

West Lane Technical Learning Center

Oregon Public Charter School

2009 - 2010

Student Handbook

*“The Future of
Education
begins here”*

Located in the Professional Technology Building
on the campus of Elmira High School

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Building Mission Statement

The goal of the West Lane Technical Learning Center is to meet the educational needs of a diverse group of students who are currently experiencing difficulty with the traditional services offered by the local public school district(s). To meet these students' needs, WLTLC integrates academic, vocational and technical skills into a program of study. This hybrid 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 an individualized personal education plan (PEP), students will work on developing life skills, attain a high school diploma, acquire career related skills and become productive citizens.

Staff

Director:

Ken Woody

Student Services:

Ann Claassen

Business Manager:

Sarah Naegeli

Auto/Electric Vehicle Teacher:

Bill McCarty

Highly Qualified Teacher:

Valerie Brooks

Highly Qualified Teacher:

Geoffrey Barrett

Description of the Curriculum

The educational program will reach out to a variety of students who have left school or who are currently having difficulty in their current school setting. Our instructional model will remove 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).
- Support sponsorship and affiliation with local and national programs such as LCC – College Now Program (Tech Prep), International Association for K-12 Online Learning, Electrathon America, and Northwest Center for Educational Options.
- Work experience program that documents student progress toward meeting career related standards through community-based employment and activities.

Areas of Curriculum

On-Line Curriculum

<u>Course Name</u>	<u>Content Area</u>	<u>Credit</u>
English 1	Language Arts	1
English 2	Language Arts	1
English 3	Language Arts	1
English 4	Language Arts	1
World Geography	Social Studies	1
General History	Social Studies	1
World History	Social Studies	1
U.S. History	Social Studies	1
Psychology	Elective	1
Civil War	Elective	.50
Vietnam Era	Elective	.50
20 th Century	Elective	.50
American Government	Social Studies	.50
Economics	Social Studies	.50
Consumer Math	Personal Finance/Elective	.50
Basic Math	Elective	1
Algebra 1	Mathematics	1
Geometry	Mathematics	1
Algebra 2	Mathematics	1
Integrated Science	Science	1
Earth Science	Science	1
Biology	Science	1
Health Qwest	Health	.50
Health & Personal Wellness	Health	.50
Nutrition	Health	.50
Fitness Fundamentals	PE	.50
Fitness For Life	PE	.50
Career Education	Career Ed	.50
Essentials of Communications	Elective	.50
Life Skills	Elective	.50
Business Computer Info. Systems	Elective/Fine Arts	1

On-Site Curriculum

<u>Course Name</u>	<u>Content Area</u>	<u>Credit</u>
Introduction to Automotive	Elective	.50
Automotive Academy	College Now/Fine Arts/Elective	.50-2.0
Electric Vehicle Academy	College Now/Fine Arts/Elective	.50-2.0
PE/Weight Lifting	PE/Elective	.50-1.0

West Lane Technical Learning Center Diploma Requirements

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

<u>Subject</u>	<u>Class of 2010-11 Credits Required</u>	<u>Class of 2012 Credits Required</u>
Language Arts	4	4
Math	3	3
Science	2	3
Global Studies	1	1
U.S. History	1	1
Government	.50	.50
Health	1	1
Physical Education	1	1
Economics	.50	.50
Personal Finance	.50	.50
Career Education	.50	.50
Applied Arts, Fine Arts or Foreign Language	1	3
Electives/Work Experience	8	5
Total	24	24

Computer Use/Internet Access

The electronic communication-information system provides a means for educational activities and is not intended to create a first amendment forum for free expression purposes. Use of the system must be in support of education and research consistent with the mission of the Fern Ridge School District and conform to state and federal law, network provider policies and licenses, and District policies and regulations. In addition, the District has the right to place restrictions on the material a student posts or accesses through the system.

Internet use is to be limited to classroom curriculum activities, professional or career development and limited high-quality personal research. It is not to be used for commercial or personal purposes. Users are not to use or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or graphics. Users are not to harass another person, engage in personal attacks or knowingly or recklessly post false or defamatory information about another person or organization.

