materials, copying another person's work with or without their consent, or unauthorized collaboration

**Fabrication:** intentional misrepresentation of information

**Collusion:** assisting another person to commit an act of academic dishonesty such as allowing them to copy your work

**Academic Misconduct:** the intentional violation of school and classroom policies, accessing stolen exams, or changing computerized grades

Violation of the policy will result in:

- The student re-doing the assignment or test for full credit
- Discipline as deemed appropriate by the administration, based on the nature and seriousness of the offense
- Reporting to the sending school and appropriate college if necessary

## Attendance (Board Policy JE)

Willamette Career Academy students are given opportunities to succeed and obtain employability skills. Students are encouraged to take this opportunity and develop an individualized sense of self-driven expectations. Students can leave the WCA with highly sought after employability skills which gives them an opportunity in being highly marketable in the workforce, career, and college pathways. Students will be given the opportunity to practice the Oregon employability skills in becoming a dependable employee with a commitment to increasing their skillset as they enter the workforce. Part of dependability is showing up on time and being ready to work. To demonstrate this skill, students are expected to practice the following habits:

- Be in the assigned program area
- Be ready to learn before the start of class
- Minimize outside conflicts
- Communicate absences with the program instructor
- Communicate absences to the WCA registrar

The following support will be provided (if needed):

- Families will receive an automatic attendance call if students are not at the WCA, or excused.
- At the **3rd** non-school related absence in any semester, the student must meet with the counselor and/or staff member to review the attendance expectations and program professionalism standards.
- At the **6th** non-school related absence in a semester, a letter will be sent home communicating that employers will be concerned about dependability with chronic attendance patterns
- At the **10th** non-school related absence in a semester, a plan of assistance will be developed between the student, the parent/guardian, the sending district and the Principal. Successful completion of the plan of assistance will ensure continued enrollment at Willamette Career Academy.

## Tardy Policy

Like most jobs, students are expected to be in class on time with appropriate materials. A tardy constitutes being late to class within the first 10 minutes. The office will issue tardy passes for any students arriving after the start of class. If a student arrives in the last 10 minutes of class, they are considered absent. An excused tardy is one authorized by a staff member. Any disciplinary actions will be decided and carried out by the sending school. Multiple tardies may result in a range of consequences depending on the sending school's attendance policy.

## Attendance Procedures

Parents must notify the school by a phone call, email, or written note of the reason for the student's absence within **1 day** of the absence. Blanket excuses are not allowed. Information for the excuse must

include the full name of the student, the calendar date(s) of the absence(s), a reason for the absence, and the signature of a parent or guardian. Written notes should be given to the attendance office. Even if you contact your sending school to notify them of your absence, they may not relay this information to WCA. Please contact WCA directly for any absences from our program.

- **Truancy** - Students should not be leaving the WCA campus during class time. A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, or removal from Willamette Career Academy. The student may have to make up the work using an alternate setting and type of assignment. Students who leave class without permission and return may be subject to search. Students will not be allowed to be in the parking lot or cars during class time.
- **Attendance** - Parents and students should be concerned if a student misses more than 5 days in an 18-week period (semester). In the workplace, this number of absences would be considered excessive and could affect their continued employment. We want to encourage students to learn good work habits with regard to attendance.
- **Absences and Excuses (Board Policy JED)** - it is a student's responsibility to maintain regular attendance in all assigned classes. Oregon law and WESD policy recognize only the following as value excuses for absences:
  - Illness or mental and behavioral health needs of the student;
  - Illness of an immediate family member when the student's presence at home is necessary;
  - Emergency situations that require the student's absence;
  - The student is dependent on a member of the US Armed Forces, who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
  - Field trips or WESD approved activities;
  - Medical or dental appointments (confirmation of appointments may be required);
  - Other reasons deemed appropriate by the administrator when satisfactory arrangements have been made in advance of the absence.

Willamette Career Academy shall notify parents/guardians if their child has an unplanned absence by the end of the school day. The notification will be either in-person, by telephone, or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left if possible. When calling in or sending a note regarding your student's absence, a reason must be indicated or the absence will remain unexcused.

The following examples of absences that are not excusable in accordance with Oregon State Attendance Laws include:

- Truancy
- Missing the bus or car malfunction
- Vacations not excused in advance
- Birthdays or other celebrations
- Oversleeping
- Shopping/haircut appointments
- Hunting or fishing excursions
- Gainful employment

### **Attendance/Participation in School-Sponsored Activities**

Students must attend a full day of school the day of an extracurricular event or the last day of school prior to the event, in order to be eligible to participate. This includes attending WCA. Additionally, students with irregular attendance or chronic absence issues may be excluded from attending or participating in

extracurricular activities and events. Exceptions may be made for pre-arranged or school-related absences. Students must be passing all classes to be eligible to attend extra activities through WCA. Please work with WCA and your home school staff to coordinate efforts.

### **Pre-arranged Absences**

Pre-arranged absences are those arranged at least **1 school day** prior to the student's actual absence. Please contact the attendance office. These absences do count in the absence total. Please work with WCA and your home school staff to coordinate efforts.

### **School-Related Absences**

An absence from school that has been planned and approved as part of a course of study or a school-supported extra-curricular activity will be counted as a school-related absence. Examples of school-related absences are field trips, early release for participants in sporting events, student council meetings, speech contests, college visitations, etc. When associated with a specific course, these absences are not counted in attendance totals.

### **Check Out During the School Day**

All student check-out during the school day will be processed through the office. A written or in-person parent request is necessary before students are permitted to leave with any non-custodial adult at any time including family members. Arrangements for changes as to who will pick up the student after school must be communicated with the office. Written permission is also required for a student to be allowed to ride with another WCA student. No student will be allowed to leave the WCA campus without confirmation and approval, in writing or verbally, from the legal parent/guardian.

