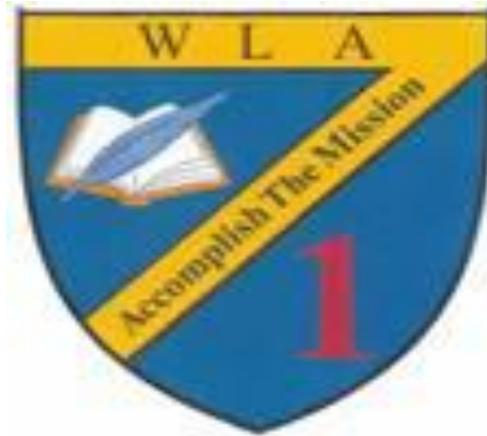
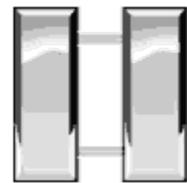


Willamette Leadership Academy



Parent and Cadet Handbook



Revised: 08/16/2017

Willamette Leadership Academy
Willamette Leadership Academy*
(Accomplish the Mission)

Cadet Handbook

Table of Contents:	Page
Statement of Non-Discrimination	5
Contacts and Leadership	6
Letter to parents and cadets from the Corps Commander	7
WLA Mission Statement	8
Vision Statement	8
Academy Goals	8
Section I: Rights and Privileges of Cadets:	9
Cadet Bill of Rights	9
Freedom of Expression	9
School and Unit Publications	9
Objections to Materials	9
Freedom of Religion	10
Cadets Driving to School	10
Searches	11
Seizures	11
Nondiscrimination and Harassment	12
Section II: Academic and Attendance Expectations	12
Attendance	12
Absences	13
Exemption from Compulsory Attendance	14
Enrollment and Unit Assignments	14
Attendance at Special Functions	15
Academics	15
Grades and Progress Reports	15
Leadership	16
Section III: Student Records, Fees, Visitors, and PSA	16
Confidentiality	16
Cadet Records	16
Behavioral Records	17
Profiles and Medical Release	17
Fees	17

Parental Involvement and Volunteers	18
Section IV: General Appearance	19
School Appearance Rules	19
Uniform	19
PT Uniform	19
Dress Uniform	19
Optional Dress Uniform Sweater	19
Optional Female Dress Uniform	19
Substitute Uniform	19
Hairstyles	20
Hairstyles for Males	20
Sideburns	21
Hairstyles for Females	21
Facial Hair	21
Personal Appearance	21
Unauthorized Clothing and Styles	22
Earrings	23
Watches and Bracelets	23
Body Piercings	23
Uniform and Accessories	23
Cosmetics	24
Eyewear	24
Uniform and Equipment Care	24
Section V: Standards of Conduct	25
Cadet Creed	25
WLA Standing Orders	26
Classroom Standing Orders	26
Cadet Honor Code	27
Cadet Code of Conduct:	27
Section VI: Disciplinary Actions	29
Purpose	29
Correction Methods	29
Verbal Correction	30
Physical exercise	30
Special Interventions in Corrective Action	31
Remedial Training	31
Use of Physical Exercise by Student Leaders	32
Limitations to Physical Exercise as Corrective Action	32
Profiles from Physical Exercise	32
Types of Profiles	32
Permanent Profiles	32

Temporary Profiles	32
Spot Profiles	33
Counseling Statements	33
Disposition of Counseling Statements	33
Warning Counseling Statements	33
Formal Counseling Statements	34
Student Leader Reports	34
Command Corrective Action	34
Authority and Use of the CCA (Company)	34
Preparation and Reading of Charges and Specifications	34
Proceedings	35
Maximum Corrective Action, (Company)	35
Participation and Rights	35
Authority and Use of the CCA (Battalion)	36
Maximum Corrective Action, (Battalion)	36
Participation and Rights	36
Review Authority and Appeal	37
Administration and Documentation of CCA	37
Notification	37
Probation and Suspensions	37
Probation	37
Notification	38
Extensions	38
In-school Suspension	38
Use of Suspension During Probation	38
Probation for Cadets with an IEP	38
Suspensions	39
Use of Suspensions	39
Planning a Suspension	39
Limitations of Suspensions	40
Suspensions for Cadets with an IEP	40
Exceeding Suspension Limits for Cadets with an IEP	40
Dismissal/Dropped From Rolls (Expulsion)	40
Purpose and Scope	40
Serious Incidents Requiring Mandatory Action	41
Danger to Self or Others	42
Failure to Adapt to Program Standards	42
Criminal Activity Outside WLA	42
Demotions	43
Companies in Disgrace	43

STATEMENT OF NON-DISCRIMINATION

Willamette Leadership Academy does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹, age, pregnancy, familial status, economic status, veterans' status or genetic information 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.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

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

Jeremy Coombs
Program Director/WLA
Executive Director/PYCO
(541)246-2840
jcoombs@wlademy.org

Roberta Howard
Executive Director/WLA
(541)246-2840
rhoward@wlademy.org

¹ "Sexual orientation" means 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 that traditionally associated with the individual's sex at birth.

CONTACTS AND LEADERSHIP

Jeremy Coombs
Executive Director
Pioneer Youth Corp of Oregon
2nd Battalion Commander
jcoombs@wlademy.org

David Wilkie
President
Pioneer Youth Corp of Oregon Board
pycoyouth55@gmail.com

Kyle Belknap
1st Battalion Commander
kbelknap@wlademy.org

Jason Schimonitz
1st Battalion Sergeant Major
jschimonitz@wlademy.org

Jessica Johnson
1st Battalion Executive Officer
jjohnson@wlademy.org

Sheryl Moss
Chief Financial Officer
PYCO/WLA
smoss@wlademy.org

Roberta Howard
Executive Director
Willamette Leadership Academy
rhoward@wlademy.org

John Roberts
President
Willamette Leadership Academy Board
Wla44@gmail.com

Christina Carmichael
Parent Student Association
Chair
PSAfor55@gmail.com

James Brainard
2nd Battalion Sergeant Major
jbrainard@wlademy.org

Katie Nunes
2nd Battalion Executive Officer
knunes@wlademy.org

Melanie Green
Adjutant General/Records Administrator
Willamette Leadership Academy
mgreen@wlademy.org

Willamette Leadership Academy

“Every Cadet a Leader”

WELCOME LETTER FROM COLONEL JEREMY COOMBS

Dear Parents² and Cadets,

I would like to personally welcome both you and your cadet(s) to Willamette Leadership Academy (WLA). WLA is an exciting and unique school that enrolls both middle and high school students and utilizes the military style program created by the Pioneer Youth Corps of Oregon (PYCO). Upon enrollment at either our middle school or high school, your student(s) will be referred to as cadets. It is our goal to help our cadets become confident, productive and successful adults by providing them with a strong foundation in both academic and leadership skills. We are keenly aware that the cadets in our school will be future members of our society. They will make choices, during their time in school, that will propel them towards college, into the military, and/or straight into the workforce. As such, we believe that it is our responsibility to provide these future leaders with every opportunity to help them reach their goals. It is part of our mission to provide our cadets with not only the academic skills they will need to be successful, but also the values of integrity, respect, and perseverance that will help them excel.

Willamette Leadership Academy places high expectations on our cadets; both academically and behaviorally. It is our desire to help our cadets rise to these high expectations, while at the same time learn how to utilize attributes such as mercy, understanding and empathy towards their fellow cadets. With this, our academy will only be successful if we are able to develop and nurture a strong relationship with one of the most important factors of our cadets' lives, you the parents. The relationship between school and parents is one that is crucial to the success of your cadets. This relationship is created through consistent and effective communication between you and the school. Our communication methods are outlined in the following pages. As you both read through the Cadet Handbook you will notice that we have clear expectations of grooming, attendance, behavior, and responsibility. We ask that you support our staff by ensuring that your cadet(s) are adhering to these policies. These policies are outlined under the section regarding Expectations of a Cadet. As a small school, your cadet(s) will be afforded the opportunity to create meaningful and lasting friendships from among our student body. In addition to the other cadets, your cadet(s) will find that the staff here will meet effort with enthusiasm, hard work with extra help, leadership with responsibility, and dedication with recognition. Learning involves mistakes, and mistakes require correction. Part of becoming a leader means taking responsibility for your actions. It is not uncommon for some cadets to come to our school with challenges that act as obstacles for them to accept consequences, both good or bad, for their actions. This is just one of many values that we will work to instill within them until it becomes second nature to them. It is then that they begin to change from within; causing the greatest and long lasting change both behaviorally and academically.

You and your cadet(s) will find that being here will be unique, exciting, and very different from what you are used to. Special leadership training, field trips, camping trips, ceremonies and public service are all part of being a cadet. It is because of these traditions at our school, that our cadets begin to enjoy their time here. Once your cadet(s) realizes that this school is not a penalty, but instead an opportunity for growth, he/she begins to possess a vested interest in the success of not only themselves, but their peers as well. All of our traditions are centered around working collaboratively in order to achieve a common goal; graduation from high school with the skills necessary to overcome the many challenges they will face throughout their lives.

Within this handbook, you will find brief summaries of the rules and regulations. These rules are designed to provide each of our cadets with clear, coherent, and well established set of boundaries. Many

² Definition of the term “parent” per ORS 343.035.

of our cadets need these boundaries so they may be able to achieve both behaviorally and academically. While this handbook does not go into detail regarding the various rules and regulations, your cadet will have access to the Cadet Basic Leadership School (CBLS) which outlines, in detail, all the rules, regulations, history, and expectations of each cadet in accordance with Willamette Leadership Academy and the PYCO program. Each cadet will go through what is known as “Basic Training.” This is not to be confused with the military’s basic training. Instead, it is a set amount of time when your cadet will learn about the CBLS and all that is within it.

If you have any concerns or questions, please feel free to contact me at any time. In addition to this, you can also contact their Company Commander (Core Content Instructor) or their First Sergeant (Educational Assistant) as well.

Again, welcome to Willamette Leadership Academy, where nothing is impossible.

