Anti-Discrimination Statement
West Lane Technical Learning Center and the Fern Ridge School District do not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the school for additional information and/or compliance issues:

Ron Osibov – Director
West Lane Technical Leaning Center

* “Sexual orientation” is defined as an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from the traditionally associated with the individual’s sex at birth.

As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.
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It is the responsibility of each student to read, understand and abide by the Student/Parent Handbook. Furthermore, it is the responsibility of the student to share and review their copy of the Handbook with their parent/guardian.

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Permission Form

The purpose of this page is to advise parents and students of legal obligations and to notify parents of the school’s responsibilities, as well as serve as a receipt of your student’s handbook. This sign off sheet will only need to be done once during your child’s 9–12 career while attending school at West Lane Technical Learning Center. If you decide to make changes to this document at any point during your child’s educational experience, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children’s records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student’s name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the school to withhold.]

I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the school for use in local school publications, other media and for such other purposes as deemed appropriate by the director. More information: http://www2.ed.gov/policy/gen/guid/fpco/ferpa

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the school of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student’s name as well as, but is not limited to the name of the student’s parents or other family member, the address of the student or student’s family, and personal identifiers such as the student’s social security number, student ID number or a list of personal characteristics or other such information that would make the student’s identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the school withhold.

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students’ names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

West Lane Tech uses “Google Apps for Education” in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the school. Please know that in addition to Google Apps, the school uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact the director. Your signature below authorizes the school to allow your student to use Google Apps and other online educational programs throughout their 9-12 educational experience at West Lane Tech.

Student Name (Please Print) ___________________________ Student ID# ______________

Parent/Guardian signature: ___________________________ Date: ______________

If you leave any box below unchecked, the school will assume you are providing us with permission to proceed

Do Not ______ release information to the military
Do Not ______ release directory information or personally identifiable information as I have indicated above
Do Not ______ give permission to release my child’s photograph in any format (website, etc.)
Do Not ______ give permission for my child’s photograph in class pictures/yearbook

Parent Initials: ______________

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PREFACE
The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the school office. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Mission Statement
West Lane Technical Learning Center is a leader in quality secondary education, challenging students through technology, innovative instruction and relevant curriculum.

Vision
West Lane Technical Learning Center strives to meet the educational needs of a diverse group of students who are currently not being served or who are being under served by local public schools. To meet the needs of students, the school combines academic and employability skills training with exploration and instruction in Career Pathways. The school emphasizes collaborative learning with the blending of computer based and face to face instruction to create a supportive, flexible learning environment. Through the development and achievement of a Personal Education Plan (PEP) students will develop life skills, attain a high school diploma, acquire career related skills and become productive citizens.

School History
West Lane Tech is a small charter high school established in 2003 sponsored by Fern Ridge School District (FRSD). Located in Veneta, OR, the school serves 100-120 students who come from many of the school districts throughout Lane County. West Lane Tech was created by several vocational education teachers from the FRSD. From 2003 to 2015 the school was located in the technical education building of Elmira High School and served Elmira High School and greater Lane County students. In the summer of 2015 West Lane Tech relocated to a vacant restaurant location in Veneta’s West Lane Shopping Center as a result of FRSD reclaiming of their building space for their Special Education Department and classroom space. Relocation afforded many changes for the school. Moving into a previous restaurant site provides West Lane Tech with a commercial kitchen to support students in their Culinary Arts and Hospitality Management Career Pathway. Unfortunately, the move forced eliminating the Automotive Technology Career Pathway due to no garage facilities being available in the vicinity. Our instructional program continues to include an online high school curriculum utilizing Odysseyware Online Learning. Additionally, articulation agreements with Lane Community College’s College Now Program provide twenty-one college credits for students enrolled in selected course-work. The new facility provides a learning environment equipped with thirty-five work stations (new 2016-17) for students to work on their high school classes while being monitored and assisted by professionally certified licensed teaching staff. While the summer of 2015 relocation was an arduous task, it proved to be a positive change as evidenced by the increase in student enrollment. This is a facility students’ and staff are proud of and can call their own. Both students and staff have welcomed these positive changes.
SCHOOL INFORMATION

Building Hours
Regular school building hours are **from 8:00 AM to 3:30 PM**. Please do not drop students off at the school prior to 7:30 AM. The SCHOOL DAY begins promptly at 8:25 AM and classes end at 3:20 PM. The school assumes responsibility only for enrolled West Lane Tech students on regular school days during building hours.

School Lab Schedule
School begins at 8:25 AM

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25-9:25</td>
<td>Lab Session</td>
</tr>
<tr>
<td>9:25</td>
<td>5-minute break</td>
</tr>
<tr>
<td>9:30-10:25</td>
<td>Lab Session</td>
</tr>
<tr>
<td>10:25</td>
<td>5-minute break</td>
</tr>
<tr>
<td>10:30-11:30</td>
<td>Lab Session</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:05-1:05</td>
<td>Lab Session</td>
</tr>
<tr>
<td>1:05</td>
<td>5-minute break</td>
</tr>
<tr>
<td>1:10-2:10</td>
<td>Lab Session</td>
</tr>
<tr>
<td>2:10</td>
<td>FRSD School Bus student pick-up</td>
</tr>
<tr>
<td>2:45</td>
<td>School out</td>
</tr>
</tbody>
</table>
2019-2020 Academic Calendar

Building Hours 8:00 a.m. – 3:30 p.m.