### **Makeup Work Needed Due to Excused Absences**

A student who is excused must still fulfill all classroom requirements, including alternative learning assignments. Excused absences do not excuse the student from work missed in class. Upon returning to school, the student should contact the teacher and arrange for any makeup work. When students are absent, they miss discussions, films, labs, participation activities, and/or quizzes that are difficult to make up. Remember your licenses and certifications are dependent on a set number of hours as determined by the licensing and certification boards. Assignments made prior to the student's absence are due upon their return. Work assigned during an excused absence is due within a reasonable time as assigned by the individual instructor, usually, the same amount of time as days missed.

### **Excused Absences from Final Exams**

If semester exams are a part of a course, they will not be given early. Arrangements are made through the teacher to take missed semester exams at a later date.

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours without following school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law. The student will need to check-out at the attendance office.

### **Behavior Expectations**

- No student will bring harm to himself/herself or to others, including the expression of personal prejudices against an individual group.
- No student will disrupt the learning or teaching process
- All students will follow the instructions of the staff
- All students will know and obey the rules and policies of Willamette Career Academy
- All students will respect the rights and property of others

### **Dress Code (Board Policy JFCA)**

An adequate learning climate in the schools is important to the satisfactory progress of students. This fact places major emphasis upon developing an environment where the teacher-learning process will flourish with as few hindrances as possible. Dress or grooming, whether in school or out, is the responsibility of the student and their parent(s). When dress and grooming disrupt or directly interfere with the learning process for the individual student and/or other students, or endangers the health or safety of members of the school community, it becomes a disciplinary matter.

Clothing that displays words, photos, or logos depicting or associated with alcohol, tobacco products, drugs, vulgarity, violence, weapons, bigotry, or sexual connotations (or those containing double meanings about the above listed) is **not allowed**. Certain clothing and other adornments worn for the purpose of identifying gang membership or gang support clearly interferes with the learning process, school climate, and safety of students. Such clothing and adornments will be prohibited on school property and at school-sponsored events. Students should consider what would be appropriate in a workplace environment for their program. Students participating in electives and extracurricular activities will be required to follow standards of conduct, dress, and grooming established advisors, coaches, and WCA.

### **Due Process (Board Policy JF/JFA)**

All students are entitled to due process. This means that no action will be taken against a student until everyone involved has presented the facts and a judgment has been made. There are also procedures, which students must follow if they do not agree with the school's actions. Our hope is students will never be in a situation where they need the protection of due process. However, if a student does become involved in a suspension or expulsion, both the student and their legal guardian, upon request, will be given a more detailed description of the due process procedure. Staff will coordinate with the home school in such instances.

### **Academic Awards**

All academic awards are determined using the standards established by the home school. Willamette Career Academy may also recognize outstanding student achievement in consultation with instructors and program advisory committees.

### **Accidents (Board Policy JHF) (Board Policy EBB is for staff, no student policy is in place)**

If a student is injured during the school day, the following steps should be taken:

1. All accidents must be reported to the teacher or school staff member if the injury occurs in the classroom or school space
2. The teacher will complete an accident form and report any injury to the administration office

3. Parents, a responsible adult of the family, or a family doctor will be notified as necessary, and the school will follow the procedure applicable to the injury. Safety instruction will precede the use of materials and equipment by students. Instructors will teach and enforce all safety rules set up for these particular courses. Rules will include, but not be limited to, wearing protective eye devices during certain activities.

## **Admission**

A student seeking enrollment in Willamette Career Academy will follow the procedure set by the home district. Students and their parents should contact their sending school counseling center for admission requirements or Willamette Career Academy Transition Specialist.

## **Cell Phones**

Student cell phone use will not be permitted within the lab or shop space of any program, without explicit permission from a teacher. This includes the use of wireless/bluetooth headphones. Cell phone/earbud use in these spaces is a safety concern, and it also aligns us with industry expectations. Cell phone use will only be permitted in classroom spaces by teacher discretion.

## **Communicable Diseases (Board Policy JHCC & JHCC-AR)**

Parent(s) of a student with a communicable or contagious disease are asked to telephone the school office. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. Parents with questions should contact the school office. Willamette Career Academy shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law.

## **Counseling Services**

The WCA Counselor is available to assist students with school counseling needs, support for career and college advising and support, and other concerns. The WCA counselor will coordinate with counseling from home school districts. Willamette Career Academy will provide communications to school counselors, mandatory reporting, and career counseling.

## **Damage to District Property (Board Policy ECAB)**

Students who willfully destroy district property through vandalism/malicious mischief/theft or arson, who commit larceny or who create a hazard to the safety of other people on district property will be disciplined in accordance with state law and the Board's policy on student suspensions/expulsions and may be referred to law enforcement authorities. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitution are paid, certain restrictions and/or penalties may be imposed. Records requested by another school district to determine a student's appropriate placement may not be withheld.

## **Distribution of Material (Board Policy KJ & KJA)**



All aspects of school-sponsored publications, including web pages, newsletters, posters, or flyers are completely under the supervision of the teacher and principal. Students are required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Requests for distribution of any other materials shall require approval of the Superintendent and/or his/her designee. Materials shall be reviewed based on legitimate educational concerns. Such concerns include material that is or may be:

- Defamatory
- Inappropriate based on age
- Grade and/or level maturity of reading audience
- Poorly written, inadequately researched, biased, or prejudiced
- Not factual
- Including racial, ethnic, religious, or sexual bias
- Containing advertising that violates the law, rules, and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to need the sanction or approval of the Willamette Career Academy

If the material is not approved within 24 hours, it will be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent or district designee.

## **Electronic Communications System (Board Policy IIBGA & IIGBA-AR)**

Failure to abide by the WESD policy and administrative regulations governing the use of the WESD system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fee, fines, or other charges may also be imposed.

### **Education Purpose**

Willamette Education Service District's network and the internet offer a wealth of educational materials to our students and teachers. Original source materials, information, data, images, and computer software may be brought into the classroom. Access to the Internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Internet access makes contact with people all over the world possible, bringing into the classroom experts in every content area. Teachers can use these resources for individual projects and group projects, curricular materials, and idea-sharing. Expertise in our schools may be shared with others around the world. Educators may share lesson plans and may network to enrich their skills.