Willamette Leadership Academy

MISSION STATEMENT

At Willamette Leadership Academy, our mission is for every cadet to have instilled within them, the ability to persevere in the face of academic and behavioral adversity, generate an unshakable sense of integrity in all they do, and cultivate a high level of respect for not only others, but themselves as well.

COLONEL JEREMY COOMBS

VISION STATEMENT

At Willamette Leadership Academy 1st Battalion, we believe in holding both cadets and staff to high expectations. We work collaboratively to ensure each cadet is equitably prepared for success in the 21st Century. We foster a culture that is willing and able to extend compassion and understanding to each of us in our times of need. As such, we as staff, work to instill this sense of understanding into each of our cadets as they become leaders in their communities.

This handbook sets down the standards of behavior, the rights, privileges, and expectations of the Cadets attending Willamette Leadership Academy. In addition, Cadets are expected to follow the rules and regulations of Willamette Leadership Academy in accordance with PYCOs program as laid out in the CBLS.

SECTION I: RIGHTS AND RESPONSIBILITIES

Cadet Bill of Rights:

- A. Civil rights – including the right to both an equal and equitable educational opportunity free from discrimination, as well as the responsibility not to discriminate against others.
- B. The right to due process of law with respect to suspension, expulsion and decisions which the cadet believes injure his/her rights.
- C. The right to free inquiry and expression.
- D. The right to assemble informally, in a manner that does not disrupt the orderly operation of the educational process, nor infringe upon the rights of others.
- E. The right to privacy, which includes privacy in respect to the cadet’s education records.
- F. The right to know the behavior standards expected.

Freedom of expression:

- A. All cadets have a high level of protection regarding their 1st Amendment right to freedom of expression. This right was upheld and explained in the Supreme Court case of *Tinker v DesMoines Independent Community School District, Supreme Court of the United States, 1969, 393 U.S. 503*. This case simply states that a student’s right to freedom of expression is protected unless the speech would “materially and substantially interfere with the requirements of appropriate discipline in the operation of the school.” That being said, speech that is considered to be hate speech, harassment, drug related, etc. is not permitted at the school.

School and Unit Publications:

- A. WLA cadets are encouraged to learn from many sources. They are encouraged to develop and distribute a school newsletter and to help supply each other with information. In keeping with state and federal laws certain publications will not be permitted on campus:
 - a. Knowingly or recklessly false.
 - b. Defamatory or vulgar
 - c. That urges the violation of law, or the violation of the provisions of this handbook.
 - d. That urges the violations of the rules and regulations of the Pioneer Youth Corps of Oregon Inc.
 - e. Material that glorifies violence, abuse, suicide, or death

Objections to material:

- A. Cadets and parents who object to reading, studying, or discussing any instructional material may be offered alternative material covering similar information. In order to be offered alternative material, a parent or guardian must let the officer know so that appropriate alternative material can be administered.

Religion:

- A. Current Federal law prohibits any activity of religious nature, including classes, ceremony, or prayers to take place in any public school as part of the normal school instruction. With this, courses such as Religious Studies, Comparative Religion, etc. where the discussion of religion is informative in nature may be permitted.
- B. Cadets will be allowed reasonable time off from academic or military classes to attend religious instruction or ceremony outside of Academy functions. Cadets must present written permission from their parent or guardian at least 3 days before the event or class.
- C. WLA allows the use of their facilities by cadets or staff to hold church sponsored instruction outside of normal daily classes or activities. Approval must be made by the WLA board which can be obtained by filling out the approved contract for rental of facilities.

Cadet Vehicles and Bicycles:

- A. Vehicles parked on Willamette Leadership Academy property or Springfield Public School property are under the jurisdiction of the WLA and SPS³.
- B. WLA requires that before parking privileges are granted, the cadet 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 Oregon Department of Vehicles with other satisfactory proof of compliance with the financial responsibility requirements of the state.
- C. In applying for a parking permit, cadets will be notified that parking on district property is a privilege and not a right.
- D. Cadets will be notified that as a condition of parking on WLA and SPS property, WLA and SPS officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation⁴.
- E. Parking privileges, including driving on district property, may be revoked by the Battalion Commander, Corp Commander, Sergeant Major or designee for violations of Board policies, administrative regulations and/or Academy rules.
- F. Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked.
- G. Students under the age of 16 must wear a helmet as required by law.
- H. WLA and SPS assumes no liability for loss or damage to vehicles or bicycles⁵.

³ SPS Board Policy JHFD

⁴ SPS Board Policy JFG-AR

⁵ SPS Board Policy JHFC

Cadet Searches:

- A. State and Federal Law⁶ allows the search of a cadet's person or belongings only in the case when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school. WLA officials may also search when they have reasonable information that emergency/dangerous circumstances exist.
 - a. The level and type of search will be determined by deciding if the the search is reasonably related in scope⁷ to the circumstances which justified the search in the first place.
 - b. If it is suspected that a student is concealing items that are considered by WLA to be illegal and/or dangerous to staff or students, then the student will be subject to a physical search⁸ with the parents present.
 - c. Searches of a cadet's belongings or property will be conducted with the Cadet present.
 - d. WLA-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Cadets have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to Willamette Leadership Academy. The cadet will generally be permitted to be present during the inspection.

Seizure of property:

- A. Willamette Leadership Academy officials may seize any items found which are evidence of a violation of law, policy, regulation or WLA rule and the Cadet Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner⁹, as appropriate.
- B. Any WLA staff member will have the authority to seize personal items that are considered disruptive to the structure and purpose of the Academy, and are disruptive to the learning environment. Those items will be turned over to the parent or guardian at the next most convenient time.
- C. Items seized that are evidence of a crime will be turned over to appropriate Law Enforcement Agency.

⁶ See Supreme Court Case New Jersey v. T.L.O regarding "reasonable suspicion," as well as Vernonia School District 47J v. Acton and Board of Education of Independent School District No. 92 of Pottatatomie County v. Earls.

⁷ The measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

⁸ Strip searches are prohibited by Willamette Leadership Academy.

⁹ This is in regards to items stolen from another person.

Final Disposition of unclaimed property:

- A. Unclaimed, lost, or impounded property will be secured in a location designated by the command staff. Said property will be held for no more than the duration of the school year and no less than two weeks from the time of storage.

Nondiscrimination and Harassment:

- A. Federal and State Law, as well as PYCO and WLA regulations prohibit discrimination and harassment¹⁰ against both cadets and staff and in accordance with ORS 659.850 and 659A.030.¹¹
- B. Staff or cadets made aware of any violation of this section will report the incident through their chain of command as soon as possible. Staff members aware of any incident of this type will file a written report through their chain of command within 24 hours. The cadets or staff found to be in violation of this section may be subject to corrective action up to and including dismissal.

SECTION II: ATTENDANCE AND ACADEMICS

Attendance:

- A. All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law.
- B. If a cadet is absent more than 10 consecutive days in a single term, the cadet will be dropped from roles. Notification will be sent out by the school to the parents after 5 consecutive absences and again at 8 consecutive absences to advise parents of the cadet's standing regarding their attendance.
- C. Any parent person who fails to send a student to school within three days of notification by WLA that their student is not complying with compulsory attendance requirements may be issued a citation by WLA for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.
- D. WLA will notify the parent in writing that, in accordance with law, the Battalion Commander will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice may include the following:

¹⁰ORS 339.351 to 339.364: "Harassment, intimidation or bullying" means any act that: (a) Substantially interferes with a student's educational benefits, opportunities or performance; (b) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; (c) Has the effect of: (A) Physically harming a student or damaging a student's property; (B) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or (C) Creating a hostile educational environment, including interfering with the psychological well-being of a student; and (D) May be based on, but not be limited to, the protected class status of a person.

¹¹"Protected Class" is to be defined as a person identified by race, color, national origin, sex (including pregnancy-related conditions, sexual orientation, gender identification, religion, or disability).

- a. Notice that the administrator or the designee has the authority to enforce the provisions of the compulsory attendance laws;
- b. Notification that failure to send a student to school is a Class C violation;
- c. A citation issued by WLA;
- d. Notification that the parent(s) has/have the right to request an evaluation to determine if the student should have an Individualized Education Plan (IEP) if the student does not have one, or a review of the cadet's current IEP.
- e. Notification that conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described above, if requested by the parent or staff member, has been completed.
- f. The written notification will be in the native language of the parent.
- e. Additionally, a parent or guardian, 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 not attended school as required¹².

E. Failing to supervise a child is a Class A violation. 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.

Absences:

- A. If your cadet will be absent, the parent/guardian must call in the absence before the start of school hours. When returning to school after an absence, a cadet must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:
 - a. Illness of the cadet;
 - b. Illness of an immediate family member when the cadet's presence at home is necessary;
 - c. Emergency situations that require the cadet's absence;
 - d. Field trips and school-approved activities;
 - e. Medical or dental appointments. Confirmation of appointments may be required;
 - f. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made at least 48 hours prior to the date of the absence.
- B. WLA will notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.
- C. Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum based on a disability or for personal, religious or ethnic considerations.
- D. A student who must leave school during the day, must bring a note from his/her parent. If your cadet becomes ill during the school day, the school will contact to the school nurse.

¹² ORS 163.577 (1)(c),

The school nurse will decide if the student should be sent home and will notify the cadet's parent, as appropriate.

- E. A cadet who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades. A cadet who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

Exemption from Compulsory Attendance¹³:

- A. The school may grant an exemption from compulsory attendance to the parent of a cadet who is 16 or 17 years of age or an emancipated minor provided the student is:
 - a. Employed full-time;
 - b. Employed part-time and enrolled in school part-time;
 - c. Enrolled in a community college or other state-registered alternative education program.
- B. All such request must be submitted in writing to the Battalion Commander and include documentation of the cadet's employment by the employer, or enrollment status by the school. The school requires notification should the cadet's employment or enrollment status be terminated.
- C. 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.
- D. Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.
- E. 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.
- F. Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the cadet to school until a high school diploma is earned or until the student reaches age 18.