Students have only limited privacy expectations of the content in computer files and records of on line activity/communication. Routine maintenance and monitoring of the computer system may lead to the discovery of violations. An individual search will be conducted if there is reasonable suspicion that a student has violated District policy/regulation or the law. The District reserves the right to inspect any computer system file.

Students are not to attempt to gain unauthorized access to the District system or any other system through the use of the District network or go beyond their authorized zones. This includes attempting to log in through another person's account or access another person's files. Users are not to make deliberate attempts to disrupt a computer system's performance or destroy data by spreading any computer virus or by any other means. **Such actions are illegal and will be prosecuted to the full extent of the law.** Users will notify the system administrator or supervising teacher when they see a possible security problem.

Students are to obey all copyright laws with regard to downloading of files or reproduction of any material found on the Internet.

Web pages will not contain the full name or identifiable picture of any student without written parent permission. All web pages are to be pre-approved by the appointed District Web master prior to the web page being published.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. This District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Students are responsible for all activity under their account. Therefore, an account owner shall never share their account name, number, or password with another person or leave an open file or session unattended or unsupervised.

Student Education Records

Regarding student education records, I understand that certain personally identifiable information about my 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, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees of awards received and the most recent previous educational agency or institution attended.

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 district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family members, the address of the student or student's family, and personal identifiers such as a list of personal characteristics or other such information that would make the student's identity easily traceable.

The No Child Left Behind Act regarding Military Recruitment: NCLB (Title IX, Part E, Subpart 2, Section 9528) 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.**

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 materials/lab fee for some elective courses. A student is expected to supply their own basic school supplies. This includes, but is not limited to the following: pens, pencils, paper, notebook, calculator, etc. All students will receive a student body card for identification purposes if they have their picture taken.

Commencement Ceremony

The commencement policy is designated to ensure the integrity of the graduation ceremony. Students must complete all requirements for a West Lane Tech diploma to participate in graduation exercises. To facilitate this process, **all work, including official verification of correspondence courses, must be received by the Friday prior to senior graduation week. Students must also maintain regular attendance, meet behavioral standards and serve all consequences. 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.**

Activities, Athletics and Student Clubs

West Lane Tech students who are residents of the FRSD may participate in certain activities. The benefits of involvement in student activities are many. Studies show that students involved in extra-curricular activities tend to have higher grades in high school and have greater post high school success than those who do not participate. Leadership, organization, and time management skills are all developed through student activities. Perhaps the greatest rewards for involvement are the friendships which develop.

Student clubs, performing groups and athletic teams may establish rules of conduct and consequences for conduct that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

Athletics

Students must meet all District and OSAA requirements and complete all prescribed paperwork before participating in athletics. Information may be obtained from the athletic director.

Competitive Athletics/Activities

Fall	Winter	Spring
Soccer - boys and girls	Wrestling – boys and girls	Track - boys and girls
Football - boys	Basketball - boys and girls	Softball - girls
Volleyball - girls	*Cheer leading - boys and girls	Baseball - boys
Cross Country - boys and girls	Dance Team - boys and girls	*Golf - boys and girls
*Cheer leading - boys and girls	Equestrian Team - boys & girls	Equestrian Team - boys & girls
Dance Team - boys and girls	*Swimming – boys and girls	*Lacrosse – boys and girls

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

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 full time 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 district that their student is not complying with compulsory attendance requirements may be issued a citation by the district 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.

Attendance: Charter school attendance is based on logging into your accounts daily and showing progress. Showing progress means that the student is not only logging in but also contacting their teacher, and turning in assignments. If a student fails to log on 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 and be on the West Lane Tech campus only. Parents need to fill out the West Lane Tech Attendance Form stating their wishes of required attendance or flexible attendance.

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 district 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.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office.

Bicycles

Bicycles may not be ridden in pedestrian areas. Bicycles on campus are to be parked and locked in the bicycle rack.

Breakfast/Lunch Program

The district participates in the National School Lunch and Commodity Program and offers free and reduced-price meals based on a student's financial need. Additional information may be obtained from the District Office.

