

Portland Jewelry
Academy
School Catalog
2021



Welcome To Portland Jewelry Academy

I started my career as a professional bench jeweler with determination, passion and very little help. Through hard work, a lot of learning, and a lot of failures I succeeded to become a master jeweler, first matching my peers and then surpassing them.

It is a journey, not a destination, to make jewelry that is truly inspiring and of the highest quality. I am here to help you on that journey by giving you the tools to avoid the pitfalls, learn from successes and mistakes so you too can build a distinguished career.

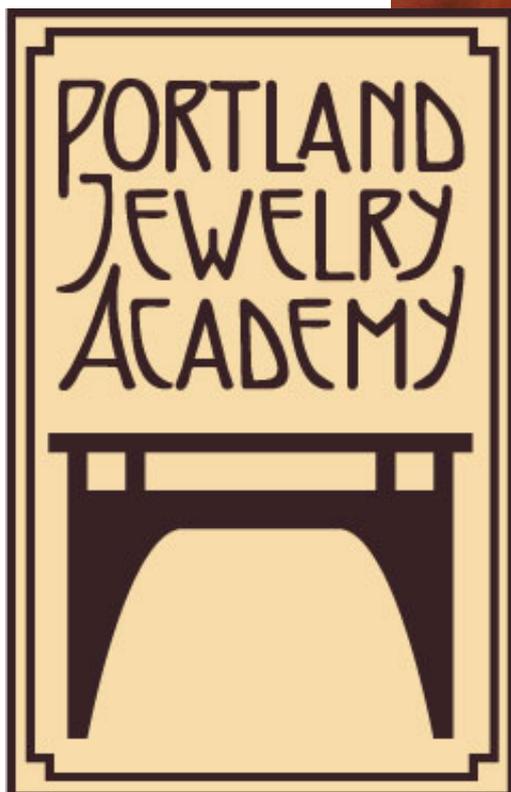
The program you are starting is designed to give the best possible foundation to build your skills. Using solid techniques, problem solving and discipline, you too, may become a master.

I am excited to share this journey with you. It is a fun and rewarding path that few other careers can match.

Please take some time to explore this catalog and get ready for a life changing adventure.



Jason Chandler
director / instructor / master jeweler



Portland Jewelry Academy is licenced and governed by the State of Oregon Higher Education Coordinating Commission

255 Capitol Street NE, Third Floor
Salem, OR 97310
Phone: (503)-378-5690
Email: Info.HECC@state.or.us
Website: <https://www.oregon.gov/highered/Pages/index.aspx>

Portland Jewelry Academy L.L.C
4784 North Lombard Street, Suite A
Portland, Oregon 97203-4565
phone: (503)-444-5623
Fax: (503)-444-5623 (call first)
Email: [*information@portlandjewelry.academy*](mailto:information@portlandjewelry.academy)
Website: [*www.portlandjewelry.academy*](http://www.portlandjewelry.academy)

School Catalog # 101
effective January 1, 2021 to December 31, 2021

Owner: Jason Chandler
Director: Jason Chandler
Jewelry Instructor: Jason Chandler
Rhino 3D (CAD) instructor: Gary Dawson



CONTENTS

Contact Information.....	4
Administrator and Instructors	4
Mission.....	6
Vocational Objective.....	6
Courses Offered	6
Completion Timetable	6
Equipment, Tools, and Learning Resources.....	7
Employment as a Jeweler	7
Calendar/Holidays.....	7
Programs	10
Program Fees	10
Attendance Policy.....	12
Grading.....	13
Code of Conduct.....	15
Student Files and Transcript	20

Mission

The mission of Portland Jewelers Academy is to teach a solid foundation in the fabrication, casting and repair of jewelry exceeding the current education level in the United States.

The school will use both traditional and modern methods of jewelry manufacture incorporating aspects of the Australian education system. Development of an understanding of when traditional or modern methods or most appropriate.

Portland Jewelry Academy prohibits discrimination against its customers, employees, and applicants for employment and student applicants on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or protected genetic information in employment or in any program or activity conducted or funded by Portland Jewelry Academy.

Vocational Objective

Portland Jewelry Academy has both state licenced and non-licenced classes.

The learning objective of the licenced learning is to teach the basic skills to gain and maintain employment as an entry level bench jeweler. A bench jeweler is a jeweler that makes and repairs jewelry.

The learning objective of the non-licenced classes are to teach specialized skills that alone are not employable but can increase the value of the bench jeweler.

