



WILLAMETTE  
ACADEMY

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Membership  
Handbook  
2006-2007

Willamette Academy Membership Handbook

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## About Willamette Academy

### Purpose

Willamette Academy reaches out to historically underrepresented communities by empowering youth who have the desire and potential to advance to higher education. This academic program is designed to address a number of factors that may discourage certain students from attending college or otherwise impede their academic progress. The Academy is committed to helping its students achieve at a level that will enable them to attend the four-year college or university of their choice.

### Our Mission

- Develop analytical skills and excellence in mathematics, science, technology, language arts, history, and social sciences.
- Encourage healthy self-image in our students and empower them to make constructive choices about their future.
- Demystify the college experience by educating students and their families about the admission process, financial aid, classroom environment, and campus life.
- Educate and inspire ethnically diverse youth to become leaders in both their school and community.

### Our Students

Willamette Academy admits students when they are enrolled in seventh grade in the Salem-Keizer area. The admissions committee considers several factors, including income, family history, interview, and recommendations. The students who are admitted must demonstrate academic potential and have the ambition to attend a four-year institution of higher education. A majority of these students will be the first in their family to attend college. Finally, Willamette Academy expects a five-year commitment of support and involvement from the students' families.

## Program Components

In order to help students overcome barriers and build a solid network of support, there are four distinct components to Willamette Academy's program. Families who are admitted into the Academy are expected to participate in all four areas consistently over the five years.

### Summer Residency

Each summer, Willamette Academy hosts a summer academic camp on the Willamette University campus. The camp mimics college life; it allows students to experience campus living and academic preparation for college. The Academy works to clarify families' misconceptions about college life and helps students begin to envision themselves in a college environment.

### Monthly Enrichment Workshops

During the academic year, students return to the Academy one Saturday a month for enrichment workshops. Students work on projects that help them develop their math, science, and writing skills. Students also have the opportunity to meet and learn from University professors and college students.

### Academic Year Support Program

The third feature of Willamette Academy is the Academic Year Support Program. Willamette Academy provides individual goal planning, tutoring, and access to technology resources and other academic support. The Academy also provides enrichment classes to supplement other skills training that students receive. Additionally, students are required to complete several tasks (maintain monthly planners, consult the Academy before scheduling classes, etc.) designed to allow Academy staff to touch base with students and help them succeed at school.

### Family Involvement

The final component of Willamette Academy is family involvement, including the Academy's Parents' Group program. Many parents want to be helpful in their students' college preparation but may not know how. The Parents' Program consists of several meetings throughout the year. These meetings give parents the opportunity to voice their suggestions, opinions, and concerns regarding their students' academic future. The meetings also offer parents various ways to advocate for students' academic needs and to support educational goals.

## Summer Residency

The Willamette Academy Summer Residency\* is a highlight of Willamette Academy's program. During a 7-10 day Summer Residency, Academy students will have an in-depth exploration of writing, technology, science, art, reading, and development of leadership and communication skills. Academy students develop friendships, gain new skills and confidence in themselves, and make meaningful connections with Willamette University RA/TAs (Residence and Teaching Assistants).

\*Summer Residencies are mandatory and excused only through the express written permission of the Executive Director for school-related reasons only.

### A Brief Overview

*\*This overview is provided as an example; summer offerings may change.\**

Grade 8	10-day Camp	Freshwater Ecology Drama Writing
Grade 9	7-day Camp	Marine Biology Poetry Debate
Grade 10	7-day Camp	Writing & publication of W.A.V.E. Magazine Consumer Economics
Grade 11	7-day Camp	Writing & production of movies
Grade 12	10-day Camp	College Application Process Senior Academy Leaders Program

## Academic Saturday Sessions

Saturday Sessions are a major component of Willamette Academy's Academic Program meeting once per month, usually the 3<sup>rd</sup> Saturday of the month from 9:00 AM–3:00 PM; September-June. Attendance at these sessions is required.