Cafeteria

Breakfast and lunch, including a sack lunch, are to be eaten in the cafeteria. Breakfast and lunch tickets may be purchased before school in the cafeteria. Students are expected to use good manners in the cafeteria and to place trays and refuse in the appropriate place when finished eating. Misconduct in the cafeteria may result in student discipline, including loss of cafeteria privileges. **West Lane Tech students are not allowed anywhere on campus during lunch except for the cafeteria.**

CD Players/Radios/Headsets, etc

Music devices with headsets are allowed while working independently on the computer as long as it is not disruptive to the learning environment. This is considered a privilege and not a right. Boom boxes and other amplified devices are forbidden. These items will be confiscated by school authorities and placed in the main office for parents to retrieve. Students who do not maintain a productive work ethic will lose music privileges.

Closed Campus

Since the West Lane Tech building is located on the Elmira High School Campus we will follow the EHS campus policies while WLTLT students are on campus. Elmira High School is a closed campus. This includes breaks, passing times, assemblies and meetings. Therefore, all students are required to stay on the West Lane Tech campus upon arrival including before school. Seniors and juniors are permitted to leave campus only during their lunch period. Sophomores and freshmen may leave if there is a phone call from parents and/or a parental permission attendance slip is signed and on file. All students must sign out when leaving for the day.

Communication Devices

Students are allowed to bring cellular phones, pagers or similar devices to school as long as they do not interrupt in any way the educational process/learning environment. These devices must be turned off during class and may not be in view during class time. 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 consequence at Level 2. Consequences for taking unauthorized pictures could be immediately stepped up to Step 3 and Expulsion at the discretion of administration.

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.

- Shirts and shoes must be worn at all times.
- Sunglasses may not be worn in the school building.
- 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, "muscle" or "A" shirts, etc. is prohibited. Arm cut-outs shall not be larger than the mid-point of the upper arm.
- 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 are 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 district property or; 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

In case of hazardous or emergency conditions, the Fern Ridge School 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 Guardline, 485-2000 x7806 and over the Internet at www.Flashnews.net.

Equal Education Opportunities

All students have the right to expect and receive an equal chance to benefit from the best educational program West Lane Tech can provide and to be free from behaviors - abusive

language; insults; threats; intimidation; coercion; bullying; harassment; hazing; teasing, taunting, etc - that violate the policies of the district 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 district business is strictly prohibited in the district. The district includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment means 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 the building principal or superintendent. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district 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 district 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)

Hackeysacks, Athletic Balls, etc

Ball playing of any kind is prohibited in the hallways, classrooms and the cafeteria. Athletic equipment is not permitted in classrooms and the cafeteria.

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.

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 district personnel from the investigation procedures and may prohibit district 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 students may claim items. 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 instruction “p.r.n.” (as needed) 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 drips, 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 parents 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.

No Child Left Behind and Highly Qualified Teachers

No Child Left Behind requires that parents be allowed to learn of their child’s teachers’ qualifications, academic preparation and training.

Off-Limit Areas

The following areas are off-limit to students unless they are under the direct supervision of a staff member or have been granted permission to be in the area. The administration may periodically or permanently close any area of the campus for security reasons.

Students are to enter and exit by Fir Grove Lane. The following is a list of off-limit areas:

- vehicles and parking areas.
- baseball, softball, football, and track fields, grandstands and dugouts.
- area between the building and the football field/grandstand (east of building).
- other school campuses and property in the Fern Ridge School District.
- wooded area surrounding the campus.
- gravel road north of school building.
- area to the east of the science and LCC classrooms.
- gym, hallways and stairwells.
- during athletic contests and other school sponsored activities all areas of campus are off-limits with the exception of the immediate area where the event is occurring.

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.

Dances and other social events are for Elmira High School Students. West Lane Tech students may attend 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 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 person 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 district for the student's use at any time on district property or when the student is under the jurisdiction of the school. The right to park a vehicle on district property is conditioned on the district 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 an 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 and/or possession of skateboards/scooters/roller blades, etc on school property is not allowed. These items will be confiscated by school authorities and placed in the office for parents to retrieve. Students who violate this policy will face disciplinary action. (Level 1 - Inappropriate Objects)

Student Identification Cards

Students who want a student body card will be given notification of the day that pictures are to be taken. Students must dress appropriately and no hats are allowed.

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 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.

Vehicles on Campus

The privilege of parking/driving a vehicle on school property is extended to any licensed driver complying with the rules and regulations of the school and all local and state traffic laws. Permission to park/drive a vehicle on district property may be revoked and the vehicle may be towed for violating the vehicle regulations. Example of violations would be parking on campus while driving privileges are suspended. These rules are enforced 24/7. Charges for towing and storage will be the responsibility of the owner or operator of the car.