The licenced program is a prerequisite for the non-licenced classes.

Clock hours, maximum time for completion and list of classes/programs

licenced program:

Introduction to Jewelry Manufacturing

In Classroom

Total Weeks: 16

Total Days: 80

Total Hours: 480

Outside of Classroom (Online Rhino 3D CAD)

Total Weeks: 7

Total Days: 7

Total Hours: 21

Total Hours: 501

Non-Licenced classes: must complete Introduction to Jewelry Manufacturing first

Platinum Practical:

total weeks: 1

total days: 5

total hours: 30

Advanced wax carving, CAD, and bead setting stones:

total weeks: 16

total days: 80

total hours: 480

Additinal time may or may not be avvalable on an individual bases, depending on space, time availability and students attendance record.

Equipment, Tools, and Learning Resources

Introduction to Jewelry Manufacturing includes level 1 online training for Rhinoceros 3D Cad modeling.

Students will need a computer with Windows 10, 8.1, or 7 SP1.

A 3 button mouse, a second monitor is recommended but not required.

Minimum requirements can be found at www.rhino3d.com/6/system_requirements

Students will also need independent internet access for CAD class time.

School and Student Tools

All common tools that are normal provided by employers for manufacture and repair of jewelry are available and in good operating condition in classroom.

Tools that are typical for the jeweler to own are new and in the tool kit purchased by student. All student tools, except noted as on back order, are noted on the tool check in form and signed by the student. Back ordered tools are checked in as received.

Each student will be assigned a jewelers workbench to store store tools and do classwork.

The instructors personal library is available to students but are not allowed outside of the classroom.

Ability to Benefit / Employment as a Jeweler

Within the United States and the Sate of Oregon a governing body that determine the qualification of a bench jeweler does not exist.

The absence of an accreditation, within the jewelry industry, requires potential employers to commonly use a three step system when hiring bench jewelers.

- 1) Review applications / resume submitted for bench job.
- 2) Conduct one on one interviews based off of education, skills, and employment history on application / resume.
- 3) Applicants that proceed past the interview are given a "Bench Test" in which the applicant is required to complete a skills test of abilities documented in resume.

Portland Jewelry Academy provides education for entry level employment within the jewelry industry. Portland Jewelry Academy does not place students or guarantee employment. All students and alumni of Portland Jewelry Academy can join the Facebook group "Portland Jewelry Academy Alumni". Employment opportunities are posted to Portland Jewelry Academy Alumni as the school is made aware of them.

Calendar

For the Year 2020 enrollment is at the beginning of each month and completion of Introduction to Jewelry Manufacturing 80 class days after.

Portland Jewelry Class hours are Monday to Friday from 10am to 5 pm. Class is held every day except for the following Holidays:

January 1, New years Day

May 25, Memorial Day

July 3, Independence Day observed

September 7, Labor Day

November 26, Thanksgiving Day

Closed Thanksgiving Day to January 2, 2021

Admissions

Applicants must be at least 18 years of age prior to attending any class. Portland Jewelry Academy does not offer English as a second language (ESL) instruction. Applicants must have the ability to read and write English at the level of a graduate of an American high school.

Prior Criminal Offenses

Portland Jewelry Academy is committed to maintaining a safe and supportive learning community for all students. Certain prior criminal convictions may result in challenges for securing employment. All applicants are asked to provide general information regarding prior convictions. Any falsification or omission of data may result in denial of admission or disciplinary action, up to and including dismissal. An affirmative response to being convicted of a felony will not automatically prevent admission but will require that the applicant submit the following documents to be reviewed by the Admissions Committee:

- A detailed explanation of the circumstances surrounding the felony and how a Portland Jewelry Academy education will support the applicant's career goals
- A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
- At least one character reference letter from a non-relative, written on appropriate letterhead

In the process of reviewing the applicant's request for admission, multiple considerations are made. Portland Jewelry Academy reserves the right to deny an applicant's request for admission if, for example, a prior felony conviction may be a safety concern, or could prevent the applicant from successfully securing employment within the industry or completing the program. Portland Jewelry Academy will respond to the student within 10 business days upon receiving the application.

How to Apply and Related Deadlines

Download an application form at www.portlandjewelry.academy. Submit the form and all required documents to the address provided on the application. Applications must be submitted no later than 1 month before enrolment date.

Your admission is not confirmed until Portland Jewelry Academy has received a completed application, any required documents, payment, and you have received confirmation from Portland Jewelry Academy. Portland Jewelry Academy will notify you of your acceptance or denial of admission.