### **General Use, Prohibitions, Guidelines, Etiquette Operation**

Willamette Career Academy's system relies upon proper conduct and appropriate use. Students are responsible for adhering to the following prohibitions and guidelines. The following conduct is strictly prohibited:

1. Attempts to use the Willamette Career Academy's system for:
  - a. Unauthorized solicitation of funds
  - b. Distribution of chain letters

- c. Unauthorized sale or purchase of merchandise and services
  - d. Collection of signatures
  - e. Membership drives
  - f. Transmission of any materials regarding political campaigns
2. Attempt to upload, download, use, reproduce or distribute information, data software, or file share music, videos, or other material on Willamette Career Academy's system in violation of copyright law or applicable provisions of use or license agreements
  3. Attempts to degrade, disrupt, or vandalize equipment, software, materials, or data or those of any other user of Willamette Career Academy's system or any of the agencies or other networks connected to the WCA's system
  4. Attempts to evade, change, or exceed resource quotas or disk usage quotas
  5. Attempts to send, intentionally access, or download any text file or picture, or engage in any communication that includes material that may be interpreted as
    - a. Harmful to minors
    - b. Obscene or child pornography as defined by law, or indecent, vulgar, profane, or lewd as determined by Willamette Career Academy
    - c. A product or service not permitted to minors by law
    - d. Harassment, intimidation, menacing, threatening, or constitutes insulting or fighting words, the very expression of which injures or harnesses others
    - e. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity (Electronic Communications System - IIBGA-AR)
    - f. Defamatory, libelous, reckless, or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense, or otherwise violates any law, rule, regulation, Board Policy and/or administrative regulation
  6. Attempts to gain unauthorized access to any service via the WCA's system which has a cost involved or attempts to incur other types of cost without specific approval. The user accessing such services will be responsible for these costs
  7. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board Policy pertaining to student directory information and personally identifiable information. Personal contact information includes photographs, age, home, school, work, email addresses, or phone numbers or other unauthorized disclosure, use, and dissemination of personal information regarding students
  8. Attempts to arrange student meetings with anyone on the school system, unless authorized by the system coordinator or teacher and with prior approval
  9. Attempts to use Willamette Career Academy or Willamette Education Service District's name in external communication forums such as chat rooms without prior authorization
  10. Attempts to use another individual's account name or password, or to access restricted information, resources, or networks to which the user has not been given access
  11. Students may use their own personal communication devices, including but not limited to personal laptops, iPads, tablets, phones, etc. based on the individual school rules

## Emergency Evacuation Sites

In the event of an emergency requiring the evacuation of the campus, home districts will be notified. Parents may be notified by Willamette Career Academy or the home district to pick up their child at a site identified in the notification. Emergency information will be communicated by the District: (503) 370-5000 or (503) 588-5330.

### **Emergency Medical Treatment (Board Policy EBBA)**

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parent or to another person as directed by the parent or guardian. School staff may administer emergency or minor first aid. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parent(s) in the unlikely event the student has been transported for treatment.

### **Emergency School Closing Information (Board policy EBCD not relevant to students)**

In the event of hazardous or emergency conditions, WCA may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. Students will follow the procedures of their resident school district. In the event of a late start, students in the AM sessions will not attend that day.

### **Equal Education Opportunity (Board Policy JB and AC-AR)**

Every student of the ESD will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, parental status, familial status, marital status, linguistic background, culture, socioeconomic status, capability or geographic location. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any program or service conducted by WESD or denied access to WESD facilities. A student or parent may also access and use the WESD general complaint procedure through Board policy KL - Public Complaints.

### **Fees, Fines, and Charges (Board Policy JN)**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits. The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the WESD or participating districts. No student will be denied an education because of his/her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. All student fees and charges, both optional and required, will be described annually and distributed to each student via their sending school district. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

### **Fields Trips (Board Policy IICA)**

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor. Each student who participates in scheduled field trips (requiring transportation) must present a signed permission slip from their parent or guardian or have acknowledged on the registration form that field trips are permitted for the student.

### **Fire Alarms and Emergency Drills (Board Policy EBCB)**

Fire Drills and other Emergency Drills will be held at least one time each month. Some months may require more than one drill to be held to meet policy requirements (fire, earthquake, lockdown/lockout, etc.).

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm sounds, students must follow the direction of staff quickly, quietly, and in an orderly fashion. Every student should know the location of the exit in each room used during the day. Consult the chart posted in the room or ask the instructor. It is also advisable to know a possible second or third exit in case the nearest or regularly assigned one is blocked. Students should know where to go when the fire alarm rings, and should proceed in an orderly fashion to the building exits as directed and move out at least 50 feet from entryways. Students are to return to class when directed by the teacher or staff member.

Fire alarms are provided for the protection of the students and staff. Repeated unauthorized use of fire alarms provides a psychological climate in which the fire alarms are not taken seriously creating a very hazardous situation. For this reason, any person who tampers with or impedes the operation of any fire prevention equipment is subject to suspension or expulsion. Any person who pulls a fire alarm without authorization shall be recommended for expulsion for a period of one academic semester as provided in ORS 339.250, Par. 4.

### **Fundraising (Board Policy GBI)**

Student organizations, clubs, and/or classes, may occasionally be permitted to conduct fundraising drives. Activities related to fundraising may not be carried on without prior approval of the superintendent/or designee.

### **Grade Reports & Parent-Teacher Conferences (Board Policy IK and IKH)**

It is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth. Sharing of information among parents, teachers, and students is also essential. The WCA shall ensure that all students have the opportunity to progress toward proficiency in acquiring the knowledge and skills that are part of the education program at WCA.

Students will receive grade reports each semester and periodic progress reports, and those grades will be recorded and reported by the home school district. The home school district will record all credits toward graduation in a manner consistent with their policies and procedures.

### **Hall Passes**

Students should remain in their assigned classroom or lab space unless authorized to leave by a staff member. If a hall pass is provided, for safety reasons, students will sign out of the classroom with their name and the time, and then sign back into the classroom with time returned.

### **Immunizations (Board Policy JHCC)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. All immunization processes will be determined by the home school. Additional immunizations may be required by licensing or certification boards.