Enrollment and Unit Assignments:

- A. WLA will accept enrollment from Cadets currently attending the 6th through the 12th grades without discrimination as defined in ORS 659.850
- B. Cadets will be assigned to a Company (Class) based on their prior grade.
- C. Enrollment in WLA is voluntary and Cadets can withdraw, with permission of parent or guardian, at any time. For the purposes of Cadet records, a voluntary withdrawal and return to a traditional public or private school is considered a transfer rather than a withdrawal or a dismissal for cause.

¹³ ORS 339.030

- D. A cadet who has voluntarily withdrawn from the academy and was not pending expulsion is considered a cadet in good standing and will be permitted to enroll in WLA at a future date with retention of all rank and privileges.
- E. A cadet who was expelled may re-enroll only on a case-by-case basis and only with the approval of the Corps Commander as well as per Springfield Public Schools regulations.

Attendance at Special Functions:

- A. During the school year, there are some special functions that WLA take part in such as parades, community service projects, and special trips. If these projects take place during normal school hours, cadets will be expected to take part unless they are excused, in writing, and for cause by their parent or guardian. “For cause” means that the Cadet cannot take part because of some medical or personal issue that would normally prevent their attending a regular school day. **Simply not wanting to take part is not an acceptable excuse.**
- B. Events that are not part of the normal school schedule or that take place on a holiday or weekend will not be considered mandatory. If a cadet commits to attend, however, they will be expected to honor that commitment or produce a written excuse from a parent or guardian.

Academics:

Homework:

- A. Homework is designed to assist in the learning process. By assigning homework, we provide cadets an opportunity to practice what has been presented in class, and to aid in the mastery of skills by giving them more time to further explore the content. In addition to this, homework allows you and your cadet understand what is being taught and to also observe your cadet’s level of achievement regarding the content they are learning.
- B. WLA operates on a quarter system where every quarter is divided into approximately 10 weeks.

Progress Reports and Grades:

- A. Progress reports are issued to parents at the end of each quarter, informing parents of their student’s progress toward achieving the academic content standards.
 - a. Grades will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.
- B. Every Thursday, WLA will report the student’s progress to the student and parent.
 - a. Progress reports must be signed by the parent and returned to school by the next day.
- C. The grading scale at WLA is A, B, C, F. No credit will be given for what is normally considered a “D.”
 - a. In addition to credit by successfully completing classroom work, a student may receive credit toward a diploma or modified diploma by one or more of the following options if the student demonstrates defined levels of proficiency or mastery of recognized standards through:

- i. Classroom or equivalent work that meets current Oregon State Standards and academic hours of instruction required by OAR 581-022-1210
- ii. Passing an appropriate formative or summative assessment
- iii. Providing a collection of work or other assessment evidence and
- iv. Providing documentation of prior learning activities and/or experiences

Leadership:

- A. WLA is designed to teach both leadership skills in addition to skills that aid in improving academic achievement. As such, the military aspect of the school provides the cadets with opportunities to both develop and demonstrate their leadership skills. These skills can be demonstrated through a variety of means including but not limited to:
 - a. Taking responsibility for their academic assignments
 - b. Fulfilling their assigned duties as a Cadet leader.
 - c. Maintaining a high level of military bearing
 - d. Correcting their peers if they are not adhering to the rules and regulations of WLA and PYCO
 - e. Being willing to take corrective action without argument
- B. When a cadet demonstrates a consistently high level of maturity and integrity, they are given the opportunity to take on the responsibilities of a student leader. Student leader positions are the following:
 - a. Squad Leader
 - b. Platoon Leader
 - c. Class Leader

SECTION III: CADET RECORDS

Confidentiality and Safeguarding of Records: To ensure confidentiality, only the name and identity of the student in question will be used in the forms, except in the case of witness statements. Behavioral forms will be safeguarded and presented only to authorized personnel who have a need to know. Completed forms and records will be secured in a Fire-Proof cabinet for 5 years after the cadet's projected graduation date. Records will be kept in such a manner that only authorized personnel may see or have access to them in accordance with the Family Educational Right to Privacy Act (FERPA)¹⁴.

Cadet Records:

- A. By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age unless the public charter 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.

¹⁴ For more information on FERPA, please visit the site <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for a complete description of the law.

- B. Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular school hours.
- C. Directory information: Limited information such as a Cadet photograph, telephone number and address, awards received, rank, grade level and similar information may be released in conjunction with a school year book or authorized school directory unless the Cadet's parent or guardian chooses to limit that information. This limitation must be received in writing by the Battalion Commander stating what information may or may not be released. A reason for this limitation is not necessary.
- D. Records must be released to other schools in which a cadet if the cadet has been dropped from roles or in the case of law enforcement. In the case of law enforcement, DHS, and/or lawyers, a court order must be provided and the school will have 45 days to provide the records. Parents will be notified if this is the case.

Behavioral Records: Staff will maintain a continuous Behavioral Record on ALL cadets in their company. This record will document all significant behavioral issues and changes both negative and positive. This record will be used as a basis to document the issuing of a Counseling Statement as well as awards and promotions. Example forms and formats for these records are included in the appendix of the CBLS.

Profiles and Medical Release:

- A. A Profile is a temporary release from specific duties due to a medical issue that prevents a cadet from being able to carry out the tasks associated with the assignment. For example, a cadet has suffered a sprained wrist and is unable to take part in physical training activities involving the use of their hand and wrist.
- B. Profiles may be requested by a parent or guardian for up to three days with an additional extension of three days allowed in cases where the condition that resulted in the profile persists. An example may be a sprained ankle that has still not healed completely but the parent/guardian has determined that it does not require any additional medical care.
- C. For more serious or prolonged conditions, a parent or guardian may provide a note from a doctor. This will result in an extended profile for the cadet until released by the doctor. A doctor may also issue a permanent release from specific types of activities, such as running. This is referred to as a **medical release**.
- D. A cadet may not receive a failing grade in a class or assignment that they are prevented from completing because of a profile. Instructors or Educational Assistants (EA) may assign an alternative project or may allow the cadet to complete specific parts of an assignment or class when the profile is lifted. The cadet will receive an incomplete (I) until they have finished the assignment.
- E. A cadet may not be given any type of corrective action that would interfere with the conditions of the profile. Staff will issue other forms of corrective action permitted by regulations that do not interfere with the conditions of the profile.

Fees:

- A. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:
 - a. Bus Transportation

- b. Voluntary payment of a yearbook
 - c. Uniforms
 - d. Student identification cards
 - e. Fees for damaged library books and school-owned equipment
 - f. Field trips considered optional to WLA's regular school program
- B. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the administrator.
- C. WLA may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to WLA may be waived at the discretion of the administrator or designee if:
- a. WLA determines that the parent of the cadet is unable to pay the debt;
 - b. The payment of the debt could impact the health or safety of the cadet;
 - c. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
 - d. There are mitigating circumstances as determined by the administrator or designee that preclude the collection of the debt.
- D. A written notice will be provided to the cadet and his/her parent(s) of WLA's intent to collect fees, fines and damages owed. Notice will include the reason the cadet owes money to WLA, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.
- E. WLA may pursue possible restrictions and/or penalties through a private collection agency or other method available to the public charter school.
- F. Debts not paid within 10 calendar days of WLA's notice to the cadet and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to WLA.
- G. A request to waive the cadet's debt must be submitted in writing to the Corp Commander or Chief Operating Officer. Such requests must be received no later than 10 calendar days following WLA's notice.

Parental Involvement and Volunteers:

- A. Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, Willamette Leadership Academy asks parents to:
- a. Encourage their cadets to put a high priority on their education and to commit themselves to making the most of the educational opportunities WLA provides;
 - b. Keep informed on WLA activities and issues. The WLA newsletter published monthly, "Back to School" nights in the fall and spring
 - c. Parent/booster club meetings for learning more about WLA;
 - d. Become a WLA parent volunteer. For further information, contact either Ms. Sebold or Ms. Wolf;
 - e. Participate in PSA. For further information, contact Christina Carmichael.
- B. Activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

SECTION IV: GENERAL APPEARANCE

One of the defining aspects of WLA is the expectation of not only a military appearance, but a professional appearance as well. Cadets are expected to maintain an appropriate and professional appearance during school hours, at all official school bus stops, and at all school activities. As

such, the following regulations are required of all cadets. In addition to this, we require that parents assist the school with upholding these regulations at home as well, as this helps to further solidify the partnership between school and parents.

Uniform:

Basic (utility) uniform:

- A. This is to be worn by all WLA cadets. It is a solid green, 4 pocket, Battle Dress Uniform (BDU) style shirt, and solid green, 6 pocket, BDU style pants.
- B. Headgear for cadets will be the military type “baseball” cover of uniform pattern. Two colors are authorized for wear; brown for student NCOs and OD green for other ranks.
- C. A black leather or webbed belt will be worn.
- D. Footwear will be black military style boots.
- E. A solid green military style field jacket may be worn in cold weather.
 - a. When worn, the field jacket will have all pockets closed and fastened when not in use, the front will be zipped closed and the closing snaps snapped closed.

Physical Training (PT) uniform:

- A. Basic PT uniform is the light gray T-shirt or sweat shirt with the authorized WLA logo on the front or back and gray shorts or sweat pants.
- B. Footgear will be sneakers.
- C. This uniform will be worn for all PT unless directed by the Battalion Sergeant Major.

Basic Dress Uniform:

- A. The basic dress uniform for all cadets will consist of a white uniform shirt with military style pocket flaps and epaulets, short or long sleeve, beret, and black uniform trousers.
- B. If long sleeve shirt is worn, a black military style neck-tie must be worn.
- C. The tie may include a military style pin to hold the tie to the shirt.
- D. The trousers will have no cuffs or pleats, have pockets in the front and rear only and not be of denim material.
- E. A black webbed belt with brass military buckle will be worn.
- F. Footwear will be a plain military style black dress shoe with black laces.

Optional dress uniform Sweater:

- A. Cadets are authorized to wear the black, long sleeved knit “commando” sweater for outer dress uniform wear by all ranks.
- B. This sweater can be purchased through the Battalion Uniform Shop.
- C. The sweater may not be worn if the individual has received orders to appear for duty in dress uniform with all authorized decorations and awards.