Reasonable Accommodation

Portland Jewelry Academy is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. Portland Jewelry Academy does not discriminate against individuals with disabilities seeking to apply to its programs. Portland Jewelry Academy will make efforts to accommodate each prospective candidate with special requirements or needs by granting reasonable accommodations where appropriate.

Portland Jewelry Academy will make reasonable, appropriate and effective modifications in policies, practices, and procedures for Qualified Individuals with Disabilities in accordance with Section 504 of the U.S. Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state and local laws. Each circumstance will be considered on an individual basis according to the means, limits and experience of Portland Jewelry Academy and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in Portland Jewelry Academy education

programs. Each course requires students to perform particular physical and cognitive tasks. Upon request, Portland Jewelry Academy will discuss these tasks with the applicant to evaluate the applicant's potential for success and decision to apply. Students requesting reasonable accommodation must provide documentation of the reported disability to Portland Jewelry Academy. Documentation must be from a professional who is qualified in the testing of the disability. Portland Jewelry Academy will review the request and inform the student or applicant of its decision in writing. All information submitted to or developed by the Institute related to the diagnosis, documentation, or accommodation of a disability is considered confidential. Information is only accessible to and/or shared with Portland Jewelry Academy employees who have a need to know in order to determine or implement required accommodations.

Students must continue to meet minimum academic, attendance, and behavioral standards as defined in these policies. If a student requests accommodation after being placed on academic advising or probation or is dismissed, the terms of academic advising, probation or dismissal still stand.

Transfer of Credentials

The transferability of credits you earn at the Portland Jewelry Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Portland Jewelry Academy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Portland Jewelry Academy to determine if your certificate will transfer.

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Portland Jewelry Academy Transfer Credit Policy

Portland Jewelry Academy does not accept transfer credit from other institutions. Portland Jewelry Academy does not currently have a transfer agreement with any other institution. Portland Jewelry Academy does not accept transfer credit for experiential or equivalent learning, challenge examinations or achievement tests.

Retaliation

Threats, other forms of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of Portland Jewelry Academy policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

Application Fee

A non-refundable \$25.00 application fee, to cover administration costs, payable to Portland Jewelry Academy must accompany your application. An application whose check is returned for insufficient funds will be charged an additional fee of \$25.00. Applications are not processed without payment of the application fee.

Enrollment Costs

Licensed by the Oregon Higher Education Coordinating Commission

Introduction to Jewelry Manufacturing

Registration Fee:	\$100.00
Tuition:	\$7,000.00
Tools***:	\$1,835.90
Supplies:	\$200.00
Materials kit Gold, Silver, Gemstones***:	\$800.00
Rhino 6 3D CAD program, student version:	\$200.00
Rhino online training:	\$750.00
Total:	\$10,885.90

*** Price may change due to market costs

Non-Licensed Classes

Introduction to Jewelry Manufacturing is required before taking the following classes
Platinum Practical

Tuition:	\$700.00
Tools***:	\$68.65
Supplies:	\$125.00
Platinum***:	\$506.35
Total:	\$1,400.00

*** Price may change due to market costs

Advanced Wax Carving, CAD,
and Bead Setting Stones*

Tuition:	\$7,000.00
Tools***:	\$1,453.59
Supplies:	\$200.00
Materials kit, Silver, Gemstones***:	\$450.00
Total:	\$9,103.59

*** Price may change due to market costs

A Microscope is provided for Advanced Wax Carving, CAD, and Bead Setting Stones. The school will help with the process of purchasing a microscope, Students should plan on spending \$1,000 to \$3,000 depending on quality.

Payment

Tuition and fees are due at start of first day of instruction by **check, money order, or cash** unless other arrangements have been made by student and Portland Jewelry Academy.

Tool and supply money is recommended to be paid as soon as accepted in order to avoid back orders.

Cancellation and Refund Policies (OAR 715-045-0036)

Cancellation: A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost or \$150, whichever is less;

Withdrawal Procedure: Tuition refunds will be determined as follows: If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain registration fee, book and supply fees, and other legitimate charges owed by the student;

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

Advanced Deposits: Per OAR 715-045-0008, Advanced Deposits, "Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees. This limitation shall not apply to federal and state financial aid payments received by the school.

Schools that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins.

For programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition.

Attendance Policy

Students are required to attend, without tardy, a minimum of no less than 80% of class days (64 days) Grades and completion are not effected by attendance. Students who fail to meet the minimum attendance requirement will not be allowed to turn in make up work for completion of course.