### **Lockers (Board Policy JFG and JFG-AR)**

Program lockers are provided so students may have a convenient place for their school and weather-related items such as books and coats. Lockers should NOT be considered a “safe” place for keeping possessions of value. Lockers must be cleaned out daily to accommodate both sessions. No signs or decorations shall be displayed on locker doors except as part of a sponsored activity. Placing an item in the locker mechanism so it does not shut completely, will not be allowed because of damage to the locker. Students may be charged for the replacement of the lock or door, if necessary. If any of the following items are found in the locker, the penalties shall be all of those provided by law or other school rules in addition to confiscation of the item or items and possible loss of locker privileges as set forth below.

1. Illegal narcotics or drug paraphernalia;
2. Alcohol in any form unless such item is in a prescription medicine properly maintained as specified above.
3. Any firearm or any type of explosive device;
4. Any knife or other dangerous weapon;
5. Any records, papers, or documents used, intended for use, or designed primarily for use in trafficking in possession of, or use of any illegal substance;
6. Any other item the possession of which is illegal for the individual locker assignee under the law.

**Random Inspection** – Each and every locker in the school building shall be subject to random inspection by any person, including a police officer, with or without a canine, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

**Individual Inspection** – Upon any suspicion brought to the attention of the administrator that a particular locker may contain items not permitted pursuant to this rule, the locker shall be subject to inspection by any person, including a police officer, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

**Containers in Lockers** – All items within a locker shall be subject to random or individual inspection as set forth above, including the interior of any container, pockets of any clothing and compartments of any item, or places of like nature. If upon such inspection, a locked container is discovered in the locker, it shall be taken to the office of the principal at which point the student shall be afforded the reasonable opportunity to open the lock thereon and permit inspection. If the student refuses, the locked container may then be forced open and the school shall bear no responsibility for the resultant damage.

## Security Protocols

WCA has secure procedures for securing the school when the safety of the students and/or staff members is threatened. These procedures are typically initiated with the involvement of law enforcement officials but may be initiated by the superintendent or building principal.

A **secure** protocol is implemented when there is a threat or hazard outside of the school building. All students and staff remain in the building and are not permitted to leave. The outside doors are locked but educational activities within the building occur as normal.

During a **lockdown** protocol, all classroom doors are locked and movement within the halls is not allowed. Lights within classrooms are turned off and students and staff are to remain out of sight and silent until released by law enforcement and/or building administration. If possible, a phone message will be sent to parents indicating that the school is in lockout/lockdown.

**Parents are asked to remain away from school until the lockout/lockdown is lifted** since the effectiveness of a lockout/lockdown relies upon the security of the building. Lifting of a

lockout/lockdown occurs after the mutual agreement is reached by law enforcement and school district officials.

## Lost and Found

Any articles found in the school or on district grounds should be turned in to the main office. Loss or suspected theft of personal or district property should be reported to the school office. Unclaimed items will be donated to charity. The frequency in which this is done is at the discretion of the office staff.

## Lunch (Board Policy EFA)

Each partnering district participates in the National School Lunch, School Breakfast, Special Milk, Child, and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Commodity Programs and offers free meals based on a student's financial need. Additional information can be obtained by the home school or the WCA office.

## Media Access to Students (Board Policy JOD & JOA)

Representatives of the local press, radio and TV are important links in the communication chain between Willamette Education Service District and our community. Therefore, WESD will make a reasonable effort to provide media access to students. All communications with the media shall be the responsibility of the Superintendent and the Director of Communications and Public Engagement, who may designate certain communication functions to staff. Requests for media access to students shall be submitted to the Superintendent and Director of Communications and Public Engagement. Approval for such requests, and the parameters for the access, will be provided by the Superintendent. Such media access shall not be unduly disruptive and shall comply with Board policies and WESD goals. Media representatives shall be required to request prior approval before accessing students involved in instructional programs and activities not attended by the general public. Direct media access to minor students involved in instructional programs or activities shall only be granted after a media release form has been completed and signed by the student's parent or guardian. A media release form is not required for adult students. Release of student information to the media is the purview of the superintendent, and only in accordance with law and Board policies governing directory information and personally identifiable information--Board Policy JOA.

## Media Opt-In: Student Photos and Video

We love to showcase and celebrate our students in various ways through stories, photos, and videos. If you do not want Willamette Career Academy to disclose directory information or include your student in photos and videos, you must notify the office in writing each year. If you have any questions about your rights under the Family Educational Rights and Privacy Act (FERPA), please visit [ed.gov](http://ed.gov).

## Medications (Board Policy JHCDA, JHCD-AR)

Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

### District Administered Medication

Medication Forms are available at the school office. Written instructions by the physician are required for all requests to administer prescription medication. Such instructions must include the following information:

the name of the student, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets the requirement for written instructions from the physician if the information above is included. Written instructions of the parent, which include the information above, are required for all requests to administer prescription and non-prescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. The district will dispose of medication not picked up by the parent within ten school days of the end of the medication period or at the end of the school year, whichever occurs first. The district reserves the right to reject a request to administer medication when such medication is not necessary for the student to remain in school.

### **Self-Medication**

Self-medication of prescription & non-prescription medication may be allowed and is subject to the following requirements:

1. A permission form must be submitted for self-medication of all prescription medications. No permission form is required for self-medication of non-prescription medications.
2. All prescription and non-prescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, the name of the medication, dosage, route, and frequency or time of administration, and any other special instruction.
  - b. Non-Prescription medication must have the student's name affixed to the original container.
3. The student may have in their possession only the amount of medication needed for that school day.
4. Sharing or borrowing medication with another student is strictly prohibited.

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

### **Medical Protocols**

Students with unique medical conditions requiring staff intervention will be required to have an individual protocol developed in coordination with the student's physician. Staff will be expected to follow this protocol as directed by the physician.

### **Messages and Deliveries**

Messages and deliveries are taken care of through the Attendance Office. Only messages from a parent or employer are accepted. We earnestly request parents to plan ahead and eliminate these calls whenever possible.

### **Parental Rights**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

Instructional materials are also available for review as part of the school's curriculum.