### Schedule, Grade 8

9:00-9:10 AM: Check-in & Opening Meeting  
9:10-11:30 AM: Exploring Our Community  
11:30 AM-12:30 PM: Lunch / Special Events  
12:30-3:00 PM: Creative Minds

### Schedule, Grades 9-12

9:00-9:10 AM: Check-in & Opening Meeting  
9:10-11:30 AM: Academic Sessions  
11:30 AM-12:30 PM: Lunch / Special Events  
12:30-3:00 PM: Creative Minds

### Lunch

Grade 8-10: On Campus Lunch at Goudy

Bring a sack lunch or \$7.50 to buy lunch in the cafeteria

Grades 11-12: Open Campus Lunch

Students may go off campus; however, being late for an afternoon session will mean forfeiture of open campus privileges for the entire year.

### Academic Saturday Session Overview

Students will sign up for a semester-long academic course in a subject that is challenging for them at school. These classes will have engaging, and relevant instruction from area high school and college teachers. Willamette University students will be assigned to each class to assist as teaching assistants (TAs). Minimum homework will be given. These sessions are not study halls for high school coursework – instead, students will gain new skills and understanding.

**Academic topics may include:**

- Essay Writing
- Geometry
- Pre-calculus
- Algebra
- Chemistry
- Physics
- Shakespeare
- Public Speaking & Debate

Creative Minds Overview

Students will sign up for one semester-long “elective” Creative Minds course in a subject area in which they are interested. They do not need to have experience in the course’s subject area to sign up, and students of all grades may enroll in any course.

Whenever possible, Creative Minds courses will be directed by students and facilitated by teachers; Academy students will fill leadership roles and make decisions about the structure and content of the courses. All Creative Minds courses will be project-based, resulting in final performances and presentations at the end of the semester. Occasionally, students may be assigned outside work.

**Creative Minds topics may include:**

- Drama
- Music
- Art
- Video production
- Computer design
- Debate
- W.A.V.E. Magazine
- Literary Magazine
- Performance Poetry
- Dance
- Other: We’re open to student suggestions!

## Academic Year Expectations

### Study Hall

Willamette Academy has created space for students to study, do homework, and work on school projects. This space provides computers, Internet access, calculators, and other resources to assist in successful completion of students' academic requirements.

Study Hall is available anytime Monday-Thursday, 9 AM-7 PM, and Fridays from 9 AM-4 PM.

Academic Mentors (tutors) are available Monday-Thursday, 5 PM-7 PM.

Students will attend Study Hall at **least** twice a week, although daily attendance is recommended. If a student is on an Academic Plan of Action, they are required to meet with an Academic Mentor in the area of struggle **no less than two** times a week.

There are certain times during the year that Study Hall will be closed due to holidays, school vacations, or other circumstances. The specific dates of these closures will be listed on the Willamette Academy website at the beginning of each academic year. (<http://www.willamette.edu/cla/academy/schedule/academic>)

### Monthly Academic Progress Reports

Students are required to submit a monthly progress report by the last Study Hall day of each month. The monthly progress report has space for each teacher to record students' current grade and also requires the teacher's signature. Blank progress reports are available online at the Willamette Academy website. (<http://www.willamette.edu/cla/academy/internal/students/Monthly%20Progress%20Report.doc>)

### Monthly Planners

Students will receive a Willamette Academy monthly calendar planner at the beginning of each academic year. They will record homework assignments, test dates, project due dates, etc. in their planners. These planners will be checked by Willamette Academy staff on a weekly basis to ensure compliance.

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### High School Class Planning

Students are required to work with Willamette Academy staff to plan their class schedule each year before submitting their schedule request to their respective schools.

### Standardized Testing

Students are expected to take the PSAT/NMSQT exam no later than their junior year. (To qualify for the National Merit Scholarship Program, the PSATs must be taken junior year.)

Additionally, students are expected to take the SAT exam or the ACT exam no later than their first term of their senior year. It is recommended that the SAT or ACT exam be taken for the first time during a student's junior year. Exam fee waivers are available for students who cannot afford to pay the test fees.