Parking/driving a vehicle on school property is a privilege and not a right. The speed limit on school property is not to exceed 10 mph. Vehicles parked/driven on district property are under the jurisdiction of the district. As a condition of parking/driving on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a law, policy, rule or procedure violation. The district requires that before parking/driving privileges are granted, the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicle Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

It is the responsibility of the parents and students to ensure that any car driven/parked on district property is in safe operating condition. The district assumes no responsibility or liability for loss, vandalism, theft or damage to vehicles.

If driving privileges are suspended, a student may not park/drive a vehicle or have another person park/drive their vehicle on district property. Suspensions apply 24/7/365. Failure to comply with a suspension will be considered insubordinate behavior and the suspension of parking/driving privilege will be moved to the next step.

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. **Visitations must be for educational purposes and approved in advance by the administration, teachers and parents.**

Student Code of Conduct

Fern Ridge School District, West Lane Tech and Elmira High School policies, regulations, rules and violations of the law.

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 district and the lawful direction of staff. The District 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-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 schools or district 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 responsibility for consistency in establishing and maintaining an appropriate behavioral learning and working environment.

A student code of conduct, developed under the district 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. In exchange, the students will be provided with the use of computer labs.

- 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. No violation of District Internet policies. Be familiar with them.
- 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.
- Cell phones will be off and out of view while student is in the classroom.

Violations of the computer contract can result in use of lab(s) by student be denied. A student would then need to seek internet access off campus to continue 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 District complaint procedure and any applicable legal requirements apply to this right.

The District'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 or possesses or uses illegal drugs or sells or solicits the sale of controlled substances, West Lane Tech can 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 desist 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 students 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 property nor participate in activities directed or sponsored by the District. 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 West Lane Tech employee or another student, for willful damage or injury to West Lane Tech property or for use of threats, intimidation, harassment or coercion against a 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 limited to:

- Open defiance of a teacher's authority
- Bringing, possessing, concealing or using a weapon to or 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;
- Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia
- Assault menacing of a District employee, another student or a person on District property or attending a school activity
- Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, District employee or a person on District property or attending a school activity
- Damage or destruction of District property
- Damage or destruction of private property on District premises or during District activities
- Theft
- Use or display of profane or obscene language
- Violation of District transportation rules
- Hazing
- Repeated violations of the Student Code of Conduct, District policies, regulations and rules and/or persistent failure to comply with rules under the lawful directions of staff 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 prior administrative approval and/or without parent approval. A closed campus violation is also defined as transporting students off-campus who do not have off-campus privileges.

Computer Violation: A student's computer privileges may also be suspended or 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 Class Without Permission

Off-Limits Area Violation

Parking Violation: Students are not to loiter in the parking lot at any time. Students are to be in the parking lot only when in the process of entering or exiting campus. All student vehicles must be parked by the West Lane Tech office. Students may park their vehicle in the auto shop area for academic reasons with the permission of the auto shop instructor. Vehicles must be parked in the marked areas of the parking lot. Parking incorrectly, blocking another car, parking in a no parking zone (yellow) or a fire lane (red) is a violation. Violations may result in the vehicle being towed at the owners expense and shall result in the loss of driving and parking privileges.

Basic Student Expectations/Tardy Violation: A student who is tardy to a class more than twice during a quarter will receive a referral. Subsequent tardies will result in a conference/phone call home. A student is tardy when they are late to class by five minutes or less.

Vehicle Violation: Vehicle violations include but are not limited to the following: leaving school, including truancy without administrative approval; transporting students in the back of open pickups; transporting unauthorized students off-campus, including freshmen and sophomores during the lunch period. These violations shall result in the loss of driving and parking privileges.

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 District 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 a persons 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 District property or while attending a school activity. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student, District employee or a person on District property or attending a school 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: Student has three or more Level 2 violations or persistently fails to comply with the school rules and staff directives or a combination there of.

Weapons (Imitations Included): Possession, handling, or transporting - No student will possess, handle, and/or transport a dangerous/deadly weapon, firearm or destructive device on 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