Note: All online classes are available to students 24/7, no matter whether the WLTLC Lab and/or office are closed for the day.

1st Quarter September 3rd - October 31st

Building Closed:
Thursday, October 10th
Friday, October 11th
Friday, November 1st

2nd Quarter November 4th - January 23rd

Building Closed:
Monday, November 11th
Thanksgiving Recess: Nov. 27th – 29th
Winter Recess: Dec. 23rd – Jan. 3rd
Monday, January 6th
Monday, January 20th
Friday, January 24th

3rd Quarter January 27th – April 2nd

Building Closed:
Monday, February 17th
Friday, March 6th
Spring Break: March 23rd – 27th
Friday, April 3rd

4th Quarter April 6th – June 12th

Building Closed:
Friday, April 3rd
Friday, May 22nd
Monday, May 25th

Graduation: Tuesday, June 2nd

Last Day of School: Thursday, June 12th
Staff Listing / Contact

**Teaching Staff**

Geoffrey Barrett: 17 years’ experience, Teaches Math, Science, Special Education  
gbarrett@westlanetech.org

Kathy Davis: 19 years’ experience, Teaches Culinary Arts & Hospitality Management, Career Education. kDavis@westlanetech.org

Nicole Johnson: 13 years’ experience. Teaches Health; Special Education Coordinator njohnson@westlanetech.org

Jenny McKeen: 2 years’ experience. Teaches English and Social Studies jmckeen@westlanetech.org

**Administrative Staff**

Andrea Milbrett: Student Services Coordinator—10 years’ experience private sector: account executive, 12 years’ educational instructional aide. Lane Community College. amilbrett@westlanetech.org

Sarah Naegeli: Business Manager—19 years' experience. Merritt Davis Business College. snaegeli@westlanetech.org

Donna Garner: Program Manager: 13 years’ experience in education and 16 years’ administration. Lane Community College. dgarner@westlanetech.org

Ron Osibov: Director—38 years’ experience. 20 years as teacher and 18 years’ administrator. rosibov@westlanetech.org

**Board of Directors / Contact**

Stu Burges  
sburgess@ferndridge.k12.or.us  
Educator

Stacy Cornelius  
stacycornelius@hotmail.com  
City of Veneta

Gina Haley-Morrell  
haleyscurves@gmail.com  
Business owner

Paul Joiner  
Paul.b.Joiner@odot.state.or.us  
ODOT

Nick Veith  
Veith.Nicholas@gmail.com  
FCR
## School Board Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Details</th>
<th>Time</th>
</tr>
</thead>
</table>
| Friday     | August 7<sup>th</sup>  
*Special – Board Retreat Goals* | Noon- 5:00 |
| Wednesday  | September 18<sup>th</sup>                           | 5:30 p.m. |
| Wednesday  | October 16<sup>th</sup>                             | 5:30 p.m. |
| Wednesday  | November 20<sup>th</sup>  
*Work Session followed by Regular Board & Director Goals* | 5:30 p.m.  
6:30 p.m. |
| Wednesday  | December 18<sup>th</sup>                            | 5:30 p.m. |
| Wednesday  | January 15<sup>th</sup>                             | 5:30 p.m.  
*Executive Session followed by Regular Director Evaluation* | 6:30 p.m. |
| Tuesday    | February 18<sup>th</sup>  
*FRSD Board presentation* | 6:30 p.m. |
| Wednesday  | February 19<sup>th</sup>  
*Executive Session followed by Regular Contract Renewals/Non-Renewals, Director evaluation final* | 5:30 p.m.  
6:30 pm |
| Wednesday  | March 18<sup>th</sup>                               | 5:30 p.m.  
*Work Session followed by Regular Start Budget Process* | 6:30 p.m. |
| Wednesday  | April 15<sup>th</sup>                               | 5:30 p.m. |
| Wednesday  | May 20<sup>th</sup>                                 | 5:30 p.m. |
| Tuesday    | June 2<sup>nd</sup>                                 | 7:00 p.m.  
*Graduation* |
| Wednesday  | June 17<sup>th</sup>                                | 5:30 p.m. |
Admission & Attendance
A student seeking enrollment in the public charter school for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a first come first served basis.

Attendance at WLTLC
Student attendance is taken daily. Students must check-in at least twice a week with their teacher(s) on at least two separate weekdays. “Check-ins” are two-way communications between the student and the teacher. It does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the teacher by the end of the next school day. If a student fails to contact their teacher(s) within 10 consecutive school days, they will be withdrawn from the program and will not be in compliance with attendance laws. West Lane Tech students may use the lab during building hours. Parents need to fill out the West Lane Tech Attendance Form stating their wishes of required attendance or flexible attendance. Students may log on and work on classes from places other than the West Lane Tech building at any time if there is an internet connection available. Communication with teachers may be very limited if working after regular school hours. This is at each teacher’s discretion.

Attendance Laws
ORS 339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public school.

ORS 339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who have not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full time school during the entire school term. Violations are punishable, upon conviction, by a fine of not more than $150 or by imprisonment in the county jail for not more than 30 days or both.

Students who fail to maintain regular attendance in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

Any parent who fails to maintain their child in regular attendance or who fails to send a student to school within three (3) days of notification by the school that their student is not complying with compulsory attendance requirements may be issued a citation by the school for the student’s failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to $150 as provided by ORS 339.925 Additionally, a parent or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required. Violations, as determined by the court, may be punishable by a requirement
to complete a parent effectiveness program approved by the court and/or a fine of not more than $600.