## **Parental Involvement (Board policy GBH)**

Willamette Career Academy encourages parents to be involved in their student's educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric, or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order or parent plan that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued. In the case of joint custody, the ESD will adhere to all conditions specified and ordered by the court. The ESD will use reasonable methods to identify and authenticate the identity of both parents.

## **Registration**

In the spring, all students will be asked to forecast for classes with their home school. The full registration process will be sent to the sending schools to complete and return to WCA.

## **Safety Code**

Personal safety for students in our schools is of utmost concern to the Willamette Career Academy administrators and instructors. For this reason, we are requiring you to observe the following safety rules that have been developed for your protection.

- Accident prevention must be and is the most important responsibility of each teacher. Uniform standards are set by teachers, uniformly applied and enforced, and can help prevent accidents in school. They can also prepare the students to learn and practice good safety habits when entering their chosen occupation.
- Once these practices are learned they will remain constant for any and all program areas which involve power equipment, tools, and hazardous materials.
- It is the intent of the Safety Code to establish firm and measurable requirements applying only to safety.

## **Authority**

Each student must be physically capable of meeting the safety requirements of the specific program in which they are enrolled. Each program will have a list of specific safety requirements that must be met in that technical area and follow posted lab safety directions.



Students who are creating hazards and causing unsafe acts either by their conduct or by not conforming to safety standards may be removed from the program area by the teacher. They will not return to the program until they have completed a Plan for Improvement.

Teachers and any other school personnel who witness any unsafe act have the authority to immediately correct the violation in order to prevent a possible accident. Teachers have the authority to enforce additional safety rules that are necessary for the safety of students.

### **Clothing, Equipment, and Safety Standards**

Dress standards for the Willamette Career Academy programs shall be consistent with the standards of the industry or business for which the student is training. This includes presenting a professional image to future employers of WCA graduates, as well as current and future customers. Dress or appearance must not present a health or safety hazard. Protective clothing (as required by OSHA) shall be worn.

### **Body Protection**

Protective clothing (coveralls, scrubs, aprons, etc.) will be worn as prescribed in specific programs. Protective clothing will be kept in good repair. It must be laundered weekly. Rings, wristwatches, bracelets, dangling necklaces, etc., will not be worn while operating machines and equipment.

### **Foot Protection**

Appropriate foot protection will be addressed for each program and must be worn while performing lab duties. Additional protective foot covering may be required in specific shop areas.

### **Eye Protection**

If a student is involved in a program of a hazardous nature, the student must wear appropriate industrial-quality eye protective devices. Safety glasses or face shields will be worn at all times during lab/working hours. (Shaded safety glasses are not permitted. Joint use of glasses will not be permitted. Normal eyeglasses are not considered safety glasses unless they are purchased as "Safety Glasses."

### **Head Protection**

Students who have long hair may participate in class provided they:

- Use a hair net if required.
- Wear hairnets, caps, or other head covering that completely covers the hair at all times, while the student is physically present in an operating lab.
- Tie hair back so it is out of the face of the student and clear of any work area.

### **Hearing Protection**

Approved hearing protection devices such as plastic or wax inserts, or sound barrier ear muffs will be worn as required in specific shops or while performing certain operations.

In programs where hearing protection is required, students will be issued a pair of plastic inserts at the beginning of the school year.

Due to the possibility of spreading infection and disease, sharing inserts will not be permitted.

### **General Safety Practices**

- No student will operate any power tool or machine until he/she has been given instructions, has satisfactorily passed a prescribed safety test, and demonstrated to the instructor that he/she is able to operate the equipment in a safe, acceptable manner.
- Accident prevention must be the first and foremost responsibility in all program areas. Unsafe tools, machines, practices, or unsafe conditions will be promptly reported and provisions will be made to correct these conditions.
- Students will not remove machine guards from any equipment or machinery.

- Conversation between machine or equipment operators and other students when machines are running is strictly prohibited.
- Good “housekeeping” in the shop area is required. All scrap, litter and tools will be kept picked up to help prevent an accident.
- Safety films, posters, lectures, and demonstrations will be used in the shop accident prevention programs.
- Safety inspections will be made by faculty at frequent intervals. All accidents must be reported at once to the instructor. Accident reports will be completed immediately if possible and the instructor will accompany the student to the Main Office if necessary.
- The Main Office will at all times have on hand a member of the faculty or administration who is trained in first aid for serious injuries and who will call for medical assistance, if necessary.
- If in the event of an emergency, it is necessary for the shop teacher to leave the shop area, the following actions will be taken:
  - All power machines will be shut off. (From a central power source, if possible.)
  - Students will be told that the teacher is leaving. Another staff member will be assigned to the class during the teacher’s absence.

## Agreement

The attached list of rules and practices will be enforced on a school-wide basis for all students. Additional safety precautions will be taken in individual programs where special hazards exist. A list of rules pertinent to each program will be provided and enforced.

## Security Measures (Board Policy EEACC)

For the purpose of ensuring students’ safety and that of their belongings, security measures, including cameras, may be present at school and on the buses.

## Special Education Services

Students will access special education services through their Individualized Education Plan (IEP) or 504 plans in coordination with participating district special education staff, and Willamette Career Academy staff.

## Students Clubs and Activities

Clubs and organizations may be organized to encourage every student to engage deeply in the WCA culture. It is the student’s opportunity to enrich their learning experience in areas of student interest. Faculty members are appointed to serve as advisors. Only clubs or groups cleared through the administration will be allowed to meet on school grounds and they are expected to meet before or after school, or during the lunch periods.

**Fundraising** - All student club fundraising must be approved by the advisor and administration.

## Student Driving and Parking

Each participating school will develop a policy and assume all liability related to students driving to and from Willamette Career Academy.

Willamette Career Academy parking requires that if students drive to school, they must comply with the following regulations. Failure to comply may result in the privilege to drive to and from WCA may be revoked.

1. Students must obtain a Student Parking Permit from the bookkeeper. Permits are free. However, due to parking space limitations, only a designated number of passes will be provided.