Absence is defined as being outside of class for more than 1 hour without the instructors permission.

Tardy is defined as being outside of class for less than 1 hour without the instructors permission.

Students should keep track of there own attendance and can ask instructor at any time of there current school attendance/tardy record.

Make up work

Students who attend a minimum of 80% of class days, without tardy, will be allowed to turn in make up work within a period of 6 months (183 days) of scheduled completion date. Additional class time will be given on a case by case bases depending on schedule availability of class tools and instructors time. Students are not guaranteed any additional time in school or with instructor.

A **leave of absence** is granted only to students in good academic standing and does not constitute a waiver of the time limit for completion of the program.

Grading

Final grade is 50% written tests, 40% project completion, and 10% project quality. Each project is given a pass/fail grade for completion and a grade of 0 to 4 for quality.

Quality grade scale:

0 = incomplete

1 = poor quality

2 = average quality

3 = good

4 = excellent

All projects should be presented for grade as if they are being presented to a paying customer. Each piece needs to be high polished, have no file or sanding marks, crisp clean lines and edges, and follows the instruction presented in manual and instructor.

Written tests are graded on a % scale:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

0 to 59 = Fail

Final grade

The final grade is based on both project completion, project quality, and written tests

Project completion = 40%

Project quality = 10%

Written test = 50%

Students must have 60% or higher total grade to complete course with certificate. Introduction to Jewelry Manufacturing is divided into three sections:

- **Section 1; Fabrication**
- **Section 2; Casting, Setting, Gold**
- **Section 3; Wax carving**

Grading and evaluation of individual projects are done by the instructor with student at the completion of last project of each section.

Only students completing grading requirements will receive a certificate of completion.

Portland Jewelry Academy's philosophy, goals and policies:

- It is the philosophy of Portland Jewelry Academy that individuals will learn when provided with a comprehensive educational program that meets their educational needs.

- All members of the Portland Jewelry Academy shall be provided a safe and, a secure environment in which to achieve their full potential.

- It is a goal of Portland Jewelry Academy to provide educational opportunities that will lead to the development of quality focused jewelers with the skills to be leaders in the industry.

- Portland Jewelry Academy shall provide educational opportunities that will challenge individuals and provide them with the opportunity to realize their full potential. Regular school attendance is the focus of all learning and is required of all students.

- It is the policy of Portland Jewelry Academy that all individuals be treated with respect. Respectful and ethical behavior is expected of each member of the Portland Jewelry Academy School community.

Grievance policy

If a student has an internal grievance, the student shall following these steps with the intent to reconcile their concerns in partnership with the school:

- 1) Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructor(s). Should this step fail go to step number 2.
- 2) Student shall contact school Director, Jason Chandler at the following phone number 503-444-5623. If this step should fail, the student must go to step 3.
- 3) The student shall submit a written internal grievance to the follow email: information@portlandjewelry.academy The email shall be labeled, "Student Grievance".
- 4) Once the school receives the time stamped student grievance, the school will have 15 days to do an investigation and provide the student their written determination.
- 5) The school's determination is final.

Should this procedure fail and the student has exhausted the school's internal grievance policy, the student may contact:

The Oregon Higher Education Coordinating Commission
Private Career Schools
255 Capitol Street NE Salem, Oregon 97310
Phone: 503-947-5716

After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Portland Jewelry Academy Code of Conduct

It is the intent of Portland Jewelry Academy that this code of conduct establishes minimum standards of behavior for students and all others who occupy, use or visit school property or any premises under control of the Portland Jewelry Academy.

It is the policy of Portland Jewelry Academy to foster civility in its school and to afford all students an environment free of discrimination and harassment.

All students and employees of Portland Jewelry Academy are expected to report violations of these codes of conduct to a teacher or other school personnel as appropriate. All employees of Portland Jewelry Academy are expected to take appropriate action in response to violations they observe or those that are reported to them. Appropriate action may include a direct response or reporting the alleged violation to the school administration. Students and employees must immediately report possession of a weapon, harassment, vandalism, the use or possession of drugs or alcohol or threats of violence on school premises or at a school sponsored event.

Student Bill of Rights

- Students have the right to pursue their education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
- Students have the right to be respected as individuals.
- Students have the right to procedural due process guaranteed by the United States Constitution
- Students have the right to freedom from discrimination relative to participation in curriculum.
- Students have the right to have rules clearly stated, explained and distributed at the start of their enrollment in Portland Jewelry Academy.