**Exemptions from Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the director and include documentation of the student’s employment by the employer, or enrollment status by the school. The school requires notification should the student’s employment or enrollment status be terminated. Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester. Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

**Suspension of Driving Privileges**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by WLTLC that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
   Fifteen school days total of unexcused absences during a single semester.
2. The student has a right to appeal the Director or the WLTLC School Board’s decision through school suspension/expulsion due process procedures.
SCHOOL CURRICULUM

Instructional Model

Our instructional model removes obstacles to academic progress and education completion. These accommodations may include:

- Individualized assessments of student needs’ and Personal Education Program (PEP).
- Emphasis on technical and vocational learning.
- Flexible class schedules both in time of day and length of class.
- Project-based instruction with integrated academic outcomes.
- Use of technology for individualized and self-paced instruction.
- Benchmark activities integrated in context (Applied Academics).
- Work experience program that documents student progress toward meeting career related standards through community-based employment and activities.
- Support sponsorship and affiliation with local and national programs such as LCC College Now Program, Lane Education Service District, University of Oregon, ACTE-Career Technical Education, Odysseyware Online Learning, e-Dynamics Online Learning; Northwest Evaluation Association – Measures of Academic Progress, and various local programs/businesses; Mid-Lane Cares, Lane Fire Authority, City of Veneta to name a few.

Students complete classes online with the assistance and guidance from certified teachers in our school lab. Teachers are available Monday thru Friday during regular school hours. Students can also complete their classwork elsewhere as long as they have an internet connection. We are a hybrid school meaning that students can independently work online and also be supported by instructors either at our building (face to face) and/or online through email, text and/or other means of communication. For a list of classes offered, see staff.

On-Site CTE/College Now Class Offerings

Culinary-Hospitality 1 (CN-CTE, 3 credits)  Fine Arts / Career Technical Education  
Culinary-Hospitality 2 (CN-CTE, 3 credits)  Fine Arts / Career Technical Education

College Now (CN) Program

A number of classes at West Lane Tech allow students to earn college credits (at no cost) while attending high school. This program exposes students to the actual curriculum that is used by a college (in our case, Lane Community College-LCC). Our instructors use the college’s curriculum to teach the class. This information will be reviewed with students when they register for school.

Career Technical Education (CTE) Program

Vocational Education is now Career Technical Education per the federal act, “The Career and Technical Education Improvement act of 2006” or Carl D. Perkins Law. Oregon Department of Education (ODE) uses the term “CTE”.

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Career and Technical Education is a massive enterprise in the United States. In Oregon alone (in 2015-16) 34 million dollars were spent to support secondary and post-secondary programs in Oregon. All seventeen Oregon community colleges provide numerous career pathways for secondary students to explore obtaining entry level employment and/or further their career education. West Lane Tech offers one CTE Program: Culinary Arts/Hospitality Management and seeks to establish more in the coming years.

**West Lane Tech School Fees**

Materials that are part of the educational program are usually provided without charge to a student. However, students may be charged a material/lab fee for some elective courses. All students will receive a student body card for identification purposes if they have their picture taken. All non-WLTLc students who take online classes are charged $100 for the first class and $75 for the second, with a limit of two-per-term.

**Graduation Requirements**

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The public charter school will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student’s parent(s) or by the student if he/she is 18 years of age or older or emancipated.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student’s continued eligibility and special education services are needed.

**Diploma Requirements**

Students who complete a course of study at West Lane Tech will earn a regular high school diploma.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Global Studies</td>
<td>1</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1</td>
</tr>
<tr>
<td>Government</td>
<td>.50</td>
</tr>
<tr>
<td>Health</td>
<td>1</td>
</tr>
</tbody>
</table>
Physical Education 1
Economics .50
Applied Arts, Fine Arts or Foreign Language 3
Electives/Work Experience 6

Total Required 24

**Graduation Exercises**
Students in good standing who have successfully completed the requirements for a high school diploma, qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the public charter school’s diploma or certificate requirements may, at the discretion of the administrator or designee be permitted to take part in WLTLC graduation exercises. In addition, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules. **Students must also participate in all rehearsals and dress appropriately for the occasion. Any student not meeting the above standards will forfeit their commencement privileges.**

Students may be permitted to speak as part of the graduation exercise program at the discretion of the administrator or designee. All speeches will be reviewed and approved in advance by the administrator or designee.

**GENERAL INFORMATION**

**Access/Release of Education Records**
By law, both parents, whether married, separated or divorced, have access to the records of their student who is under 18 years of age unless the School is provided 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.

**Animals in the School**
Permission is to be obtained from the Director before animals are brought into the school. Animals must be adequately restrained and cared for. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals may not be transported on a school bus. **Animals serving persons with a disability would be an exception to this policy.**
Assessment Program
The public charter school’s assessment program shall be designed for the purpose of determining school program improvement, and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills, and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The public charter school shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The public charter school shall provide supervised study time for students who are excused from participating in the assessment. Students at WLTLC take Measures of Academic Progress (MAP Assessment) which helps teachers to place students in the correct math and English class when they enter WLTLC. The MAP Assessment is administered when student enrolls and at the end of the school year.

Assignment of Students to Classes
Students are assigned to classes based on the individual needs of the student. Parent requests to place a student in a particular class may be submitted to the public charter school administrator or teacher. Requests to change a student’s assigned class must be directed to the public charter school administrator or designee. Final decisions are the responsibility of the public charter school administrator or designee.