Optional Female Dress Uniform:

- A. Female cadets may opt to wear a standard black, “A” line dress skirt in place of pants in the dress and parade dress uniform.
- B. If worn, the lower hem of the skirt must not reach more than one (1) inch above the top of the knee when the cadet is standing at attention.

Substitute Uniform: Cadets who do not have a uniform are expected to dress in a manner that will support the WLA team. Authorized civilian dress is as follows:

- A. For daily wear: A clean, single color tee shirt or open collar shirt, without tears, holes, or excess wear, and without any profane language, images/words associated with hate

speech*, or images/words depicting drug/alcohol paraphernalia. The shirt must be long enough to cover the belt when worn outside the pants.

- B. Short-term: For students who, due to extenuating circumstances, are not able to report to school in the proper uniform, they will be issued a temporary uniform that is to be returned the next day. The uniform is to be washed and folded neatly when turned back in.
- C. Clean, single color black or blue jeans worn above the hips and secured with a belt. No holes, designs, advertising, or writing except the normal company labels are permitted.
- D. Footwear will consist of black sneakers or military style black boots.
- E. Substitute uniforms must fit appropriately as if they were regulation uniforms. This means they may not be too tight or too loose.
- F. Shirts or blouses may not have ruffles or flared cuffs or front.
- G. Sleeves may not be too long so as to cover the hands or too short as to ride above the joint where the top of the hand meets the wrist while standing at attention. The Corp Commander may determine appropriate wear within the scope of these regulations.

Hair styles:

- A. Generally, hairstyles are the choice of the individual, but to maintain a military appearance it is necessary to establish certain standards. Hairstyles that interfere with the proper wear of the uniform cap are prohibited. Some authorized hairstyles will differ for male or female personnel.
- B. Hairstyles that appear ragged, unkempt, or are of extreme appearance are prohibited. Cadets will not change their hair color or bleach their hair from its natural (birth) color. Cadets are expected to keep their hair clean and well groomed.
- C. Hair length must not fall below the uniform collar. Hair must not cover the face or eyes. Hair that is styled long and must be tied up must be set low on the back of the head to allow for appropriate wear of the cover.

Hair styles for males:

- A. Keep hair neat, clean, and well groomed. Hair above the ears and around the neck shall be trimmed from the lower natural hairline upwards at least $\frac{3}{4}$ of an inch and outward not greater than $\frac{3}{4}$ of an inch to blend with the hairstyle.
- B. Hair on the back of the neck must not touch the collar. Hair shall not be longer than four (4) inches and may not touch the ears collar, extend below the upper line of the eyebrow when headgear is removed, show under the front edge of the headgear when worn, or interfere with the proper wearing of the military headgear.
- C. The bulk of the hair shall not exceed approximately two inches.
 - a. "Bulk", for the purposes of this regulation is defined as the distance that the mass of hair protrudes from the scalp.
- D. Multicolored hair are not authorized. The unique, natural quality and texture of curled, kinked, waved, or straight hair is recognized and in some cases the $\frac{3}{4}$ inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and combine the taper with a line at the back of the neck.
- E. One, (cut, clipped, or shaved) natural, narrow front to back part in the hair is authorized. Mohawk style haircuts, braids, cornrows, or dreadlocks are prohibited.

Side burns:

- A. Shall not extend below a point level with the middle of the ear and shall be of even width (not flared) and shall end with a clean-shaven horizontal line. Sideburn styles such as Muttonchops, ship's captain, or similar styles are not authorized. Male cadets are permitted to wear mustaches so long as they are maintained within the regulations stated within this handbook.

Hairstyles for females:

- A. Hairstyles shall not be outrageous, multicolored, or faddish, this includes shaved portions of the scalp (other than at the neck line) or have designs cut or braided into the hair. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized.
- B. Ponytails, pigtails, widely spaced individual hanging locks (such as in the front hanging over the sides of the face) and braids that protrude from the head are not authorized. Braids shall be of uniform dimension, tightly interwoven and secured to the head to present a neat professional, military appearance.
- C. Hair will not be allowed to hang loose unless it is styled short enough that it does not protrude out from under the cap or cover any part of the face, front or sides in front of the ears. Hair will not be allowed to fall below the eyebrows. Foreign material of any kind (ribbons, leather, beads, etc.) may not be woven into the hair. If needed to secure the hair, hair ties of a similar color to the hair may be worn.
- D. The appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear must fit snugly but comfortably around the largest part of the head without distortion to its shape or excessive gaps. Hair will not show below the front brim of the headgear. When in uniform, hair may touch, but not fall below, a horizontal line level with the lower edge of the collar.
- E. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. A maximum of two (2) small barrettes/combs/clips, similar to the natural hair color may be used to hold the hair in place. Hairpins, hairnets, bands, beads, or any hair devices worn for decorative purposes are not authorized.

Facial Hair:

- A. All cadets will be clean shaven at all times unless a waver is granted for medical reasons. All facial hair will be kept closely trimmed.
- B. If a mustache is worn, no portion of it may extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and will not extend beyond the corners of the mouth on either side. Beards of any kind are not authorized for cadets.

Personal Appearance:

- A. All Cadets are expected to present a clean, neat appearance at all WLA functions. Personal hygiene problems can be an issue for corrective action. Cadets are expected to keep uniforms clean and neat and in good repair.

- B. Worn or damaged uniforms are not authorized for wear and must be repaired neatly with the proper color tread and or buttons. Cadets should be taught that the first step to self-respect is paying attention to your personal appearance.

Unauthorized Clothing and Styles:

Since there are times when Cadets will be at official WLA activities and not in uniform, some attention must be paid to appropriate “out of uniform” appearances. As with hairstyles, clothing styles are the choice of each individual. However, at WLA functions the following rules will apply:

- A. Cadets may not wear clothing that exposes undergarments to public view or clothing that exposes the stomach or midsection of the body. The top seam or open button of shirts, blouses, or shell tops should not extend any lower than between three 3-5 inches below the chin (depending on the persons build and height) when the persons is standing at attention unless an under garment is worn that has a seam that reaches that level or higher.
- B. Cadets may not wear pants that are excessively large and/or hang below the hips.
- C. Pants must be no longer than between three (3) and four (4) inches off the ground when the person is standing at attention.
- D. A shirt that is more than one size above their normal body, collar, or sleeve size is unauthorized. All Cadets must wear a belt or suspenders when in any uniform except for the PT uniform.
- E. Cadets can wear only a white t-shirt under their BDU shirt or dress shirt, which is to be always tucked in. For PT or other sporting events, cadets may remove their BDU shirt or dress shirt to compete in physical training or other specified events. With permission of the Battalion Commander, female cadets may wear a sports halter type garment that is designed for outerwear so long as it is covered by a t-shirt.
- F. At activities that involve water sports, cadets will wear swimsuits that cover their bodies appropriately. No thong or string bikinis or "T" back style suits will be allowed for either male or female cadets. Female cadets must wear single piece suits that cover them without holes, slits, or mesh covering.
- G. Cadets will not wear t-shirts, sweaters, turtlenecks, or other shirts under their uniforms that are larger than the uniform shirt causing it to be seen below the uniform shirtsleeves or above the neck. All articles of clothing worn under the BDU blouse must be either white or light grey. Hoodies are not allowed, and the clothing must not have logos, images, or depictions of any kind, unless it is a WLA sweatshirt that has been purchased at school.
- H. For cold wear, cadets are authorized to wear such undergarments as are designed for that purpose so long as they do not violate the section above.
- I. Cadets will wear socks with their uniform shoes or boots at all WLA functions. Socks will be black for dress uniform wear but white, green or black sweat socks will be authorized with boots.
- J. The Battalion Commander will have the authority to add such restrictions to styles as are needed to meet WLA standards. In the case of a discrepancy as to the meaning of any part of this section, the Academy Commander/Executive Director will make the final determination.
- K. Cadets will not wear clothing that is too tight for their body size and shape. “Too tight” is given to mean clothing that molds to the body shape such as spandex, stretch pants, skinny

jeans or tops of clothing that does not allow enough room for ease of movement within the garment without stretching the seams, buttons, or closures.

- L. When authorized to wear civilian clothing during a WLA activity or event, the clothing worn will be expected to cover the person appropriately and be of a type of material that will not allow the body or undergarments to be seen through the clothing.

Earrings:

- A. Male cadets are not permitted to wear earrings while in uniform. Female cadets may wear one earring per ear while in uniform. The earring must be worn at the center of each earlobe and at the base of the ear. The earrings must be a matched set and not exceed 6 mm (or ¼ inch) in diameter. It must be plain with a shiny or brushed matt finish. All other colors are prohibited.
- B. Earrings are permitted when in civilian dress at any WLA activities such as dances or parties. The Battalion Commander or their designee will be the final approving authority based on non-uniformed events.

Watches and bracelets:

- A. One wristwatch is authorized for all ranks either gender. Bracelets are not authorized either gender or any rank unless authorized by the Battalion Commander.

Body piercing:

No cadet of either gender will be permitted to wear jewelry on any part of their body except as listed above. Cadets who apply for enrollment with this type of piercing must remove it prior to enrollment. Cadets who receive this type of piercing after enrollment will be subject to corrective action and will be told to remove the unauthorized jewelry. Failure to do so may result in dismissal from any and/or all WLA programs.

- A. Jewelry as described above and is worn under the clothing is also prohibited. These items can hook or snag on clothing during training and cause injury.
- B. When in uniform, cadets are permitted to wear one ring per hand. Rings are not authorized for the thumbs for either gender or any rank or position. Rings must not pose a safety hazard. Rings with sharp points, crude symbols, or drug symbols will not be permitted.