Student Responsibilities

- Students will conduct themselves with respect for themselves, fellow students, teachers and others.
- Students will strive to achieve their potential.
- Students will follow the directions of the staff, faculty and administration.
- Students will fulfill all classroom and other educational obligations.
- Students will show respect for Portland Jewelry Academy property and for the property of others.
- Students are expected to report violations of the student code of conduct or potentially dangerous behavior to school staff and to cooperate with school staff members.
- Students will wear footwear at all times. All clothing, accessories or appearance, which is not compatible with safety are prohibited. Students shall refrain from clothing

or accessories that could compromise safety or health; is denigrating to the race, color, creed, gender, national origin, disability, sexual orientation or physical condition of another. Students are enrolled in a career and technical education program are preparing themselves to enter the workforce and will be expected to dress and groom themselves appropriately.

Addressing Student Behavior Issues

Any student who violates the student code of conduct shall be subject to immediate school response which may include one or more of the following: warning, reprimand, compulsory restitution, temporary removal from class, suspension or exclusion and/or police involvement.

- The school administration may view videos while investigating a suspected violation of this Policy.

- A student will not be subject to lower grades as a result of inappropriate behavior unless such behavior is related to his or her academic performance, such as cheating on an exam, failing to turn in homework or assigned papers or being illegally absent.

Law enforcement authorities will be informed about any activity constituting a crime, including:

- Persons participating in unlawful activities in or on any Portland Jewelry Academy building, facility, property, or premises.

- Persons threatening, planning or attempting to damage or destroy or damaging or destroying Portland Jewelry Academy property.

- Persons selling, offering for sale, purchasing, possessing, or using drugs, alcohol or illegal substances in or on any Portland Jewelry Academy building, facility, property, or premises.

- Persons or situations posing a significant threat to the health, safety or welfare of the occupants of Portland Jewelry Academy buildings, facilities, property or premises.

Harassment, bullying or discrimination may be, but isn't limited to, being based on the targeted student's:

- Actual or perceived race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability (physical, mental, medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or having a record of such condition; or a condition regarded by others as an impairment)
- Sexual orientation (actual or perceived heterosexuality, homosexuality or bisexuality)
- Gender or sex

- Gender or sexual identity
- Associations or friendships
- Socio-economic status

Search and Seizure

Students may be assigned a workbench or other areas in which to maintain their personal belongings. These areas are school properties and may be searched at any time.

A search is justified at its inception if the school officials have reasonable grounds to suspect that the search would produce evidence that the student had violated or was violating law or the Code of Conduct or other school rules. The scope of the search must be related to the objectives of the search and not excessively intrusive.

Student Right to Procedural Due Process

Students enrolled Portland Jewelry Academy are expected to comply with the expectations for performance set forth in this Code of Conduct. Students also are expected to comply with the standards for behavior set forth in Student Guidelines, including but not limited to expectations for attendance, academic achievement, and standards of ethical practice and conduct.

Failure to comply with behavior expectations set forth in this Code of Conduct and/or Student Guidelines:

- Student may be removed from class, suspended for a period of time, or removed from the program. Any student removed from the program for failure to meet behavior expectations set forth in this Code of Conduct and/or Student Guidelines may appeal such decision by following the grievance policy steps.

Failure to meet attendance and/or academic requirements:

- Students who fail to meet attendance and/or academic requirements of the educational program in which they are enrolled will be removed from the program.

Code of Conduct for Persons on Portland Jewelry Academy Property

The primary purpose of Portland Jewelry Academy is to provide an optimal environment for learning and education. Integral to that purpose is the maintenance of an environment that establishes a model of civility and respect in the interactions of individuals and serves as a constructive model for our students. Any action by an individual or group that is inconsistent with this purpose or is aimed at disrupting, interfering with, or delaying the educational process, or any action having such effect, is hereby declared to be in violation of Portland Jewelry Academy policy.

Additionally, Portland Jewelry Academy also has a responsibility to protect school property. Portland Jewelry Academy shall take any and all legal action to prevent the damage or destruction of Portland Jewelry Academy property. In addition, Portland Jewelry Academy will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

The sole purpose of this policy, and of such rules and regulations as may be required to implement it, is to prevent abuse or inhibition of the rights of others and to maintain the educational enterprise and public order on school premises and property.

These rules govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons upon property of Portland Jewelry Academy, and any other

premises or property under the control of Portland Jewelry Academy and used in its teaching programs and activities.