Athletics
Students must meet all WLTLC, sponsoring district and OSAA requirements and complete all prescribed paper work before participating in athletics. Information may be obtained from the Elmira High School athletic director. Some athletics/activities may or not be offered every year.

Competitive Athletics/Activities

Fall
Soccer - boys and girls
Football - boys
Volleyball - girls
Cross Country - boys and girls
*Cheer leading - boys and girls
Dance Team - boys and girls

Winter
Wrestling – boys and girls
Basketball - boys and girls
*Cheer leading - boys and girls
Dance Team - boys and girls
Equestrian Team - boys & girls

Spring
Track - boys and girls
Softball - girls
Baseball - boys
*Golf - boys and girls
Equestrian Team - boys & girls
*Lacrosse – boys and girls

* Club sports which are not funded or formally sponsored by the district.

Athletic Equipment
Athletic equipment and/or ball playing in the facility is not permitted. Using athletic equipment in front of the facility is also prohibited due to public foot and car traffic in the shopping center.

Breakfast/Lunch Program
The sponsoring District participates in the National School Lunch and Commodity Program and offers free meals based on a student’s financial need. Additional information may be obtained from the WLTLC office. All information is kept confidential.

Cafeteria
Breakfast and lunch, including a sack lunch, are to be eaten in the cafeteria. Students are expected to use good manners in the cafeteria and place refuse in the appropriate place when finished eating. Misconduct in the cafeteria may result in student discipline, including loss of cafeteria privileges.

Clubs and Organizations
Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. Student’s parent/guardian will acknowledge student participation in clubs and any stricter standards applicable. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the school shall apply in addition to any consequences specified by the organization. The school prohibits non-curriculum-related, student-led groups at the secondary level from meeting on school premises in accordance with the federal Equal Access Act.

Communication Devices
Students may not bring cellular phones, iPods, MP3 players, pagers and similar communication devices into instructional areas at any time. Secure lockers are available at the front of the school for students to place their devices while they are attending school. Students are allowed to retrieve their devices from the lockers during breaks and at lunch. An exemption to this policy can be obtained for students with special circumstances requiring possession of a communication or music device. There will be a $10 fee for lost locker keys to the last known student who used the locker.
Violation of this rule will result in the item being confiscated by school authorities and placed in the main office to be retrieved after school. Students who violate this policy will face disciplinary action that may include the suspension or revocation of the privilege to possess communication devices at school. (Level 1 - Inappropriate Objects).

Using cell phones to take unauthorized pictures that invade a students’ privacy is strictly prohibited and will be at Level 2. Consequences for taking unauthorized pictures could be immediately stepped up to Level 3 depending upon the specific circumstances.

**Dress and Grooming**

When coming onto campus, it is important that the student follow the school’s dress code. The school’s dress code is established to promote appropriate grooming and hygiene, prevent disruption to the educational process, learning environment, activity or performance and avoid safety hazards. Dress and grooming shall be modest, clean and appropriate for a high school environment. Students who represent the school in a voluntary activity may be required to conform to additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met. In addition, individual teachers may restrict appearance and attire with special consideration for safety, cleanliness, or class requirements.

Generally, student dress and grooming are the responsibility of the student and parent. The following are guidelines of acceptable and unacceptable clothing. Emphasis on maintaining cleanliness of shoes when at WL TLC is a priority to protect our carpets and hard floor.

- Shirts and shoes must be worn at all times. Footwear with spurs are prohibited.
- Sunglasses may be worn in the school building with staff permission.
- Appropriate undergarments are to be worn but may not be exposed.
- Blouses and shirts must be long enough to touch the waist of a student’s pants or skirt.
- The length of shorts and skirts must be equivalent to the ends of a person’s fingertips when their arms are extended by their side.
- Clothing that displays or promotes alcohol, drugs, tobacco, profanity, sexual innuendos or any other inappropriate illustrations or wording is prohibited.
- Clothing that exposes the midriff (front and/or back) or inappropriate cleavage, see through clothing, strapless tops, halter tops, or other inappropriate shirts, etc. is prohibited.
- Clothing or items of clothing that are worn for the purpose of establishing and/or identifying gang membership is prohibited.
- Clothing which promotes discrimination, harassment, prejudice, racism, weapons or violence, etc. is prohibited.
- Hats may be worn in classrooms at the discretion of individual teachers. Hats must conform to restrictions established for other items of clothing.
- Sagging oversized pants, flagging belts, visible boxer shorts, oversized chains and spiked jewelry is not allowed. Chains made of links larger than 1/4 inch in width and/or longer than 15 inches are prohibited.
Students wearing any type of inappropriate clothing will be directed to immediately comply with the dress code. Students failing to comply during the school day will be sent to the office. Parents may be requested to bring appropriate clothing for their student. Repeat violators will incur discipline consequences.

**Department of Motor Vehicle (DMV)**

Students must prove they are enrolled in school, have regular attendance, passing five (5) classes and making satisfactory progress toward graduation before they may obtain a driver permit or license. The law also allows the suspension of driving privileges of students who have withdrawn from school as well as for bringing a weapon on school property, has a drug related offense, been suspended or expelled at least twice for any of the following:

1) assaulting or menacing a school employee or another student;
2) willful damage or injury to school property;
3) use of threats, intimidation, harassment or coercion against a school employee or another student.