Uniform and Accessories:

- A. If a hairpin, clip or tie is necessary to hold the hair in place for proper uniform wear, this item must be simple in design and no larger than needed to accomplish the task. No decorative clips, i.e. butterflies, flowers, “scrunches” etc. are permitted. These must be black, clear, or solid. The Battalion Commander will have the authority to prohibit any of these items that they feel may detract from the military bearing of the cadet.
- B. For male cadets, fingernails shall not extend past the fingertips and must clean. Decorating nails in any fashion is not authorized.
- C. For female cadets, fingernails shall not extend more than ¼ inch beyond the fingertip. Females may use a color on their nails so long as it complements the skin tone and does not detract from the uniform. Examples would be clear, or earth tones. No black, white,

or bright colors are authorized. No attachments, false nails, or decorations such as rhinestones or glitter are permitted.

- D. While in uniform, a single necklace is permitted. It shall not be visible. This applies to all religious necklaces as well.

Cosmetics:

- A. For female cadets, light makeup is permitted when in uniform. It must be applied in so that the colors blend naturally with the skin tone, and enhance natural features. Exaggerated cosmetic styles are not authorized. Examples are black, white or bright colors that do not match the normal skin tone. Lipstick colors shall complement the natural skin tones; no black, white or bright colors are authorized.
- B. Female cadets are prohibited from wearing black or dark colored eyeliner while in uniform. Light eye makeup of natural colors is permitted provided it is applied so as not to be apparent. False eyelashes are not authorized.
- C. Cosmetics of any kind are not authorized for male cadets.

Eyewear:

- A. Multicolored or oddly shaped eyewear is prohibited wear by cadets while in uniform. Non-prescription sunglasses must conform to appropriate military styles including wire rimmed in black, silver, gold, or bronze color. Sunglasses may not be worn during ceremonies or while in formation unless they are prescription or are required wear due to a medical profile. Sunglasses will not be worn in the classroom. The Battalion Commander will have final approval on the specific definition of appropriate eyewear.
- B. Use and wear of other jewelry items not covered in this section will be at the discretion of the Battalion Commander.

Uniform and Equipment Care:

- A. Any uniforms, patches, insignia, or equipment purchased by WLA are the property of WLA and no other individual, program, or organization. Cadets are responsible for all uniforms and equipment issued to them. They must keep all items clean and in good repair. Cadets will be billed for items damaged or lost through neglect or poor care and will sign an equipment issue form for all items issued to them. The cost of those items at the time of issue will be listed on the form. Adjustment will be the responsibility of the Battalion Commander. Cadets will **not** be billed for items damaged or destroyed through accident or normal wear.
- B. Items or equipment purchased personally by a cadet for use while enrolled in WLA are subject the conditions of wear and care indicated in these regulations. Improperly worn uniforms, insignia, or equipment will be subject to corrective action. Worn, damaged, or unsanitary equipment will be replaced at the individual's expense in a timely manner or the individual may be subject to corrective action.

SECTION V: STANDARDS OF CONDUCT:

Cadets enrolling in WLA will be expected to accept responsibility for their actions and attitudes and to make their best effort to uphold their “Honor Agreement” as well as the conditions indicated below:

Cadet Creed

I am a WLA cadet

I am a Leader, in my life, in my community
I will strive to be and to do my best
Even when others around me are not.
I will set the example

I am a WLA cadet

I have not use for things that will destroy
My motivation and damage my future
I will reject drugs, violence, and hate in all forms.
I will neither commit nor support acts against the laws
Of my community, state, and nation.

I am a WLA cadet

I will always reach for the highest and best goals.
For myself, my team, and my community.
I will strive to help my teammates grow
I will never pull them down or allow myself
To be pulled down by others.

I am a WLA cadet

I am part of a team
I will, at all times, consider the needs
Of my teammates in my decisions
I will always be aware that my actions
Are the way my team will be judged

I am a WLA cadet

I am part of a great nation.
I will honor our past and live for our future.
I will respect all it stands for that is just and right.

I am a WLA cadet

I am the leader
I will set the example.
I will strive to make it better.

Standing Orders:



WLA STANDING ORDERS

10 JUL 17

1. NO food or drink will be consumed by Cadets except during lunch and/or nutritional breaks in the areas as designated by staff. "Snack food"-including, but not limited to, candy, chewing gum of any kind, cookies, pastries, sodas, energy, and sports drinks which are high in caffeine and/or sugar or sugar-substitute, and/or marketed as "diet" are not considered nutritional or essential to operations. Drinks and food as described are prohibited. Such items found on the person of a cadet in any location, while on duty are subject to impoundment (Searches Policy). Unit commanders may request an exception to this policy for a singular event in writing 48 hours in advance of a scheduled event to the Battalion Commander.
2. Cadets will remain in their designated area during lunch, on breaks and during class times. Students found outside these areas without a hall pass will be considered AWOL.
3. All Cadets will report to and depart the Academy in uniform IAW Series 800 Regulations. The mixing of the duty uniform of the day with other clothing is prohibited unless authorized by the Battalion Commander or Sergeant Major. Civilian attire will be authorized only if a request is made in writing from the parent or guardian 48 hours in advance and approved by the unit Commander and/or 1SG. The final authority for this decision will rest with the Battalion Commander.
4. Unless it is in the event of a life or property-threatening emergency which requires immediate attention of the closest Staff member, the chain of command will be used and enforced.
5. Cadets will conduct themselves according to the series 500 Regulations (of the CBLS) always, 24 hours a day, seven days a week. All cadets are subject to corrective action so long as they are enrolled, regardless of location.
6. HORSEPLAY-Mock fighting, throwing any object not specifically authorized in an athletic event, making any physical contact without consent of another party, running in such a manner that injury may result such as in chasing, is PROHIBITED and subject to action under regulations.
WLA RULE IS SIMPLE-If you think it may be considered Horseplay: DON'T DO IT!
7. Profanity is prohibited.

These orders are to be in the cadet's possession when on duty and adhered to always.

Classroom standing orders

1. Students will use the following procedure when addressing their instructor in class:
 - A) Raise your hand.
 - B) Wait to be recognized.
 - C) Stand at ATTENTION.
 - D) Ask your question or make your statement.
 - E) Re-take your seat on order.
2. Students will not engage in conversation or otherwise disrupt the order and discipline of the class when they are out of their seats. Students will go where they are sent without unnecessary delay and return as ordered!
3. Students will enter and leave classrooms according to US Army FM 22-5: Drill & Ceremonies, on order of their Instructors. Entry and exit will not be performed without the specific consent of the Instructor, Commander, 1SG, or authorized Student Leader, any other departure is considered Absent Without Leave (AWOL).

4. Cadets will address each other and staff by name and rank.
 5. All Cadets will use the following noise level as instructed during class:
 1=SILENCE 2=WHISPERS 3=PARTNER OR GROUP DISCUSSION
- Any violation of these standing orders is subject to corrective action under WLA/PYCO code of conduct:
 Failure to Obey a Lawful Order or Regulation.

Cadet Honor Code

- A. _____ I will comply with the lawful orders of the Officers and NCOs of the Academy and those Cadets who are appointed over me to the best of my ability. If I am given an unlawful order, I will report this to my chain of command.
- B. _____ I will comply with all rules and regulations as written in the Pioneer Youth Corps Handbook, to include the Cadet Creed.
- C. _____ I will attend all classes, activities, and functions of this Academy as ordered. I will make every effort to inform the Academy if I am unable to attend prior to this.
- D. _____ I will make every effort to perform my academic duties. If I am unable to do so, I will report it and seek help when I need it.
- E. _____ I will refuse to damage my body and my future by using any type of controlled or prohibited substance which includes but is not limited to: tobacco products, alcohol, drugs, or medication not proscribed by a competent medical authority specifically to me.
- F. _____ I will not participate in any criminal activity or behavior. I will report any other Cadet who engages in such activity through my chain of command and not be an accessory to it. I will do this to preserve and protect the honor of the Corps, the Academy, and myself.
- G. _____ I will take full responsibility for all uniforms and equipment the Academy places in my care. I am prepared to make restitution to the Academy for any property or equipment damaged or lost through neglect or misuse.
- H. _____ I will not judge other people inside or outside of this Academy by race, color, gender, background, national origin, ethnicity, religion, sexual orientation, or gender identification. I will respect and support my superiors, Parents, Guardians, Elders, and Peers at all times. I do this for the honor of the Academy and myself.
- I. _____ I will set the example and work as the member of a team, I WILL NEVER LET THEM DOWN.

Cadet Code of Conduct

- A. WLA has authority and control over a cadet at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in WLA provided transportation.
- B. Off campus conduct and outside of school time conduct that violates WLA's Student Code of Conduct may also be the basis for discipline up to and including expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.
- C. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:
 - a. Assault;

- b. Hazing, harassment, intimidation or bullying, menacing, cyberbullying and teen dating violence;
- c. Coercion;
- d. Violent behavior or threats of violence or harm;
- e. Disorderly conduct, false threats and other activity causing disruption of the school environment;
- f. Bringing, possessing, concealing or using a weapon¹⁵;
- g. Vandalism, malicious mischief, theft, including willful damage or injury to WLA property; or to private property on WLA premises or at school-sponsored activities;
- h. Sexual harassment;
- i. Use of tobacco, alcohol, or drugs¹⁶, including drug paraphernalia
- j. Use or display of profane or obscene language;
- k. Disruption of the school environment;
- l. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- m. Violation of WLA transportation rules;
- n. Violation of law, Board policy, administrative regulation, school or classroom rules.
- o. Possession of a dangerous weapon.¹⁷
- p. Possession of a deadly weapon.¹⁸
- q. Possession of a firearm.¹⁹
- r. Possession of a destructive device.²⁰ include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

¹⁵ Under state and federal law, expulsion from school is required for a period of not less than one year for any cadet who is determined to have brought, possessed, concealed or used a firearm on school property or at a school-sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on WLA property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon, or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

¹⁶ In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of public charter school property is a Class A felony, as provided by ORS 475.999.

¹⁷ Defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

¹⁸ Defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

¹⁹ Defined by 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, or any destructive device.

- D. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone²¹ is prohibited.

SECTION VI: DISCIPLINARY ACTIONS:

Purpose: As with any program that teaches, encourages, and promotes personal growth, it is important to establish parameters of acceptable behavior. Rules must be simple, enforceable, and allow for a method of re-evaluation and assessment. It is the responsibility of every leader at WLA to ensure that the methods of setting and enforcing these parameters are instructional and do not damage the self-respect and personal drive of cadets.