Individuals on or entering Portland Jewelry Academy school grounds or buildings may be under electronic video surveillance

Prohibited Behavior

No person, acting either alone or in concert with others, shall:

Intentionally cause physical injury to any other person or threaten to do so.

1. Physically restrain or detain any other person, nor remove such person from any place where she/he is authorized to remain;
2. Intentionally damage or destroy property of Portland Jewelry Academy or property under its jurisdiction, or remove or use such property without authorization;
3. Enter and remain in any school building, facility or premises for any purpose other than authorized uses or in a manner obstructing its authorized use by others;
4. Remain in any school building, facility or premises after it is normally closed, without authorization by Portland Jewelry Academy;
5. Fail or refuse to leave any school building, facility or premises after being requested to do so by an authorized administrative officer, member of the faculty, or staff member;
6. Obstruct the free movement of persons or vehicles in any school building, facility or premises;
7. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings, or deliberately interfere with the freedom of any person to express her/his views, including invited speakers in any school building, facility or premises;
8. Possess any rifle, shotgun, pistol, revolver, or other firearm, knife or blade, or a device intended for use as a weapon, in any school building, facility or premises, without the express written authorization of the Portland Jewelry Academy;
9. Incite others to engage in or commit any prohibited conduct with specific intent to procure them to do so;
10. Use or display abusive or hateful language involving the use of slurs regarding ethnicity, disability, religion, race, sexual orientation, perceived sexual orientation or physical condition of another.
11. Engage in any form of sexual harassment or any harassment prohibited by this policy.
12. Otherwise engage in any behavior which interferes with the educational program.

Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

If a visitor (member of the public, licensee) her/his authorization to remain upon the grounds or other property shall be withdrawn and she/he shall be directed to leave the premises. In the event of failure to do so, she/he shall be subject to removal from the premises by law enforcement officials.

If a trespasser (one without authorization or invitation) she/he shall be subject to removal from the premises by law enforcement officials.

If a student she/he shall be subject to disciplinary action as the facts of the case may warrant. This may include suspension, probation, loss of privileges, reprimand, or warning, as prescribed by policies, rules and regulations of Portland Jewelry Academy. She/he shall also be subject to removal from the premises.

If faculty member, she/he shall be subject to ejection, warning, reprimand, suspension without pay, dismissal, and be subject to ejection or other disciplinary action or combination of such.

Enforcement

The Director of Portland Jewelry Academy shall be responsible for enforcement of these rules, and she/he shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

In the case of any apparent violation of these rules by such persons, which, in the judgment of the Director or her/his designee, does not pose any immediate threat of injury to person or property, such school official may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues that may be presented. In doing so such school official shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any school properties where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning, and in other cases of willful violation of such rules, the Director or her/his designee shall cause the removal of the violator from any premises which she/he occupies in such violation or, if appropriate, make recourse to police authorities, or both.

The Director or her/his designee may apply to the public authorities for any aid that she/he deems necessary in causing the ejection of any violator of these rules and she/he deems necessary in causing the ejection of any violator of these rules, and she/he may apply to any court of proper jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

Responsibilities of the Portland Jewelry Academy Community

Administrator and Faculty

Administrators and faculty shall:

- Provide information about this code of conduct and associated procedures to students.
- Support and enforce this code of conduct and implement prescribed procedures and school responses in a reasonable, fair and consistent manner.
- Protect and uphold the rights of students, faculty, and community in all matters re-

lated to student behavior.

- Periodically review and evaluate this code of conduct as it relates to school goals.

Student(s)

- Achieve an understanding of the student code of conduct and associated procedures.

- Comply with the code of conduct at all times.

- Seek help from teachers and school administrators in resolving questions about the requirements of the code of conduct.

- Assist in maintaining a safe haven for learning by reporting any violations of the code of conduct.

Portland Jewelry Academy prohibits discrimination (ORS 659.850) against its customers, employees, and applicants for employment and student applicants on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or protected genetic information in employment or in any program or activity conducted or funded by Portland Jewelry Academy.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries

Students files and Transcript

Students may request a copy of students file and school transcript by asking the director in writing at information@portlandjewelry.academy

If Portland Jewelry Academy is no longer operating transcripts can be obtained from

Higher Education Coordinating Commission, Private Career Schools,
255 Capitol Street NE, Third Floor
Salem, OR 97310

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue,
SW Washington, D.C. 20202-8520