**Emancipated and 18 Year-Old Students**

Students in this category may act as their own guardian. While attending West Lane Tech, all rules and policies are applicable to all emancipated students.

**Emergency/Fire/Earthquake Drills**

Safety drills will be scheduled monthly during the school year. Students should exit in an orderly fashion with the classroom teacher. Escape routes are posted in the classroom. Once the return signal is given, students are expected to return immediately to class.

**Emergency School Closure**

The District Superintendent may alter transportation and school schedules, as appropriate to the particular condition. Such alterations include closure of schools, delayed openings of schools, early dismissal of students and run limited bus schedules. Such changes will be broadcast on local radio and television stations and will also be available through the Lane ESD website at [www.lesd.k12.or.us](http://www.lesd.k12.or.us) click on “Visitors” and then “emergency closure information.” West Lane Tech follows the lead of the Fern Ridge School District in such situations.

**Equal Education Opportunities**

All students have the right to expect and receive an equal opportunity to benefit from the best educational program West Lane Tech can provide and to be free from inappropriate behaviors:
abusive language; insults; threats; intimidation; coercion; bullying; harassment; hazing; teasing, taunting, etc. that violate the policies of the school and federal and state laws.

- **Discrimination:** Any word or act that unreasonably differentiates treatment or the provisions of the educational programs, services, benefits, or other aid based on disability, national origin, race, religion, gender, sexual orientation, age, marital status, or any other protected group of affiliation.

- **Hazing:** Includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or behavior/activities that are intended to degrade or humiliate.

- **Intimidation:** Includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

- **Menacing:** Includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

- **Harassment:** Behavior that is unwanted. Your intent is not the standard or a defense; it is how the other person feels about the words or acts. A person is guilty of harassment if he/she subjects an individual or group to unwanted, abusive behavior of a verbal, nonverbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristics, cultural background, socio-economic status or geographical location.

- **Harassment, intimidation or bullying:** Any act that substantially interferes with a student’s educational benefits, opportunities or performances, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official bus stop, that has the effect of: physically harming a student or damaging a student’s property; knowingly placing a student in reasonable fear of physical harm to the student or damages to the student’s property; creating a hostile educational environment.

- **Sexual harassment:** By staff, students, school volunteers, parents, school visitors, or others engaged in school business is strictly prohibited in the school. The school includes school facilities, school premises and non-school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business. Sexual harassment shall include, but not be limited to unwelcome sexual advances, request for sexual favors and other verbal (including innuendos) or physical conduct of a sexual nature when:
  - The conduct of communication has the purpose or effect of demanding sexual favors in exchange for benefits;
  - Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting students or employment or assignment of staff;
  - The conduct or communication is so severe, persistent or pervasive, that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the
environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students. It may even be sexual harassment if other people in the area who observe the behavior or hear the language find it offensive and unwelcome. All complaints about behavior that may violate this policy shall be promptly investigated. Any student who has knowledge of conduct in violation of this rule or who feels they have been a victim is expected to immediately report his/her concerns to WLTLC Director or designee. This report may be made anonymously. A student may also report concerns to a teacher or staff member who will be responsible for notifying the appropriate school official. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Gangs
A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

No student on or about school property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge 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. (Level 2 Violation)

Harassment/Bullying
- Students are not allowed to bully, intimidate, or harass other students.
- Harassment is when a student abuses another because of their race, religion, color, disability, etc. Harassment can be nonverbal, verbal, written, or physical.
- Bullying is ongoing behavior that physically harms a student or damages their property, places them in reasonable fear of physical harm, and creates a hostile educational environment.
- Harassment and bullying can range from name calling to acts of physical intimidation. If your child feels like they are being bullied, he/she needs to talk to a teacher, staff member or to the director.
- Students who engage in bullying or harassment will face serious disciplinary consequences.
Health Concerns
A student who becomes ill or is injured at school must notify his/her 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 provided on emergency forms 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 parents or to another person as directed by the parents. A student must check out before leaving campus.

Home & Off Campus Visits
It is essential to students’ success that regular and consistent contacts exist between the teacher or mentor and the student. This contact is valuable in building respectful educational relationships with the student and his or her parents/guardians, enhancing student progress and expanding the parents/guardians understanding of the importance of regular student activity. Off campus visits are an important service for those students who are not able to meet on campus. On occasion, students’ lapse in communication also produces the necessity for a home visit. All home visits require pre-arrangements with parent/guardian consent and attendance during the visit. Other locations (e.g. public library, coffee shop, etc.) are to be determined prior to the visit with notification that includes parent/guardian consent and reported to the WLTC office or an administrator.

Infection/Disease Instruction
An age appropriate plan of instruction about infections/disease including AIDS, HIV and HBV has been included as an integral part of the health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the school for additional information and procedures. Parents with questions about the AIDS, HIV and HBV health education program should contact a health instructor.

Law Enforcement Agencies/Questioning of Students
The school has the responsibility to cooperate with law enforcement agencies in the performance of their mandated duties. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, an administrator or designee will be present when possible. Law enforcement officials will be notified when a student under the jurisdiction of the school violates the Oregon State Criminal Code. Any student violating the Oregon State Criminal Code is subject to suspension or expulsion. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude school personnel from the investigation procedures and may prohibit school personnel from contacting parents. School employees are required by law to report suspected child abuse situations to law enforcement agencies of Services to Children and Families.
Lost and Found

Items found around the school shall be turned in to the main office where items may be claimed. Periodically, unclaimed items will be given to public agencies. If you keep or use an item that is not your property, it will be treated as theft.