2. No student is to drive or ride in an automobile or other motor-driven vehicle during his scheduled school day, without permission of the administration. A parking permit application can be obtained from the main office.
3. No student is to remain in a parked car during school hours.
4. The student must comply with all provisions governing the use of motor vehicles for the State of Oregon. There will be no student parking permitted on adjacent streets or in parking spaces designated for neighboring businesses during school hours. Any unauthorized vehicles parked in the above-mentioned areas or Fire Zones will be towed at the owner's expense and/or a citation will be issued by the Salem Police Department.
5. Driving infractions may result in referrals to the police. The school may also provide consequences such as detention, suspension, towing, and/or loss of parking privileges.
6. Statement of Enrollment forms, which are required by the Department of Motor Vehicles for obtaining a driver's permit and license, are available in the office.
7. It is advised that students do not keep valuables in plain view inside their vehicles.
8. Signs, decals, bumper stickers, flags, or any other decorative item for a vehicle must be school appropriate and cannot contain swear words, slurs, or be used to intimidate, harass, or target another student or groups of students.

### **Vehicles Subject to Search (Board Policy JFG-AR)**

Student vehicles may be parked on WCA property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined. If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto WCA property will be terminated for up to one year. Law enforcement officials may be notified.

### **Class Interruptions**

Students are not to enter any classroom, other than the one to which they are assigned, during the class period without written permission from the office.

### **Supervision of Students**

Adult supervision is provided to students during regular school hours while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities.

### **Teacher Contact and Email**

If parents desire a conference with a student's teacher, it is important to schedule the conference in advance at times convenient for the parent and teacher. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Teachers are not always available by phone and we encourage parents to leave messages with the teachers' e-mail or voicemail, day or night. Those made after hours will be responded to on the next working day.

### **Telephone**

School phones are for staff use only. Students needing to make calls in connection with school functions must secure permission from the office before using the office phones. The secretaries are instructed not to accept phone messages for students from anyone but parents, guardians or employers. We must further request parents to restrict their calls to unusual or unforeseen reasons to eliminate interruptions of classes to deliver messages. We earnestly request parents to plan ahead and eliminate these calls whenever possible.

### **Textbook & Uniform Policy**

Textbooks become the responsibility of the student and are loaned to them with the understanding that any loss or damage beyond ordinary wear shall be paid for at replacement cost. Only one textbook per class will be checked out to a student. It is their responsibility to have the book in class when necessary. Water and other damage to a book will be assessed depending on the damage with a minimum charge of 25% of the cost of the book. If the water or other damage is so severe that the book is unusable, the student will be charged the full cost of replacing the book. Lost books will be charged the full replacement cost. If a textbook is checked out and the student notices damage, it should immediately be brought to the attention of the teacher. This will ensure that a student is not billed for pre-existing damage.

Some programs will provide scrubs, coveralls, etc. to the students in that class. The clothing items are property of Willamette Career Academy and must be returned upon the completion or withdrawal from a program. Clothing items not returned will be billed to the sending school which will then bill the student responsible for the missing items. Footwear will not be provided but students will be informed as to what type of footwear is appropriate for their industry as well as for safety purposes.

## Transcripts and Records

All transcripts are maintained at the home school. Please work with your individual school counselor for details.

## Valuables

As a general rule, sizable amounts of money or valuables should not be brought to school. Any valuables carried by students should be checked into the main office in the morning to be placed in the safe until the end of the day. Valuables should not be placed in lockers. The school will not be held responsible for money, clothing, or other valuables brought to school and not checked in the office.

## Visitors and Guests

Visitors on campus for the purpose of school business must sign in at the school office to receive permission to be on campus during school hours. WCA is a closed campus between 7:30 a.m. and 3:30 p.m. to anyone who does not have official business in the school. Student guests from other schools, friends of WCA students, and former WCA students are not allowed to visit during the regular school day unless prearranged and approved.

## Weapons on Campus (Board Policy JFCJ)

Possession, sale, purchase, or display of a dangerous weapon on campus is against the law. Students who violate this law are subject to expulsion and prosecution. Students found to have brought, possessed, concealed or used a firearm in vehicles or on property under jurisdiction of the WCA or ESD or at an activity under the jurisdiction of the WCA or ESD or at an activity under the jurisdiction of the ESD in violation of this policy or state law will be referred to the student's district and expelled for a period of not less than one year. The district superintendent may, on a case-by-case basis, modify this expulsion requirement. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

# STUDENT DISCIPLINARY ACTION EXPLANATION

## Discipline Policy

Employees lose jobs, not from lack of ability and skill, but as a result of poor self-discipline and attitude. WCA will help students develop and reinforce the self-control, orderliness, respect, and efficiency necessary to maintain a positive attitude, self-discipline, and effectiveness as a person and as an employee.

Disciplinary action will follow a progressive process that may include, but is not limited to the following: consultation with student, parent notification, short-term suspension, long-term suspension/expulsion, and police notification when warranted. WCA will suspend and prosecute in cases of theft. All disciplinary action will be administered in cooperation with the student's home high school staff.

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions.

**Actions will be recorded in the student's behavioral file.** Staff will strive to interpret and apply disciplinary action in a manner respecting the diversity of the WCA student body. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials (teachers, administrators, or other school employees).

## Conference

A legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, their legal guardian, appropriate school officials, and other individuals involved.

## Expulsion Process (Board Policy JGE)

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent, or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at the scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

The principal or administrative designee, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the District Hearings Office. By action of the Hearings Officer, the student is excluded from school attendance and from all school activities in the District and is served with a criminal trespass warning. The length of the expulsion, in most cases, will be for the remaining days in the current semester, or may extend to the next semester if the expulsion occurs late in the semester. An expulsion shall not exceed beyond one calendar year. A one year expulsion is mandatory in a firearms possession.

## Out-of-School Suspension (Board Policy JGD)

Suspension is a temporary withholding of the privilege of attending school and school activities for a specified period, not to exceed ten school days. Suspension may be imposed in serious cases of rule violations, as outlined in these guidelines, or in cases where other means of correction have failed, or when keeping the student in school would be detrimental to the general welfare of the school and its students.