### College Visits

Willamette Academy is a college access program. Our goal is for all Academy students to attend a 4-year college or university upon graduation from high school. In order to expose Academy students to different college options, at least one college visit each year during the academic year is required for Academy students in grades 10 and 11. Other opportunities will be given during the summer program. Four opportunities for visits will be given during the school year, and they will occur on Saturdays other than those scheduled for Saturday Sessions. Pre-registration for visits is required.

## Student Advisory Board

The Student Advisory Board is a biannually elected group of Academy students from grades 9-12. This group plans Community Events and other special events for Academy students and families and advises Academy staff on decisions affecting students.

### Qualifications of Student Advisory Board Members

- At least a 3.5 cumulative GPA
- Excellent attendance at Saturday Sessions and Study Hall
- Strong leadership and communication skills

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### Responsibilities of Student Advisory Board

- Meets during the morning academic session of each Saturday Session
- Works with Academy staff to plan Winter Holidays Around the World, Creative Minds Celebrations, Black History Month Celebration, Cinco de Mayo Celebration, and Senior Graduation
- Meets with Parent Advisory Board to plan above events
- Develops and keeps to timelines for completion of tasks
- Elects a 11<sup>th</sup> or 12<sup>th</sup> grader as Board President at first meeting of semester
- Elects a Board Secretary to keep minutes of meetings; distributes minutes via email to Academy students and staff within one week of each meeting
- Establishes connections with University and Salem-Keizer community to publicize Academy events
- Advises Academy Staff on decisions effecting Academy students

### Senior Academy Leaders & Mentors

During their final Summer Residency, 5<sup>th</sup> year students serve as Senior Academy Leaders (SALs). Additionally, during the school year, 5<sup>th</sup> year students will have the opportunity to serve as Senior Academy Mentors (SAMs).

#### "Senior Academy" Program Goals

##### Affective Goals:

- Build accountability and ownership of Willamette Academy
- Model positive behavior as a learner
- Build self-confidence
- Learn to respect leaders
- Appreciate others in positions of leadership/responsibility
- Learn to value positive critiquing and reflective exercises

##### Skills:

- Small group leadership and group facilitation skills
  - Group planning
  - Delegation
- Public speaking
- Time management in planning and organizing a presentation

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- Learn to plan administrative details
- Build interpersonal, communication, and leadership skills
- Receive feedback

### Summer Residency SAL Program

All Willamette Academy students will be a part of the Senior Academy Leaders Program during their 5<sup>th</sup> Summer Residency. Their duties are as follows:

1. Assist with team building activities
2. Coordinate and lead recreation time activities
3. Assist with RA/TA evening reflective activities (and/or lead small group debriefing exercises; i.e. high-low)
4. Serve as “Secret Buddies” (SAL Pal) to an 8<sup>th</sup> and 9<sup>th</sup> grade Academy student
5. Assist with student check-in and check out
6. Assist with the planning and implementation RA/TA programs
7. Escort students between sessions
8. During meals, oversee and eat with students (esp. during staff meetings)
9. Plan and present “transition to high school” session for 9<sup>th</sup> grade students
10. Plan and provide daily “Choice Time” activities

### Academic Year SAM Program

Several Senior Academy Mentor positions will be open each semester for Academy seniors who have completed the SAL program and who are interested in continuing this leadership experience during the school year. These SAMs will assist with the 8<sup>th</sup> grade academic program, Exploring Our Community. In order to be considered for this program, students must:

- Complete the Summer Residency SAL program
- Be in good standing in the Academy
- Have at least a 3.5 GPA
- Show excellent leadership and communication skills

## Parent Advisory Board

The Parent Advisory Board is an annually appointed group of Academy parents. This group assists the Student Advisory Board in planning special events for

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Academy students and families and advises Academy staff on decisions affecting students.