Medication at School

Students in grades 9-12 will generally be assumed capable of handling self-administered medications following the procedures as outlined below. Parents of students who are unable to self-medicate due to their emotional, physical, and/or cognitive development or other such reasons are to contact the school office staff for assistance as needed.

Procedures for Self-Administering Necessary Medication:

- All medication must be in the original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instructions must include information as to the maximum dosage in a given period of time.
- Over-the-counter medication requirements: To include only nonalcoholic medication such as eye, nose, and cough drops, cough suppressants, analgesics, decongestant, and antihistamines to be taken at school that are necessary for the child to remain at school.
- The student should only have the amount of medication needed for that school day.
- All medication is to be kept with the student or stored in his/her own locker.
- There is to be no sharing or borrowing of medication with another student.
- The right to self-administer necessary medication will be revoked if there are any abuses of such procedures and/or other Board policy and administrative regulations as may be applicable.
- Any violation of this policy may result in suspension.

Request for the school staff to administer medication shall be made by the parent’s in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, 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 nonprescription medication.

All medication to be administered by the school is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by WLTLC staff.

In situations when a licensed health care professional is not immediately available, designated personnel may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).
School Sponsored Events
Students at all school sponsored activities are governed by school district and West Lane Tech rules and regulations and are subject to the authority of school district and West Lane Tech employees whether the events occur on or off the school grounds. West Lane Tech students may attend dances put on by Elmira High School as an EHS guest. Students will need to fill out a request form that requires pre-approval from West Lane Tech administration, EHS administration and the student’s parent. Guest passes must be turned into the EHS front office by 8:00 a.m. the Wednesday prior to the dance’s scheduled date. All guests must show a picture I.D. and an approved guest pass at the door.

Any student who has dropped out of West Lane Tech or who has been expelled from West Lane Tech or any other school will not be allowed to attend any dances or school events at any school as a guest.

Search and Seizure
School officials may search a student, his/her personal property and property assigned by the school for the student’s use at any time on school property or when the student is under the jurisdiction of the school. The right to park a vehicle on school property is conditioned on the school being granted permission to search the vehicle. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, board policy, administrative regulation or school rule has occurred. School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Searches may include the use of drug-detection dogs, metal detectors, or other search techniques. Items found which evidence of violation of law are, policy, regulation or school rule may be seized and turned over to law enforcement, parents or returned to its rightful owner, as appropriate.

Self-Referral for Substance Abuse
Students are encouraged to request assistance through self-referral in dealing with substance abuse issues. Students should request a meeting with school administrator. Students will not be subject to disciplinary action if they agree to a chemical assessment and participation in an abuse prevention program.

Skateboards/Rollerblades/Scooters, etc.
Due to the inherent dangers both to participants and non-participants, combined with the potential liability assumption, the use of skateboards/scooters/rollerblades, etc. in or adjacent to the school facility is prohibited. If brought to school these items will be stored in the office and returned to the student when the student leaves the facility.
Student Identification Cards
It is recommended that each student have their picture taken and receive a student identification card. Students are expected to dress appropriately for photo to be used on ID.

Student/Parent Complaint Procedure
The following process should be used to address concerns and complaints. An informal conference between the involved parties should occur in a timely manner. If the problem is not resolved between the involved parties, a meeting may be requested with an administrator. If the situation is not resolved, the appeal process advances to the Board. Formal complaints must be in writing.

Supervision of Students
Adult supervision is provided to students 15 minutes before and after classes.

Transportation of Students
A student being transported by district or school provided transportation is required to comply with the Student Code of Conduct and Transportation Rules. Any student who fails to comply with these standards may be denied transportation services.

Video Surveillance Cameras
In an effort to increase school security, provide greater safety for students, staff, building visitors, and to reduce vandalism and theft, many areas of the school campus shall be subject to observation and monitoring by video camera. As such, a person does not have the right to expect privacy in connection with their actions and activities while on campus. The recordings of such actions and/or activities shall be available for use by the staff and law enforcement authorities, if necessary, to enforce school rules and the law.

Visitors
Parents and other district patrons are encouraged to visit West Lane Tech. To avoid disruption to the educational process, all visitors, volunteers and guests must register in the office. Visitors will then be directed to the appropriate area. Casual and/or social visitors are not allowed. Visitation must be for educational purposes and approved in advance by the administration, teachers and parents.

Weapons/Threats of Violence
WLTL has a zero tolerance policy towards all weapons and/or violent threats.
Student Code of Conduct

Basic Student Expectations:
- Be Respectful
- Be Responsible
- Respect Others’ Space
- Follow Directions

Conduct
Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in District or school provided transportation.

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and integral for providing a safe, positive and effective school environment and program(s). Positive behavior is based on respect for one’s self worth and human dignity of others. Development and reinforcement of such positive behavior in students is a dual function of one’s home and of the school system.

In order to fulfill the schools’ responsibility, it is necessary that every school activity contribute positively to the creation and maintenance of a climate that is safe and promote a positive working and learning environment. Students may face disciplinary consequences for:

1) On-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or any activity involving a school district;
2) Off-campus behavior that would otherwise tend to disrupt the educational process or the operation of a school or district or of a school’s related or supervised functions and at a school bus stop; or
3) Behavior that occurs while traveling to and from school if the behavior has a threatening effect on student activity or physical or mental health.