An approved school administrator or an administrative designee may suspend students. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of the suspension, specification of charges, and an opportunity to present his view of the alleged misconduct. The suspending administrator may postpone the procedures if there is a risk that harm will occur if the suspension does not take place immediately.

Before being suspended, the student shall be told what specific rules have allegedly been violated, informed as to the evidence of the violation, and allowed to present evidence in support of their position. If the student is suspended, the student shall be informed of the reasons for the suspension, the period of the suspension, and any conditions for reinstatement. Parents shall be notified of the suspension, reasons for the action and given the opportunity to meet with the administration to discuss the decision. If the matter remains unresolved, the student or legal guardians may appeal the decision to the school principal and then District administrators.

A “Short Suspension” will consist of an exclusion of a student from school and all activities in the school for a period of up to five school days. In these cases a conference between the administrator, student and other appropriate persons will be conducted.

A “Long Suspension” will consist of an exclusion of a student from school and all activities in the school for a period of six to ten calendar days. A conference between the administrator, student, and other appropriate persons will be conducted. The legal guardian has the opportunity to respond to the charges and may request a conference with appropriate school authorities.

In both cases, the student is excluded from school and all school activities and is served with a criminal trespass warning for the suspension period.

School work missed by a student while on suspension may be made up upon the student’s return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without academic penalty. The student may be advised of district or community alternatives.

In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. The Board of Directors will have the right of final review of the suspension action.

## **Parent Notification**

A legal guardian is notified by telephone, personal contact, or letter informing them of their student’s status at school.

## **Restorative Justice**

When appropriate, consequences will give students the opportunity to make amends for their actions. This may include the mending of personal relationships through peer mediation, giving back to the school through community service, or financial restitution through work detail.

## **Student Conference**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change their behavior.

## **Discipline of Students with Disabilities**

Any student, regardless of a disability, who engages in conduct which would warrant suspension, may be suspended for up to ten consecutive calendar days. If the student in question is on a current IEP (Individual Education Program) then a meeting must be held to determine if there is a relationship between the student's misbehavior and their identified disability/ies. If the team determines that there is no relationship, the student will be treated as any non-disabled student would be in a similar situation and a new plan may be put into place concerning the student's placement.

## **Community Relations**

During the school year many students will engage with industry and community partners. The expectation is that WCA students will act with integrity and professionalism at all times.

## **Displays of Affection**

As part of the responsibility of the school community, students are expected to exercise discretion in public display of affection. The sensitivity of other individuals present must be given due consideration. Actions, which make other students/staff uncomfortable, are not acceptable and will result in consequences.

## **Gangs (Board Policy JFCA)**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose appearance and activities may cause a disruption of our material interference with school and school activities.

In its effort to reduce gang involvement, the school encourages students to become involved with school clubs, organizations and athletics, and to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors and community resources.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, tattoos or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the Guidelines for Student Conduct.

## **Gang Signs (Board Policy JFCE)**

Students shall not:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoos, drawings, or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang.
3. Use any speech or commit any act in furtherance of the interest of any gang or gang activity including, but not limited to:
  - a. Soliciting others for membership in any gangs
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
  - c. Inciting other students to act with physical violence upon any other person
  - d. Commit any other illegal act or other violation of school district policies

Violation of this policy will result in disciplinary action up to and including expulsion from school. Students will also be referred to available counseling services to assist in their successful return to school.

## **Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, and Teen Dating Violence (Board Policy JFCF)**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district.

Any student who has knowledge of conduct in violation of this policy or feels they have been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy shall immediately report their concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report their concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

For specific definitions, see Board policy JFCF.

## **Search, Seizure, Questioning (BOARD POLICY JFG-AR)**

WCA officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations, or the District's Guidelines for Student Conduct is present. Failure to comply may result in suspension from school and/or law enforcement involvement.



Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. In cases where alcohol consumption is suspected, Refusal to comply may result in suspension from school and/or involvement of law enforcement.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found that are evidence of a violation of law, policy, regulation, or the district's Guidelines for Student Conduct may be seized and turned over to law enforcement, returned to its rightful owner, or destroyed as appropriate. Each and every locker in the school building shall be subject to random inspection by any person, including a police officer with or without a canine, authorized by the principal at any time, with or without the presence of the student to whom the locker is assigned, and without advance notice thereof.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to contact the parent/guardian so that the responsible adult may be notified of the situation.

If custody and/or arrest are involved, the principal or designee will request that all procedural safeguards prescribed by law will be observed by law enforcement officials.

Parents are advised that in suspected child abuse cases, Services to Children and Family and/or law enforcement officials may exclude personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **Student Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

## **Off-Campus/Outside-of-School Conduct**

Off-campus and outside-of-school time conduct that violates the Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## **Student Code of Conduct (Board Policy JFC)**

The district has authority and control over a student at school, during the regular school day, at any school-sponsored activity, regardless of time or location, and while being transported in district-provided transportation.

Students will be subject to discipline, including detention, suspension, diversion program, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, but not limited to:

1. Theft, taking, giving, or receiving property not belonging to the student as prohibited by Board Policy ECAB.
2. Disorderly conduct, including disruption of the district environment.
3. Damage or destruction of district property.
4. Damage or destruction of private property on district premises or during district activities.
5. Assault or threats of harm to self or others (including bomb threats) as prohibited by Board Policy JFCM.
6. \*Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used, or threatened to be used and is readily capable of causing death or physical injury as prohibited by Board Policy JFCJ.
7. \*\*Any possession or use of tobacco by a registered student.
8. \*\*Any possession or use of alcohol or unlawful drugs. This includes possession by consumption at all school activities.
9. Violations of district transportation rules.
10. Plagiarism/cheating.
11. Lying/forgery.
12. Leaving school grounds or school-sponsored events without permission.
13. Directing profanity, vulgar language, or obscene gestures toward other students.
14. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
15. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
16. Committing extortion, coercion, or blackmail, which is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
17. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence.
18. Inappropriate physical or sexual contact disruptive to other students or school environments.
19. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.
20. Hazing, to force another person to do a ridiculous, humiliating, or painful task as prohibited by Board Policy JFCF.
21. Vandalism, malicious mischief, theft.
22. Violation of law, board policy, administrative regulation, school or classroom rules.
23. Persistent failure to comply with rules under the lawful directions of staff or district officials.
24. Automobile misuse, inappropriate use of an automobile on or near school property; includes parking, speeding, and unsafe driving.
25. Assault or menacing of a district employee or student by word or conduct that places the other person in fear of imminent serious physical danger.
26. Harassment or coercion against any employee or student as prohibited by Board Policy JFCF.