This section provides the corrective action for all violations listed in Section V of this handbook as well as under Section 500 in the CBLs.

- A. Any cadet who violates the Student Code of Conduct shall be subject to disciplinary action.
- B. A cadet's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.
- C. Discipline at WLA is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.
- D. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.
- E. Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.
- F. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials or appropriate health services.
- G. Violations of WLA's weapons policy, as required by law, shall be reported to law enforcement.

Correction Methods:

The level of response will be determined by the severity or repetition of the offense/violation committed:

- A. Verbal Correction
- B. Physical Exercise/Remedial Training
- C. Warning Counseling Statements
- D. Formal Counseling Statement

²⁰Defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a 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.

²¹ A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds, including public charter schools.

- E. Command Corrective Action (Company)
- F. Command Corrective Action (Battalion)
- G. Probation
- H. Dropped from Rolls (DFR/Expulsion)

Verbal Correction:

The first level of corrective action is based in the military principal of "on the spot correction". This simply means that whenever possible, unacceptable behavior will be addressed and corrected immediately. Often, the only response necessary at this level is to verbally acknowledge the behavior and to inform the cadet that it is unacceptable.

- A. Application of Corrective Action Limited: Except for verbal correction, the use and application of corrective action as established in this section is limited to staff. Non-staff members or appointed volunteers may not apply other forms of corrective action but will be required to report violations of regulations, orders, or inappropriate behaviors on the part of any cadet to the senior officer present at the time.
- B. Cadets Obligated to Follow Directives: Cadets are expected to obey the lawful directions of non-uniformed staff, appointed volunteers, staff and students appointed over them in accordance with regulations, public law, and the cadet honor code agreement. Cadets reported for a violation of this section will be subjected to corrective action for the original offense reported and additional corrective action for willful disobedience of a staff member.
- C. Lawful commands/orders; Adjudication/rules of evidence: When considering a ruling on the receipt of a direct order or command from a staff member, or lawful order from an individual appointed over them, the commanding officer is to consider the following:
 - a. The individual accused knew that the order was given by an individual known to him or her to be superior in rank or position;
 - b. That the nature of the order was not unlawful, in that it was not instruction to commit a crime, injure his or herself, or to injure another person;
 - c. That the order was not in contravention of the constitution of the United States or any other statutory authority;
 - d. The specificity of the order given and received was understood and the individual had all means necessary to carry out said order. That if they did not, they made respectful inquiry to complete the order;
 - e. The order was pertinent to the line of duty and/or;
 - f. The order was to maintain the good order and discipline of the unit.

Physical exercise:

- A. Physical exercise correction is used to reinforce verbal direction or to encourage cadets to take corrective action more seriously. It is intended as correction and not as punishment or to insult or humiliate a cadet. The number of repetitions and the type of exercise to be used must take into consideration the age, size, and physical condition of the cadet and shall be administered in a manner that does not cause physical pain or injury.
- B. The physical exercises used must be found in either the US Army FM 21-20 or in the US Marines High Intensity Tactical Training program. In no case shall more than twenty (20) repetitions of an exercise be administered for a single offense at one time.

Special Interventions in Corrective Action:

It is the purpose of these regulations to establish parameters for the application of corrective action at WLA. It is by no means a comprehensive listing of all available methods of working toward changing a cadet's behavior, attitude, or mindset. Some other methods can be used. For example:

- A. Physical Exercise: Often cadets simply need to burn off energy resulting from anything from just youth enthusiasm to anger over their home situation. Sometime a "mindless" task can be used as corrective as well as a "cooling off" period. Requiring a cadet to build a sand bag wall and after it is completed you discover you do not like it and it must be moved once or twice can often allow a cadet to refocus their energy.
 - a. Variations of this theme can include digging a hole a very specific size and then refilling it, raking leaves or grass, or sweeping an area. It is the idea of repetitive motion and a project that is purely physical rather than technical that helps the cadet focus.
 - b. Projects like these should be done alone. If you have more than one cadet that requires this type of intervention, then make sure you keep them far enough apart they cannot talk to each other. That defeats the purpose and often exasperates the original issue.
- B. Focusing corrective action on a cadet's deficiency will often cause them to become angrier, rather than making them aware of the reason for the action. For example, if a cadet is very poor at writing giving them an essay to write is only going increase their frustration but having them copy a page from a book gives them something to look at and work from while affording practice for their writing.
 - a. These are only a few recommendations for consideration. The goal of corrective action is to help the cadet bring about change in their lives, and helping them to be leaders over their own lives as well as others. Going from counseling statement directly to Expulsion will not accomplish that, and is not allowed unless mandated by state law.

Remedial Training:

- A. Remedial training is used to establish and maintain an acceptable pattern of conduct. Remedial training may take the form of a supervised and regulated drill or other physical activity which must be related to the offense committed. The training may entail instructing the individual to render a written copy of the rules, regulation(s), or law that was broken.
- B. Remedial training is to be planned, prepared for, and conducted under the direct supervision of a staff member. Protection from inclement weather will be provided by the individual supervising the training. This may include working undercover or issuing wet weather gear in the event of rain, sleet, or snow.
- C. Cold weather will be considered if the temperature falls below 40 degrees Fahrenheit. Equipment for the protection of hands, eyes, and hearing will be provided as the task dictates by the unit. The individual given the task may be uncomfortable or tired. Individuals tasked will not be intentionally or deliberately subjected to any form of remedial training which will cause pain, injury, or illness.

Use of Physical Exercise by Student Leaders:

- A. This level of corrective action will only be used by cadets with the rank of Corporal or above, or who are assigned as Platoon Leader or Class Leader.
- B. Company Commanders or ISGs may restrict the use of any type of correction by Student Leaders on the basis of their best judgment of that cadet's level of maturity, leadership skills, or ability.
- C. Student leaders will be restricted to issuing a maximum of ten (10) repetitions per offense and must be under the direct physical supervision of a staff member.

Limitations to Physical Exercise as Corrective Action:

- A. Cadets may formally protest the use of physical exercise in the form of correction action if they experience physical pain. For the purposes of this regulation, "physical pain" is given to mean pain beyond what could reasonably be considered normal discomfort. A formal protest of this matter may be made either through the normal chain of command or by written notification to the Battalion Commander.
- B. If a staff member is seen to apply a general trend of harshness in the application of physical exercise as corrective action, this will become a serious cause for concern. Reports of overzealous use of physical exercise will be reviewed by the staff member's direct supervisor and a report sent to the Battalion Commander.

Profiles from Physical Exercise:

- A. When a cadet is suffering from an illness or injury that prevents them from performing their normal duties including but not limited to, scheduled training or corrective action, they must obtain a medical profile to excuse them from these activities.

Types of Profiles:

- A. There are two types of profiles, permanent and temporary. A permanent profile is given when a cadet has permanent medical condition that prevents them from carrying out certain types of duties or activities. A temporary profile is given for a specific duration because of an injury or illness that is expected to heal and allow normal the person to resume normal training and activities.

Permanent Profiles:

- A. When a cadet is suffering from a permanent or long term (more than one complete school year) medical condition including injury or illness that prevents them from conducting their normal duties they will be given a permanent medical profile from specific duties or training.
- B. This profile must be supported by documentation from competent medical staff qualified to render a decision regarding a person's physical ability to take part in their normal duties and training.

Temporary Profiles:

- A. When a cadet suffers an illness or injury that is expected to heal within a specific period, they may be granted a temporary profile from specific training or activities during the healing period.

- B. Parents may grant a profile for a period of three (3) days by sending a signed note indicating the medical condition and what training and/or activities they wish their cadet to be excused from.
- C. Parents may extend the profile for three additional days if needed.
- D. Profiles for more than six (6) days will require a note from a physician.
- E. Profiles for more than six (6) days are required (if possible) to have a re-evaluation date or a date when the individual may return to normal duty.

Spot Profiles:

- A. A Company Commander or Battalion Commander may award a profile for up to 24 hours if they observe a condition that would normally prevent a cadet from conducting a specific type of training or activity.
- B. The Officer will then contact the parent and recommend either a parent profile be issued or that medical staff evaluate the cadet.

Counseling Statements:

- A. These forms are prepared only by Officers and staff NCOs when they have counseled a cadet regarding their behavior, attitude, or other violation of WLA rules or regulations. These forms will be filled out and turned into the Battalion Commander to be reviewed and filed in the cadet's educational record. These records will be maintained for five years after their expected date of graduation.
- B. Counseling Statements are used to help determine promotions and awards and to establish a plan to help cadets in dealing with unacceptable behaviors. NOTE: Issues requiring a counseling statement should match a violation in WLA Student Conduct, Battalion Standing Orders, or a specific policy memo issued by the Battalion Commander.

Disposition of Counseling Statements:

- A. All counseling statements will be retained in the cadet's behavioral file. All behavioral files, complete with all annotations, signatures, and dates will be maintained by the Battalion Registrar. All disciplinary incidents, and subsequent interventions, will be uploaded to the on-line system Synergy by the Battalion Sergeant Major.
- B. If the cadet returns, or re-enrolls, the files are returned to the gaining command for continuation of records. If the cadet has enrolled in a new school, all records of conduct shall be copied and forwarded to the next gaining authority.

Warning Counseling Statements:

- A. These are to be used for repeated issues of behavioral problems and minor infractions of rules and regulations, some first-time offenses, or for cadets who normally show excellent behavior and commitment to the program.
- B. This will document the offenses and the staff response, but will not normally be used against the student for awards or promotions. Staff should limit the use of warnings to one on any similar behavior issues. If the behavior continues after one warning, other courses of action should be considered.

Formal Counseling Statements:

- A. Formal Counseling statements are used when the offense is more serious or when the cadet has not learned to adjust their behavior using lesser methods. They will be considered when a cadet is being reviewed for awards, promotions, demotions, special activities, probationary or expulsion status. Formal Counseling statements are also used to document information and actions when considering more serious actions such as suspension, probation, or expulsion.
- B. Both Written Warnings and Formal Counseling statements are subject to review at Battalion Command level. The Battalion Commander will reserve the authority to remand the counseling back to the unit commander for lesser or more relative corrective action/training.