All staff members have the responsibility for consistency in establishing and maintaining an appropriate behavioral learning and working environment. A student code of conduct, developed under the school administration’s leadership, will be made available to students and their respective parent(s) or guardian(s) and enforced on each school property and school related activity.

Code of Conduct for West Lane Tech Computer Labs
The following set of rules applies for all West Lane Tech students in computer labs. Students will review the following information with the instructor. They will understand the behavior expectations and consequences, and they agree to abide by the terms of this contract:
• Breaking equipment through carelessness or misbehavior will result in immediate removal from the lab and you will be charged for damages.
• Other classes are going on in the labs and disruption of those classes will not be tolerated.
• Students will only use the computers for the specified program.
• Roughhousing or misbehavior will result in one warning. The second time the student will be removed from the lab and required to complete course work at another location.
• Absolutely no food or drinks in the labs.
• Students will work only at their assigned workstation during class. Students will not get up and wander around without permission.
• Students will log in only to their assigned account.
• Students will log out properly when finished.
• West Lane Tech students will respect all equipment and guidelines. Students will participate in keeping the learning environment clean and orderly by direction of teachers or administrators.
• Students must sign out when leaving campus and once off campus, not return without expressed approval of WLTC administration.
• Cell phones will be off and locked in a locker while student is in the classroom.
• Violations of the computer contract may result in denying student use of the computer lab. A student would then need to seek internet access off campus to continue their school work.

**Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators. The school complaint procedure and any applicable legal requirements apply to this right. The school’s disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, after school attendance, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, loss of privileges, honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will also be considered prior to any suspension or expulsion.

**Discipline of Students with an IEP**

A student being served by an Individualized Education Program (IEP), who engages in conduct which would warrant suspension for a non-IEP student, may be suspended for up to and including 10 consecutive school days for violation of the Student Code of Conduct.

When an IEP student is suspended for more than 10 cumulative school days during a school year or is being expelled, the student’s parent’s will be notified immediately, within 24 hours if possible, of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the need for an IEP. The IEP team will determine whether the misconduct is a manifestation of the student’s need for an IEP.
Should the IEP team conclude the misconduct has no relationship to the IEP, the student may be disciplined in the same manner as would other students. If the IEP team concludes the misconduct is related to the student’s IEP, the team may recommend an alternative placement for the student.

If the student carries a weapon to or at school, on school premises or to or at a school function, West Lane Tech may remove the student from the campus for the remainder of the school year. If the student possesses or uses illegal drugs or sells or solicits the sale of controlled substances, West Lane Tech may remove the student from the campus for the remainder of the school year.

Student Rights and Responsibilities
Among these student rights and responsibilities are the following:

- Civil Rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
- The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
- The right to free inquiry and expression, within the responsibility to observe reasonable rules, laws, and policies regarding these rights;
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- The right to privacy, which includes privacy in respect to the student’s education records;
- The right to know the behavior standards expected; the responsibility to know the consequences of misbehavior. Failure to meet this responsibility does not exempt a student from the consequences of their behavior.

Warning
A warning is defined as a verbal or written notice of a violation cautioning the student to discontinue an undesirable behavior. This may be substituted for another consequence.

Work Crew
A student may be required to do a task around the school. This may be substituted for another consequence at the discretion of the administration.

Suspension from Campus
A student may be suspended from campus for violations of the Student Code of Conduct. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, and a plan for readmission. A student’s due process rights including the rights to be heard or appeal will be observed. A reasonable and prompt effort will be
made to notify the parents of a suspended student. While under suspension, a student may not attend after school activities, be present on District and/or School property nor participate in activities directed or sponsored by the District and/or School. Suspensions begin at the end of the regular school day on which the student is notified and end at the beginning of the students return to classes. Suspended students are responsible for continuing their on-line work during the suspension. Students may go to public library to do so.

**Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. An expulsion shall not extend beyond one calendar year. 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 a scheduled hearing. West Lane Tech will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternatives for on line access. In accordance with Oregon law, the hearings officer may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a District or West Lane Tech employee or another student, for willful damage or injury to District or West Lane Tech property or for use of threats, intimidation, harassment or coercion against a District or West Lane Tech employee or another student. A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

**Probationary Status**

A student with repeated violations or a serious offense(s) may be placed on a personal behavior contract during which time he/she may be suspended for any violation. A conference with the student, parent, staff personnel and administrator is encouraged at this step.

**Conduct Subject to Discipline**

Students will be subject to discipline including suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, including but not

- Open defiance of a teacher’s authority
- Bringing, possessing, concealing or using a weapon to or on District or 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;
- Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia;
- Assault menacing of a School or District employee, another student or a person on School or District property or attending a school or district activity;
- Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, School or District employee or a person on School or District property or attending a District and/or school activity;
• Damage or destruction of School and/or District property;
• Damage or destruction of private property on School or District premises or during School or District activities;
• Theft;
• Use or display of profane or obscene language;
• Violation of School or District transportation rules;
• Hazing;
• Repeated violations of the Student Code of Conduct, school policies, regulations and rules and/or persistent failure to comply with rules under the lawful directions of staff or School and/or District officials.

Behavior/Consequences
Behaviors and consequences include but are not limited to the following:
• Accessory/Instigate/Socialize: A student who urges, goads, incites, or helps another person to violate a rule or who aides them after the violation, including lying or withholding information from school authorities, will be subject to the discipline for the offense.
• Acknowledgment of Consequences: Students are expected to sign all referrals. Signing a referral is acknowledgment that the student has received the information in the document, not an admission of guilt. A student signing a referral does not waive his/her due process rights. Failure to sign a referral will be considered insubordination.
• Process/Procedure Violation: Consequence as stated for the violation.