### Qualifications of Parent Advisory Board Members

1. Ability to attend one Saturday morning meeting per month, usually from 10:30-11:30 AM
2. Good communication skills
3. Ability to work with and stay in contact with the Coordinator of Student and Family Involvement

### Responsibilities of Parent Advisory Board

1. Meets the morning of each Saturday Session, usually from 10:30-11:30 AM
2. Works with Academy staff and Student Advisory Board to plan Winter Holidays Around the World, Creative Minds Celebrations, Black History Month, Cinco de Mayo, and Senior Graduation
3. Establishes connections with University and Salem-Keizer community to publicize Academy events
4. Advises Academy Staff on decisions affecting Academy families

## College Achievement Plan (CAP Plan)

### Overview

The CAP Plan is the capstone of Willamette Academy's offerings for Academy students.

Academy students who successfully complete this plan will be assured of admission to Willamette University and a financial aid package that meets 100% of their federally calculated financial need.

### Requirements

1. The student must be in good standing in his/her high school with a minimum grade point average of 3.2 in college prep courses (see #2).

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2. Students will successfully complete the following courses/units at their high school in college preparatory courses:

- *English – 4 years*

All four years should be in college preparatory composition and literature with emphasis on and frequent practice in writing expository prose.

- *Math – 3 years*

Must include first-year algebra and two additional years of college prep mathematics (algebra and geometry taken prior to 9<sup>th</sup> grade will be accepted).

- *Foreign Language – 2 years*

Two years of the same second language.

- *Social Science – 3 years*

Must include 1 year of US History, 1 year of Global Studies, and one year of Social Science elective.

- *Lab Science – 2 years*

Must include a year each in two fields of college preparatory science.

- *Electives – 2 years*

Fine, visual or performing arts or electives from any of the other required subject.

3. Official SAT or ACT scores are required for consideration.

- Students must take one test and have the score sent to Willamette University.

4. Extracurricular Activities

- Participate as a contributing member in school extracurricular activities in every term of each school year.

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- Activities may include clubs, organizations, sports teams, or performing arts ensembles.
- If working during the school year 15 hours a week or more, the requirement is reduced to one activity per year.

### 5. Community Service

- Students are to participate in at least one volunteer community service project each year. That project may be through the student's school, church, or community group, or through Willamette Academy.

### 6. Participation in Willamette Academy

- Students will be active participants in Willamette Academy programs and will be a member in good standing throughout high school.

### 7. U.S. citizen or eligible non-citizen status

- Students must be eligible to receive state or federal financial aid.

*Students who do not meet these requirements may still be considered for admission to Willamette University. All Willamette Academy students interested in attending the University are strongly encouraged to meet with an admission representative prior to beginning the application process.*

## Willamette Academy Student Code of Conduct

Membership in Willamette Academy is a valuable opportunity that should be extended to those young people who will take advantage of it and realize the potential the program provides for their future. For those reasons, expectations for participation and provisions for dismissal are outlined here.

### Expectations for Good Standing within Willamette Academy

1. Students will not miss a Saturday Session but for a family emergency or illness or conflict with a mandatory school activity. Parents should excuse a Saturday Session at least 24 hours prior to the event by calling the Willamette Academy office (503.370.6103). Missed work will be made up by the next session.

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2. Students are required to attend all Summer Residencies, unless excused by the Executive Director. Summer Residency is mandatory for incoming 8<sup>th</sup> graders.
3. Students are expected to be actively involved in all programming and be willing to try new things and challenge themselves, to have pride in what we are doing together, and to be willing to support and get along with all Academy students.
4. Students will be polite and respectful to all participants, students, and staff during any Willamette Academy sponsored event.
5. When attending Study Hall, students will be doing schoolwork or Academy work. Laptops will not be used for nonacademic use (i.e. MySpace and instant messaging), except with the permission of a Senior Staff member. Academic work is given priority at all Willamette Academy computer stations.
6. Students will not use electronic devices (i.e. cell phones, MP3 players, CD players, etc.) during Academy Summer Residency or during Saturday Sessions.
7. In school, Academy students will:
  1. Maintain a minimum grade point average of 2.75 each term.
  2. Maintain C's or above in all classes.
  3. Be known as hard workers who turn in all assignments.
  4. Enroll in college preparatory coursework whenever possible.
  5. Be involved in school activities and show leadership in school.
  6. Not be disruptive, repeatedly suspended, or exhibit violent behavior.