Student Leader Reports:

- A. Cadets assigned as Platoon Leaders, or as Class Leaders may write Student Leader Reports as a formal report of behavior or incident. They must be reviewed and signed by the Company First Sergeant before being presented to the Company Commander.
- B. The Company Commander will determine if the report is approved for addition into the cadet's file. Once approved, these reports will be recorded in the Behavioral Record and may be taken into consideration when writing Counseling Statements. These reports will not, by themselves, be used to determine awards, promotions, demotions, special activities, Probation or expulsion.

Command Corrective Action:

- A. Cadets who require some form of corrective action beyond the most basic levels will be addressed first at the Company level. A Commander is not required to, but may elect to, take Command Corrective Action (CCA) when a cadet has received at least one Formal Counseling Statement. This action is intended to respond to cadet discipline issues when it has become clear that more basic levels of corrective action have not been effective.

Authority and Use of the CCA (Company):

- A. The Company Commander will have the authority to determine a course of corrective action for a specific offense or behavior on the part of the cadet, that are either a direct violation of WLA Code of Conduct, or that show that they are unable or unwilling to comply with the rules and regulations of WLA.
- B. The Company Commander will review all the facts related to the behavioral issue in question and will determine an appropriate course of corrective action designed to address the issue.

Preparation and Reading of Charges and Specifications:

The Company Commander may direct the unit First Sergeant, or in the case of the Battalion Commander, the Sergeant Major, to prepare the command corrective action form as outlined in appendix A of the CBLIS. The unit First Sergeant will include the following when preparing a CCA:

- A. The date, place, and time the individual charged committed the offense.
- B. The specific article in the Student Code of Conduct, and criminal code if applicable that was violated.

- C. The unit First Sergeant may read the charges and specifications to the accused at the direction of the Commanding Officer, including the outline of the individual’s rights. The accused will be provided a copy of the form and the parent/guardian will be notified without delay of the action taken by the individual reading the charges and that the form will be taken home by the accused. The parent/guardian will be advised that they may be present if they desire, at the adjudication proceedings to follow.
- D. The accused will have no less than 24 hours as outlined in the form to decide which plea to make. At that time, the cadet will be afforded a reasonable timeline by the unit commander.

Proceedings:

- A. The Commanding Officer will adjudicate the proceedings and try the case. The accused will offer a plea of guilty or not to the charges. The accused will be afforded the opportunity to present witness testimony in person or in the form of written statements in matters of defense, extenuation, or mitigation.
- B. Should the accused call witnesses or present statements as to his or her character, this testimony must include specific circumstances where the individual was presented with similar circumstances which afforded the opportunity to act in accordance with the code and did so. Simply stating that the accused was in his or her personal judgment is or was “good” is insufficient cause for testimony on character.
- C. The Commanding Officer will afford the opportunity to the parent/guardian of the accused to render testimony, request greater or less corrective action, or any other statements relative to the proceedings before deciding the case.

Maximum Corrective Action, (Company): The Company Commander may impose up to the following actions:

- A. Loss of lunch period and loss of all free time²². Not to exceed 10 school days.
- B. Extra duty on Battalion grounds, under staff supervision, for up to one hour per day for not more than 10 school days. This may also include In-school Suspension not to exceed two weeks at a time.
- C. No favorable action for up to 30 days. For purpose of this regulation, “no favorable action” is taken to mean no promotions, assignment to leadership positions, participation in special activities, awards, or transfers.
- D. Reduction in rank to the next lower level. (Reduction in rank for cadets in grades Corporal or above must be made on the Academy or Battalion level)
- E. Suspend any corrective action, in part or whole, for a period not to exceed 90 days to be imposed if a second incident of misconduct occurs.

Participation and Rights:

A cadet called to CCA has the right to:

- A. Have a parent or guardian present
- B. Have a spokesperson on their behalf
- C. Have the hearing by the Company Commander made public

²² In accordance with WLA’s Wellness Policy, students must be allowed 10 minutes after sitting down for breakfast and 20 minutes after sitting down for lunch.

- D. Bring witnesses on their behalf
- E. Present evidence on their behalf
- F. Remain silent during the proceedings. (If the cadet chooses to speak, any statement made could be used against them.)
- G. Request that the issue in question be addressed by the Battalion Commander rather than the Company Commander. (If a cadet makes this request he/she will then be subject to that level of corrective action authorized for the Academy or Battalion level, see CCA/Academy.)

Authority and Use of the CCA (Battalion):

The Battalion Commander will have the authority to determine a course of corrective action for a specific offense or behavior on the part of the cadet, that are either a direct violation of the Cadet Code of Conduct, or that show that they are unable or unwilling to comply with the rules and regulations of WLA. The Battalion Commander will act in the following cases:

- A. When a Company Commander refers an issue because it is serious enough to require corrective action that is not within the scope of his/her authority.
- B. When a Cadet requests that the Battalion Commander addresses the issue rather than the Company Commander. In this case, the Battalion Commander will have the authority to refuse to hear the case unless he/she is satisfied that there is a compelling reason to intervene.
- C. When the issue involves a criminal act requiring the response of law enforcement. This will include any weapons, drug, incidents of assault, or threats of violence.

Maximum Corrective Action, (Battalion):

The Battalion Commander may impose up to the following actions:

- A. Loss of lunch period and loss of all free time, not to exceed 15 school days.
- B. Extra duty on Battalion grounds, under staff supervision, for up to two hours per day for not more than 15 school days.
- C. No favorable action for up to 90 days. For purpose of this regulation, “no favorable action” is taken to mean no promotions, assignment to leadership positions, participation in special activities, awards, or transfers.
- D. Reduction in rank to the next lower level.
- E. Place the cadet on probation not to exceed 90 days.
- F. Expulsion

Participation and Rights:

A cadet called to CCA has the right to:

- A. Have a parent or guardian present
- B. Have the hearing by the Battalion Commander made public
- C. Bring witnesses on their behalf
- D. Provide other evidence on their behalf
- E. Remain silent during the proceedings. (If the cadet chooses to speak, any statement made could be used against them.)

Review Authority and Appeal:

- A. The Company Commander will send a copy of the CCA form to the Battalion Commander for routine review. The Battalion Commander will send a copy of any Battalion CCA that resulted in an expulsion to Springfield Public School District.
- B. For cadets assigned to a Battalion CCA, a parent or guardian may request review by the Corp Commander/Executive Director or the Academy Board of Directors. Corp Commander reviews must be completed within 48 hours of the original action. Corrective action may not be applied before review.
- C. Corrective actions sent to the Corp Commander or the Academy Board of Directors for review will be held in suspension until the review is completed. In cases where a Board review involves a possible expulsion, the Battalion Commander may suspend the action until the next board meeting if there is enough evidence that procedure was not followed or relevant facts were not considered.

Administration and Documentation of CCA:

- A. Documentation procedures for the CCA are contained in PYCO form 05-xx included in the appendix of the CBLS. Any written documentation presented or notes taken by the presiding officer will be included in the file.
- B. A copy of PYCO form 05-xx will give to the cadet receiving the CCA at least 2 school days prior to the review. The cadet must respond to the presiding officer within 1 school day prior to the review with a list of any witnesses to be called, evidence to be presented, and who will be their spokesperson, if any, and if they are requesting an open hearing.

Notification:

- A. If a CCA determines that a cadet will be subject to suspension, probation, or expulsion, parents must be notified in writing within 24 hours of the decision.
- B. If a cadet with an IEP is subject to suspension, probation, or expulsion because of a CCA, both the parents and the cadet's Case Manager must be notified in writing within 24 hours of the decision. Arrangements will be made to conduct a manifestation hearing as soon as possible and in no case less than 2 days after the decision is rendered.

Probation and Suspensions:

Probation:

- A. If a cadet has not demonstrated a pattern of consistent behavior that would normally warrant an expulsion, the cadet may be placed on probation as opposed to expulsion.
- B. The length of the probationary period is determined by the Battalion Commander and cannot last longer than 90 days.
- C. During the probationary period, the student must demonstrate a commitment to adhering to WLA regulations as well as avoiding the violations that merit an expulsion.
- D. If, at any time during the probationary period, a cadet violates the terms of the probation, the cadet will automatically go to an expulsion hearing.
- E. The use of probation is designed to allow the cadet to demonstrate a willingness and eagerness to improve the behavior.

Notification:

- A. When a cadet is placed on probation there will be a written notification and a telephone contact made with the cadet's parents. Phone contact should be made as soon as possible but in no case later than 24 hours after the decision is made. Probation letters will be issued out of the Battalion office with a copy to the student files and to the Springfield School District.
- B. The probation letter must outline, in detail, the behavior that resulted in the action and what the cadet must do to remain at the Academy. In addition to this, the probationary letter will clearly state the conditions that will result in expulsion. It must be clear that the next step after probation would be a Battalion Command Corrective Action pending expulsion. Probationary letters must be issued with 24 hours of the decision having been approved by the Battalion Commander.

Extensions:

A first probation may be extended for 30 days to allow the Cadet to meet the goals and conditions of their probation if it is determined that the cadet is making acceptable progress toward these goals. Extensions are made at the discretion of the Battalion Commander with a recommendation from the Sergeant Major.

In-school Suspension:

- A. In-school suspensions should be used only when lesser forms of corrective action have proved ineffective and the offense is serious or is the result of continued and increasing minor behaviors. Cadets on in-school suspension must report to the school and will be given appropriate duties and assignments during the event. All in-school suspensions must be approved by the Battalion Commander, and cannot exceed 10 school days.

Use of Suspension During Probation:

- A. Cadets who are currently on probation are not eligible for suspension from their academy or program. Suspension is an intermediary action designed to help prevent a cadet from being placed on probation.