Level 1 Violations
• Abusive Language/Inappropriate Language/Use or Display of Profane or Obscene Language: Messages that include swearing, name calling or use of words in an inappropriate way.
• Classroom/Activity Disruption: Behavior causing an interruption in a class or activity. Disruption includes sustained off-task talk, loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, sustained out-of-seat behavior, throwing materials, unacceptable classroom effort.
• Closed Campus Violation: Leaving school grounds during school hours without signing out of school. A closed campus violation is also defined as a violation of an ATTENDANCE CONTRACT FORM (if signed by parent/guardian).
• Computer Violation: A student’s computer privileges may also be suspended/ revoked.
• Display of Affection (Inappropriate)
• Disruption of the Educational Process
• Dress Code Violation
• Gambling
• Inappropriate Objects: Bringing, possessing or using - These are items that may disrupt the educational process or learning environment. They include but are not limited to the following: laser pointers; lighters; matches; water devices, legal fireworks, drug
paraphernalia, stink or smoke bombs.

- **Leaving Computer Lab Without Permission**

  **Consequences for Level 1 Violations:**
  Step 1: Referral/Conference with parent
  Step 2: Suspension 1-3 School Days
  Step 3: Suspension 5-10 School Days

**Level 2 Violations**

The following behaviors and violations are considered severe.

- **Bullying/Harassment/Hazing/Tease/Taunt/Intimidate/Extortion:** Disrespectful messages include negative comments based on race and/or national or ethnic origin; religion, gender, age, disabilities or other personal matters. This also includes threatening for the purpose of trying to make a person do something against their will or the use of picture taking cell phones in locker rooms or restrooms when a students’ privacy is invaded. Consequences for taking unauthorized pictures will immediately be elevated to Step 3 of this Level 2 violation.

- **Cheating:** Cheating is defined as, but not limited to, taking pictures of exams/tests/quizzes with a cell phone or other device, plagiarism, copying others’ work, fraud, etc. Consequences may range from loss of a grade for the assignment, loss of credit for the class up to being dropped from the West Lane Tech program.

- **Defiance/Disrespect/Insubordination/Non-Compliance/Profanity Directed Toward a Staff Member:** Refusal to follow directions, talking back, socially rude interactions and/or swearing at a staff member.

- **Driving Violation:** Driving violations include but are not limited to the following: speeding; reckless or careless driving. In addition to the Level 2 consequences, these violations shall result in the loss of driving and parking privileges. These consequences are for a student’s career at West Lane Tech.
  Step 1: 90 School Days
  Step 2: Permanent Revocation
  Permanent revocation (Step 2) also applies to a student who transports or stores drugs, alcohol, weapons, or any illegal or restricted substance or article on school property.

- **Fighting/Aggressive Physical Behavior:** Actions involving serious physical contact where injury may occur - hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.

- **Forgery:** Signing an individual’s name or representing one self to be another person by use of the telephone or e-mail without that person’s permission.

- **Theft:** Student is in possession of, having passed on, or being responsible for the removal of someone else’s property. In addition to the level 2 consequences a student will be required to pay restitution.

- **Tobacco Violation:** Bringing, selling, distributing, possessing, or using any tobacco product.

- **Truancy/Unexcused Absences:** Student stays out of class or school without permission or the reason is not excused by the administration.
- **Vandalism/Property Damage/Graffiti:** Student participates in an activity that results in substantial destruction or disfigurement of property. In addition to the level 2 consequences, restitution will be expected. Students who damage property accidentally will be liable for expenses related to their behavior.

**Consequences for Level 2 Violations.**
- Step 1: Suspension 1-5 School Days
- Step 2: Suspension 5-10 School Days
- Step 3: Expulsion

**Level 3 Violations**
The following behaviors will not be tolerated. Students who violate these rules will be suspended pending an expulsion hearing.

- **Arson:** Student plans and/or participates in the burning of property.
- **Assault/Menacing/Threat:** A student who physically or verbally attacks another person causing injury or places them in fear of imminent serious physical injury on school property or while attending a school activity. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, School or District employee or a person on School or District property or attending a School or District activity.
- **Bomb Threat/Fire Alarm:** Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. This also includes pulling a fire alarm or signaling an emergency when none exist.
- **Drugs/Alcohol:** The possession, selling/distribution, use of illegal and harmful drugs is strictly prohibited. This includes substance abuse, including prescription drugs or over-the-counter medication and drug paraphernalia.
- **Repeated Violations:** The student has three or more Level 2 violations or persistently fails to comply with the school rules and/or staff directives.
- **Weapons (Imitations Included):** Possession, handling, or transporting - No student will possess, handle, and/or transport a dangerous/deadly weapon, firearm or destructive device on School or District property. Weapons include, but are not limited to the following: guns, knives, metal knuckles, straight razors, explosives (including illegal fireworks), noxious and irritating gases or chemicals, poisons, drugs, or any other items determined by the administration or designee to be fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents, or patrons. Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, $100,000 fine and forfeiture of firearms and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a fire arm in a public building is subject to denial of driving privileges for 90 days. Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to used, is readily capable of causing death or serious injury. Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious injury. Firearm is
defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer. Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Consequence for Level 3 Violations - Expulsion