### Trial Year

The first year students are in the Academy (usually 8<sup>th</sup> grade) is considered a trial year. During the year, the Coordinator of Student and Family Involvement will conduct a student/parent conference with each student to assess the student's participation and interest in continuing in the Academy. Students who are in good standing with the Academy at the end of the year will be invited to return for their high school years, grades 9 – 12.

## Discipline Procedures

Students may be placed on a probationary status as a result of conduct issues or lack of meaningful participation in Academy activities. Although discipline procedures may not follow in this exact order, they are as follows:

### Level 1: Note of Concern

If a student is not meeting the expected standards for Willamette Academy, a staff member will meet with the student and explain the issues. A Note of Concern will be placed in the student's file.

### **Examples of Level 1 Policy Violations**

- Failure to provide parent excuse for missed Saturday Session
- Failure to regularly attend Study Hall sessions
- Being disrespectful to a staff member or peer
- Refusal to participate in an activity

### Level 2: Plan of Action

If issues are not resolved following the initial meeting, a staff member will meet with the student and a family member or other significant adult. That meeting will result in a letter to the student and family outlining a Plan of Action to return to good standing. The letter may also include notice of a loss of privileges or suspension from Academy activities for a specified time period.

A Plan of Action will include the following:

1. A list of specific behaviors and issues that need to be addressed by the student in order to remain in good standing
2. One or more actions that the student agrees to take to address the problem
3. A timeline for completion (usually 90 days)
4. Parent, student, and staff member signatures

### **Examples of Level 2 Policy Violations**

- Having multiple unexcused absences at school or at Academy events
- Receiving less than a 2.75 GPA on term report card or progress report

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- Receiving a D or F in any class
- Repeated behavioral discipline problems at school or in the Academy

### Level 3: Final Probationary Contract

When the timeline for the Plan of Action has been completed, a meeting with a Senior Staff member, student and parent or significant adult will be called to review progress on the Plan of Action. If the Plan of Action has been successfully completed, the student will return to good standing in the Academy.

Students who do not successfully complete all components of their Plan of Action will be placed on probationary status for 90 days. Probation may mean the loss of privileges, including attendance at special events, trips, or the Summer Residency.

### **Examples of Level 3 Policy Violations**

- Failure to successfully complete a Plan of Action
- Drug or alcohol use
- Theft

### Level 4: Dismissal from Willamette Academy

A student will be dismissed for the following reasons:

1. The Final Probationary Contract is breached
2. A rule under Cause for Immediate Dismissal was broken

### **Restoration of Limited Privileges Following Dismissal**

Because Willamette Academy's mission is college access, a student who is dismissed from the program may, no sooner than 3 months after dismissal, apply to participate in limited activities, such as Study Hall or college application assistance. While this student will not be considered a member of Willamette Academy, Staff will determine and notify the student in writing of the return of any privileges. Additionally, the student will not be considered "in good standing" for the purpose of eligibility for the College Achievement Plan.

### Cause for Immediate Dismissal

A student may be summarily dismissed from membership in Willamette Academy for:

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- 1) Failure to progress towards graduation on a college preparatory path
- 2) Failure to meet a Plan of Action

Or, as a result of any of the following:

3) Commission or participation in any behavior specifically prohibited by Willamette University or Willamette Academy, as outlined in Student Code of Conduct, page 16. This includes, but is not limited to:

1. Violation of residence hall rules and regulations, including curfew, during the Summer Residency.
2. Illegal possession or consumption of alcohol
3. Theft
4. Vandalism
5. Destruction of property
6. Lying, furnishing false information, withholding of information or misrepresentation to any Willamette Academy or University office or staff member
7. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources
8. Conduct which harms or threatens the health or safety of any person on University property or at Willamette Academy-sponsored activities
9. Aiding and abetting another in a violation of Willamette Academy policy
10. Failure to comply with a directive from a Willamette Academy or University staff member in the performance of his/her duty
11. Lewd or indecent conduct on University property or at Willamette Academy-sponsored activities
12. Acts that threaten, intimidate, harass, degrade or disgrace another
13. Sexual harassment

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14. Non-sexual harassment – Includes harassment on the basis of race, ethnicity, national origin, gender, religion, sexual orientation
15. Possession, use or threatened use of firearms, ammunition, explosives or any other objects on University property or at Willamette Academy-sponsored activities
16. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at Willamette Academy-sponsored activities; being present or remaining in an area where illegal drugs are being consumed
17. Disorderly conduct

### Identification

Your Compass card is for the sole use of the person to whom it is issued. Do not loan it to anyone. If, in the performance of duty, a University staff member requests to see your Compass card or another form of identification, you must present it promptly. Failure to present it is a violation of the Standards of Conduct. If you lose your Compass card, report it promptly to Campus Safety. Replacement cost for a new card is \$10.

### Willamette Integrated Technology Services Policies (WITS)

University Policy on Appropriate Use of the Campus Computing Facilities and Network

*(adapted from Willamette University Selected Policies Manual, 2006-07)*

#### Introduction

The Willamette University campus computing facilities and network are provided as a service to students, faculty, staff and other members of the Willamette community to support the instruction, research and service missions of the University. The University strives to provide fair and distributed access to computing and network facilities for a large number of users.

Proper use follows the same standards of common sense, courtesy and restraint in the consumption of shared resources that govern the use of other campus

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facilities. Improper use violates those standards by preventing others from accessing shared facilities.

### Individual Responsibilities

The interplay of privileges and responsibilities within each individual situation and across campus engenders the trust and intellectual freedom that form the heart of our community.

This trust and freedom depend upon each person developing the skills necessary to be an active and contributing member of the community. These skills include awareness and knowledge about information and the technology used to process, store, and transmit it.

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, and also those using remote access connections. Use of the computing facilities and network is a privilege, not a right. The University provides uncensored access to information on the Internet. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system which could interfere with University purposes.

In addition to access to its own system, the University provides access to other networks or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks and systems.

### Policies

The University does not guarantee the confidentiality of any information entering or residing on the system. It also reserves the right to access and examine any information on the system.

All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements. In accord with the University Standards of Conduct, it is a violation of policy to:

- Copy, rename, alter, examine or delete the files or programs of another person or a Willamette University department without permission
- Use a computer for any of the following prohibited actions:

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- Sending abusive, threatening, or harassing messages, sending messages that are likely to result in the loss of recipients' work or systems, sending 'chain letters' or 'broadcast messages' to lists or individuals, any other uses that would cause congestion of the networks or otherwise interfere with the work of others, inserting programs on another's computer without permission
- Create, disseminate or run a self-replicating program ('virus') whether destructive or not
- Tamper with the switch settings, move, reconfigure or otherwise damage terminals, computers, printers or other equipment
- Collect, read or destroy output other than your own work without the permission of the owner
- Use the computer account of another person with or without permission unless the account is designated for group work
- Forge or misrepresent one's identity in electronic communication for any purpose
- Copy any copyrighted software provided by Willamette University. Users should be aware that it is a criminal offense to copy any software that is protected by copyright
- Use licensed software in a manner inconsistent with the licensing arrangement as provided by WITS
- Access or attempt to access a host computer, either at Willamette University or through a network, without the owner's permission, or through the use of log-in information belonging to another person
- Make use of the facility for commercial purposes or financial gain

### Enforcement

Alleged violations of policy shall be investigated under provisions of the appropriate employee or faculty handbooks or the University Standards of Conduct, as applicable. During an investigation, University representatives, with due regard for the right of privacy of users and the confidentiality of their data, reserve the right to suspend or modify computer access privileges, monitor

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network access, examine files, passwords, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations. Violations of policy may result in disciplinary actions as prescribed by University policies and procedures.