Probation for Cadets with an IEP:

- A. Cadets who have an IEP may be placed on probation. This is the final action on the part of the Battalion before convening an IEP placement meeting to determine if the program is an appropriate placement option.
- B. Prior to the placement meeting, a manifestation hearing must be held to determine if the behavior was a direct result of the cadet's disability. If a cadet with an IEP is placed on probation, a copy of the notification letter sent to the parents will go to the Springfield School District and to the Battalion's Special Education staff.

Suspensions:

For the purposes of this regulation a suspension is defined as:

- A. A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:
 - a. Willful violation of Board policies, administrative regulations or school rules;
 - b. Willful conduct which materially and substantially disrupts the rights of others to an education;
 - c. Willful conduct which endangers the student, other students or staff members; or
 - d. Willful conduct which damages or injures district property.
- B. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.
- C. Every reasonable and prompt effort will be made to notify the parents of a suspended cadet.
- D. While under suspension, a student may not attend after-school activities and athletic events, be present on WLA or SPS property nor participate in activities directed or sponsored by WLA or SPS.
- E. School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension.²³ (For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty, but not daily classwork or homework)

Use of Suspensions:

- A. Suspensions are an intermediate step designed to keep a cadet off probation and to help them avoid expulsion. Care should be taken that in sending a cadet home that it is not viewed as a holiday from schoolwork. Cadets sent home on suspension will still be responsible for all assignments and duties that would be expected of them were they attending regular classes.
- B. Suspensions are intended to be used as a "cooling off" period or as a change in environment for those cadets who are going through a difficult period and are not able to function effectively in their Company area or in regular classes. Suspension must be approved by the Battalion Commander before being applied.

Planning a Suspension:

Before a cadet is placed on suspension, a Suspension Plan will be developed. It will be written in simple memo form and be sent up the chain of command for approval. A copy of the plan will be filed in the cadet's behavioral records. The plan will include:

- A. The reason for using suspension as a method of corrective action
- B. The type of suspension (in home or in school).
- C. The expected outcome of the suspension.
- D. The duties or activities the cadet will be expected to perform during the suspension.

²³ OAR 581-021-0065

Limitations of Suspensions:

- A. Suspension should not be more than three school days.
 - a. Corrective action such as “thinking reports” or essays related to their behavior issues may be required.
- B. Suspension should not be used unless other lesser interventions have been tried first.
- C. Consideration should be given to the parents’ work schedule when deciding what type of suspension to use (in home or at school).
 - a. It may be more appropriate to use a suspension that keeps the cadet at the academy or program rather than sending them home because of a lack of support or supervision at home.

Suspensions for Cadets with an IEP:

- A. Cadet’s with an IEP may be subject to suspension. These cadets may not be suspended more than a total of ten (10) days in one academic year. When planning a suspension, the cadet’s Case Manager must be included.

Exceeding Suspension Limits for Cadets with an IEP:

- A. Those cadets who have been suspended twice (maximum of six (6) days) within an academic year, especially for similar issues or behaviors, must be reviewed by the IEP team. After two suspensions, a Cadet should be reviewed to determine if this is an appropriate placement for this student.
- B. If the decision is made that this is not an appropriate placement than an IEP Placement Meeting will be called and a new plan will be developed including the reassignment of the student out of the Academy.
- C. If it is determined by the Academy IEP team that the cadet can be served by the Academy, an action plan will be developed to respond to the behavior or issue without an additional suspension. Under these conditions a cadet may be suspended for one more three (3) day period if necessary during the remainder of the academic year if the suspension does not exceed a total of ten (10) days.

Dismissal/Dropped From Rolls (Expulsion):

Purpose and Scope:

- A. Dismissal from WLA is to be used as the last resort. It means that a Cadet’s behavior has become extremely disruptive to the program and all corrective action methods have not been successful in altering their behavior pattern. This indicates that the cadet is not appropriate for this program.
- B. Cadets under expulsion are to be sent home immediately after contact with the parent. If this is not possible then they are to be removed from their unit and all activities and will remain in a detention status until they can be sent home.
- C. Under some conditions, cadets may be allowed to return to the academy or program next school year either at a reduced rank or as a Cadet Basic. Second dismissals will be considered permanent. In all cases cadets must be placed on probation before expulsion, except in cases where expulsion is required by law.

- D. Cadets who are pending expulsion are required to appear before a Battalion level CCA before they can be dismissed from the program, except those cadets subject to expulsion as required by law outlined in OAR 581-021-0070.
- E. An expulsion will be recorded in the Battalion log as a discharge for misconduct. Once the expulsion process has begun, a cadet cannot be dis-enrolled from the school. The cadet must go through the entire expulsion process.
- F. Expulsions are intended to be the result of accumulated documentation of a Cadet's behavior, actions, and attitudes over a period of time. There are certain actions that, by their nature, may require that Cadet be subjected to immediate expulsion.

Serious Incidents Requiring Mandatory Action:

- A. Insubordination Counseling Statements:
 - a. Action: Two formal counseling statements = Referral to RTI
 - b. A third formal counseling statement = Probation
- B. Possession of a weapon:
 - a. Action: Suspension pending expulsion hearing
 - b. For the purpose of this policy, a weapon is considered to be:
 - i. All knives of any length, style, or design.
 - ii. Any gun.
 - iii. Any slingshot or projectile weapon
 - iv. Any stick, bat, rod, or tool that by its design or modification is clearly intended as a weapon, defensive or offensive.
- C. Any attempt to distribute or pretend to distribute a controlled substance under government drug schedule laws or any attempt to distribute any substance with the intention of making others believe that it is a controlled substance under government drug schedule laws.
 - a. Action: Suspension pending expulsion hearing
- D. Instigating fights with other Cadets (physical assaults)
 - a. Action: Formal counseling statement for each offense.
 - b. Second offense = Probation
 - c. Third offense = DFR(Expulsion)
- E. Striking any staff member, volunteer, intern, or work-study, first offense.
 - a. Action: Mandatory DFR and criminal charges filed.
- F. Threatening to strike or harm a staff member, volunteer, intern, or work-study, 1st offense.
 - a. Action: Suspension pending expulsion hearing
- G. Committing a crime that is considered a felony, regardless of where the student is when it happens.
 - a. Action: Criminal report filed, immediate probation, possible DFR
- H. Any incident involving alcohol use or possession at any WLA function, class, activity, or drill.
 - a. First offense = Formal counseling

- b. Second offense = referral to RTI and meeting with parents
 - c. Third offense = Probation
 - d. Fourth offense = Suspension pending expulsion hearing
- I. Any use of tobacco products by students under age and in uniform.
- a. Action: First offense = formal counseling statement.
 - b. Second offense = referral to RTI and meeting with parents
 - c. Third offense = Probation
 - d. Fourth = Suspension pending expulsion hearing

Danger to Self or Others:

- A. A cadet may be dismissed from the program if their behavior becomes a danger to themselves or to other students. This can include but not be limited to threatening other cadets, repeatedly inflicting deliberate injuries on themselves, striking or otherwise abusing another student, or committing a violent act while in uniform or at any authorized activity.
- B. This dismissal will be permanent but may be subject to review if the removal is not the result of a criminal action resulting in charges being filed against the cadet.

Failure to Adapt to Program Standards:

- A. A cadet may be dismissed from WLA under the conditions of failure to adapt if by their overall actions, behavior, statements, or attitude they offer a clear indication that they are unable or unwilling to adhere to the standards and expectations of the program.
- B. Determination for expulsion action under this regulation will be made by a Battalion CCA and must contain documentation showing a consistent pattern of actions, behavior, statements, or attitude that indicate that the cadet is unable or unwilling to meet the standards and expectations of the program.
 - a. “Standards and expectations” for the purposes of this regulation is taken to mean the rules, regulations, customs, and courtesies, that are part of WLA and the military design of the program.

Criminal Activity Outside WLA:

A cadet will be subject to a CCA based on behavior or actions committed outside the program if that behavior or action is:

- A. Criminal in nature and requires mandatory expulsion. Under some conditions the cadet may remain in the program under probation until they have gone to trial and the result is that they are convicted of the offense. Cadets who are arrested for a crime may be suspended until the case comes to trial.
- B. Cadets who are brought to trial for a crime and are acquitted will be allowed to remain at WLA.

Demotions:

- A. For cadets private and above, demotion to a lower rank may be considered as a corrective action for serious, non-criminal offenses. Demotions may be made at the same authority level as promotions, cadet to private first class on Company level and Corporal to Master Sergeant on Battalion level.
- B. Demotions should be considered a serious corrective action and will be subject to the CCA process. No more than one rank reduction per incident will be considered appropriate.
- C. There are two types of demotion: permanent and suspension.
 - a. Permanent demotions imposed under conditions of a Company, Academy, or Battalion level CCA.
 - b. Suspension demotions may be made at the Company or Battalion level for issues such as academic suspensions based on a cadet's grades falling below the minimum required to retain their rank.
 - c. Other suspension demotions may be made for behavioral issues or for training issues. Suspension demotions may be made on the authority of the Company Commander for a period not to exceed 90 days (3 months). Longer periods must have the approval of the Battalion Commander.
- D. Demotions from Corporal and above are made at the Battalion level. Demotions may be made on the authority of the Battalion Sergeant Major alone for a period of 90 days (3 months). For longer periods or for a permanent demotion must be approved by the Battalion Commander.

Companies in Disgrace:

- A. The Battalion Commander may place an entire company in disgrace for incidents of general behavior that are against the good order of the Academy or Battalion and are being caused by more than two squads (14 cadets) within that unit.
- B. Being in disgrace means that the Company's Gideon will be furled and cased and they cannot display their awards. It also means any awards earned by that Company and displayed in other locations of the Academy or Battalion must be covered or taken down.
- C. For the period in which the Company is in disgrace, they may not attend any special field trips except as part of their academic course work. They will be the last at meals and they will lose all free time. Free time will be used for training in military courtesy and bearing or for academic classes.
- D. Companies in disgrace may not receive any unit awards during the period of disgrace. They will always be the last dismissed from any task or activity. Periods of disgrace will depend on the Company's ability to improve their attitudes, bearing, and courtesy and will be at the discretion of the Battalion Commander. A period of disgrace may not extend into the next academic year.