## Threats

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

### **Bringing, possessing, concealing, or using a weapon on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 166.370 (Board Policy JFCJ).**

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

1. Assault.
2. Manufacture or delivery of a controlled substance.
3. Sexual crimes using force, threatened use of force or against incapacitated persons.
4. Arson.
5. Robbery.
6. Hate/Bias crimes.
7. Coercion.
8. Kidnapping.

In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or all three. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In accordance with Federal law, students bringing a weapon to school shall be expelled from WCA. All cases will be reported to the home school/district.

### **Tobacco, Alcohol, and/or Drug Use (Board Policy JFCG/JFCH/JFCI)**

Student possession, sale, distribution or use of tobacco, alcohol or illegal drugs, vaping use, supplies or use other than prescribed by a licensed medical practitioner of prescription drugs on school grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action, up to and including expulsion, and if appropriate, referral to law enforcement officials. Students who possess, sell or distribute over-the-counter medications will also be subject to the same disciplinary action. However, a student may possess or use over-the-counter medications with approval by school officials and parents in accordance with Policy JHCD.

Students pretending to possess illegal drugs through the use of over-the-counter medications or similar-appearing substances will also be subject to similar disciplinary consequences.

Any person under age 18 possessing a tobacco or Nicotine product could be subjected to further discipline with Salem Municipal Court, Marion County Juvenile Department, or established jurisdiction by Oregon state law.

Any person who distributes, sells, or causes to be sold, any tobacco or nicotine products, in any form, or an inhalant delivery system to a person under 18 years of age could be subjected to further discipline with Salem Municipal Court, Marion County Juvenile Department, or established jurisdiction by Oregon state law.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property could be subjected to further discipline with Salem Police, Marion County Juvenile Department, or established jurisdiction by Oregon state law.

Punishment is defined under Oregon state law. See Board Policies JFCG/JFCH/JFCI for further information.

### **Exclusionary Consequences**

Exclusion, such as suspension and expulsion, are consequences of last resort. Students facing possible exclusionary consequences may request a staff member from your home school to walk with them through the process. The staff member will act as an advocate, helping to ensure the student receives fair treatment that is consistent with policies.

## **Graduation Alliance**

WCA has coordinated with Graduation Alliance to make academic classes available for its students who are in need of high school credits in order to graduate on time and who would otherwise be unable to attend our programs due to a credit deficiency. Please work with your home school counselor to get more information.

## **Applied Academic Credit/Credit by Proficiency (Board Policy IKH)**

WCA may recommend to the student's home school district that credit be granted to a student who demonstrates defined levels of proficiency or mastery of recognized standards, i.e., knowledge and skills, (e.g., state academic content standards and essential skills, industry-based or other national or international standards) by one or more of the following options:

1. Successfully completing classroom or equivalent work (e.g., supervised independent study, career-related learning experiences, project-based learning) that meets Common Curriculum Goals and academic content standards required by Oregon Administrative Rule (OAR) 581-022-1210;
2. Successfully completing classroom or equivalent work, in class or out of class, where hours of instruction vary;
3. Successfully passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; or
5. Providing documentation of prior learning activities or experiences (e.g., certification of training, letters, diplomas, awards, etc.).

**Final credit type will be determined by the home district in accordance with their policies for Credit by Proficiency. Please work with your school counselor to determine graduation requirements.**

## **Grading Information**

All grading will be in accordance with the approved course syllabi.

## **Release of Information to Post-Secondary Schools (Board Policy JO-AR and JOB)**

Post-secondary schools have the right to a student's education records if it is an institution in which the student is seeking to enroll. If this is the case, WCA will not seek parental consent prior to releasing student records to the institution.

## **Student Education Records (Board Policy JO-AR)**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location, and district officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the counseling center.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birthdate and place of birth;
4. Name of parents/guardians;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records provided they are in the sole possession of the maker.

## **Student Social Security Number**

We are required by law to inform you about our use of student social security numbers. The following is provided for your information. Please note, no student will be denied any rights as a student if you choose not to provide.

Providing the social security number (SSN) is voluntary. If you provide it, the school district will use the SSN for record-keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting you or any other person. The SSN will not be given to the general public. If you choose not to provide the SSN, your student will not be denied any rights as a student. Providing the SSN means that you consent to the use of the SSN in the manner described.

ORAR 581-21-225 authorizes school districts to ask students to provide their SSN. Students' SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs.

Students' SSN will be only for statistical purposes as listed above. State and federal law protects the privacy of student records.

## **Transfer of Education Records (Board Policy JO-AR)**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

## **Request for Education Records**

Within ten days of a student seeking enrollment in or services from the district, Willamette Career Academy will notify the public or private school, education service district, institution, agency, or youth care center in which the student was formerly enrolled and shall request the student's education record.

## **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district provides evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

## **Provision for Hearing to Challenge Content of Education Records (Board Policy JO-AR)**

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requestor has the right to a hearing as follows:

1. Parent(s) shall make a request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the parent and or eligible student;
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such a hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

## **Student Directory Information (Board Policy JOA)**

Directory information means those items of personally identifiable information contained in a student's education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information and may be released to the public through appropriate procedures:

1. Student's name;
2. Student's address;
3. Student's telephone listing;
4. Student's electronic address;
5. Student's photograph;
6. Date and place of birth;
7. Major/field of study;
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
10. Dates of attendance;
11. Degrees or awards received;
12. Most recent previous school or program attended



**WILLAMETTE  
CAREER ACADEMY**

*All students are inspired and ready to attain  
a high-skill, high-wage career*

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