### Willamette Academy Policy for Use of Technological Resources

Willamette Academy provides and facilitates the use of various technological resources (computers, calculators, microscopes, tools, overhead projectors, laptop computers, headphones, cameras, etc.) to enhance the capability and academic performance of Willamette Academy students.

The use of this equipment is always a privilege which may be revoked temporarily or permanently due to a student's:

- Failure to respect the equipment
- Failure to follow instructions for appropriate use as outlined by a Willamette Academy staff member or Instructor
- Consuming or storing food or beverage items near equipment
- Tossing or rough handling of equipment
- Behavior which interferes with Instructor's ability to address the class, or other students' ability to learn
- Unauthorized use of equipment

#### Policy for Use of Willamette Academy Laptops

Willamette Academy provides laptops for use during Study Hall. To ensure that this resource is made available to all students in need of it, the following policy will guide the use of Academy laptops in addition to the policies outlined above:

- Students will sign-up for use of a laptop for a limited period of time. Students are responsible for returning laptops to the charging station at the end of their check out period.

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- Students will restrict the use of the laptop to academic projects that have been assigned and will be graded by a teacher or other school administrator. MySpace, viewing of music videos, downloading music, playing games, and all other forms of nonacademic use is **strictly forbidden**. Any exception to this rule must be authorized by a Senior Staff member.
- Students will not remove a laptop from the Willamette Academy office space. Any exception to this rule must be authorized by a Senior Staff member.
- Students will not bring food or drink into Willamette Academy's computer lab; students will not use laptop near food or beverage items.
- At the end of each Study Hall session, students who are using a laptop will return the laptop to the charging station, and plug in the laptop to be recharged.

## Glossary of Academy Terminology

Academic Mentor	Willamette University student who assist with Study Hall and Saturday Sessions
Instructor	Any person who is employed or contracted by Willamette Academy to teach, lead, or facilitate a learning experience at Willamette Academy
SAL	Senior Academy Leader; a WA student in their senior year of high school who assists with the Summer Residency
SAM	Senior Academy Mentor; a WA student in their senior year of high school who assists with Saturday Sessions throughout the academic year
Senior Staff Member	Executive Director, Assistant Director, Program Coordinator, Curriculum Coordinator, Coordinator of Student and Family Involvement
RA/TA	Residential and Teaching Assistant who assists with Summer Residency

Notes

Contact Information

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**Willamette University**  
900 State Street  
Salem, OR 97301

## 2006-07 Academic Year Schedule

### Academic Saturday Session Schedule

Required Saturday Sessions begin at 9:00 AM and end at 3:00 PM on the dates listed below.

September 23, 2006	February 17, 2007
October 28, 2006	March 17, 2007
November 18, 2006	April 21, 2007
December 16, 2006*	May 19, 2007
January 20, 2007*	June 16, 2007*

\**Willamette Academy Community Event is also scheduled on that day (see below).*

### Study Hall Schedule

Study Hall is available anytime every Monday-Thursday, 9 AM-7 PM, and every Friday from 9 AM-4 PM. Academic Mentors (tutors) are available Monday-Thursday, 5 PM-7 PM. Study Hall closures will be posted on the website.

### 2006-07 Willamette Academy Community Events

Willamette Academy Community Events are special celebrations that are planned and executed by Willamette Academy students. These events are free, and all are invited to attend. Please call Willamette Academy at 503-370-6103 for further details.

*Winter Holidays Around the World*                      December 16, 2006 · 3:00-5:00 PM

*Creative Minds Celebration*                                      January 20, 2007 · 6:00-8:00 PM

*Black History Month Celebration*                                      February 24, 2007 · 6:00-8:00 PM

*Cinco de Mayo Celebration*    May 5, 2007 · 6:00-8:00 PM

*Willamette Academy Senior  
Graduation & Creative Minds  
Celebration*    June 16, 2007 · 7:00-10:00 PM