

x x x x
x x x x

x x x x
x x x x

25-26 HANDBOOK

LINKUP WITH ACA

16075 Front Avenue
Oregon City, OR 97045



AllianceCharterAcademy.org

Alliance Charter Academy LinkUp Program Handbook

ACA'S MISSION

The mission of Alliance Charter Academy is to **nurture** the innate curiosity of our students; **ignite** their passion for learning; and **prepare** them for lifelong success through personalized learning and the collaboration of school, family and community.

ACA'S VISION

Instruction that supports diverse, personalized approaches towards learning:

- Student-centered, authentic, flexible, and creative.
- Meets diverse educational needs and learning styles (tutors, inquiry-based, field trips, hands-on, mentors).
- Delivered by positive and enthusiastic teachers who are highly qualified in their subjects.
- Student-driven, wherein the student assumes responsibility and ownership for their education.

Curriculum that supports families with educational resources, guidance, and opportunities:

- Comprehensive and state standards-based.
- Supports diverse educational needs and learning styles.
- Focuses on student-centered, individualized learning.
- Incorporates challenging and engaging learning materials and activities.

Assessment that supports diverse and personalized approaches:

- Ongoing and formative.
- Assumes high expectations for students.
- Respects different learning styles by providing a variety of assessment methods.
- Involves students in goal-planning and reflective self-assessment.

Environment is a safe and nurturing learning environment for all community members:

- Provides opportunities for all students to learn positive academic, social, and life skills.
- Respects diversity while valuing community goals and partnerships.
- Safe, fun, and respectful.
- Inclusive and encouraging of open and honest communication among all students, parents, and staff.
- Small class sizes and warm, welcoming spaces.
- Students, parents, and staff work together to promote the culture of ACA.
-

ACA GUIDELINES & INFORMATION

Attendance

1. Period attendance is taken by on-site classroom teachers and reported in Synergy.
2. The Parent or guardian may excuse an absence in an on-site class through the school office with a note, an email, a reply to an auto-dialer call, in person, or over the phone. Please ensure direct communication with the office regarding absences. Three tardies and/or unexcused absences can result in a student being dropped from the missed class.

Examples of Excused and unexcused absences:

<u>Excused Absences</u>	<u>Unexcused Absences</u>
-------------------------	---------------------------

<ul style="list-style-type: none"> ● Student Illness, including mental and behavioral health ● Illness of an immediate family member ● Student is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty ● Field trips and school-approved activities ● An emergency such as death, accident, medical, or injury ● Dentist, doctor, or court appointment (please schedule these outside of school hours) ● Teacher / Administrator arrangements 	<ul style="list-style-type: none"> ● Student slept in ● Student is absent without excuse by the parent or guardian ● Tardy / Late more than 15 minutes ● No transportation to school ● Care of other siblings ● Student leaves school or class without permission from the teacher or administrator
--	---

Building Maintenance

We are responsible for the upkeep of our building, so everyone's contribution is appreciated in the daily effort to keep our campus clean.

Building Safety

To ensure the safety of our community, ACA is a **single point entry** building. The building can only be accessed through the main doors at the front of the school facing Front Avenue. Staff will be out in the mornings greeting students and families from 8:45 am to 9:05 am as we start the day. The front doors will be locked outside of these hours. Students / families must ring the bell at the front to gain access outside of those hours. All other doors will be locked for the entire school day. Propping exterior doors open or knocking to get in is not permitted. The main office closes at 4:00 pm daily and is not open on Fridays.

Cancellations

ACA reserves the right to cancel any class offering due to staffing, budget, or enrollment. In the event of a class cancellation, LinkUp tuition will be refunded. If ACA cancels a class due to an absent teacher, we will notify parents as soon as possible via ParentSquare.

Cell Phones

Please turn off your cell phone ringers while in the building. Cell phones will be off and kept in a student's backpack during class unless the teacher has requested the student to use the device for classroom use. Please review the class syllabus for any other expectations. A parent must step out of the classroom to make a phone call. Please ensure you have read and understand our Personal Electronic Device Policy (see appendix).

Classes

The foundation of ACA is personalized learning, and to that end, ACA offers a wide range of classes.

Students and parents make a commitment to follow classroom expectations and guidelines as laid out by ACA and individual instructors. Both parents and students are members of our ACA community and are expected to contribute to the maintenance of a safe and nurturing learning environment.

- Parents and students need to read the class syllabus to ensure that the class focus and expectations are a good fit.
- It is the responsibility of the student to communicate with site-based teachers regarding missing assignments.

- Please ensure direct communication with the office regarding absences.
- **Participation in on-site classes is a privilege.** This privilege can be lost if a student is frequently tardy, absent, fails to return completed homework, or is disruptive to the learning of others. If a student displays behaviors that consistently interfere with the learning of self or others, the student will be dropped from their class. Class fees will not be refunded.

Closures

ACA classes will follow Oregon City School District's inclement weather closures or late starts. If on-site classes are canceled due to inclement weather, students are responsible for checking their emails for assignments from their on-site classes to be completed at home.

Common Areas

There are two common areas at ACA: the cafeteria and family literacy room. Each space has its own purpose and expectations, and these will be displayed in each room for all to follow. Additionally, there are study/work spaces available in the hall outside of the cafeteria, in the landing/hall space in the main hallway. The staff room is not available for parent and student use.

Contacting Instructors

If you need to discuss anything with your child's instructor, do not use class time to do so. Please contact them via email at FirstnameLastname@aca.k12.or.us

Curriculum

All non-consumable curriculum must be returned at the end of the school year or upon withdrawing from ACA. Curriculum materials are paid for with public school funds and belong to Alliance Charter Academy. This includes non-consumable texts, computers and other similar items. Families will be charged out-of-pocket for missing or damaged materials.

Designated Eating Area

ACA has a lunch break in the daily schedule from 12:00 pm - 12:30 pm. During this time students and families should plan to have lunch in the cafeteria, or outside. Food is not permitted in the Gym and/or Family Literacy Room.

Dress Code

Responsibility for dress and grooming rests primarily with all students and their parents; however, ACA has determined guidelines to support a learning environment that is free from threat to the health and/or safety of our community members. As a K-12 program, it is important that clothing be appropriate for all ages. This dress code applies to all people on campus and at school sponsored events and includes students, staff, siblings, parents and guests.

Allowable Dress & Grooming

- All people must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover the navel and mid-section.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through. Private parts are those typically covered by undergarments.
- Hats and other headwear must allow the face to be visible and can not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique conditions exist.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances. This includes weapons.
- Clothing may not depict pornography, nudity sexual acts, or display profanity.
- Clothing may not use or depict hate speech targeting groups based upon race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other group.
- Clothing may not depict the presence of symbols of hate on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including the noose, swastika, or confederate flag
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

If a student is found in violation of the dress code, a solution will be found with a staff member or administrator which may include adjusting or adding more clothing, borrowing clothing or going home to change clothing. Repeated violations will require a meeting with an administrator and a parent.

Drills

ACA conducts monthly safety drills. Each classroom has a posted floor plan with clearly marked emergency exit routes. Teachers are trained on the emergency protocols as shown in the chart below. Parents or designated adults must exit with any students who are not currently in a class. The community will gather in the lower field until the all-clear signal is given to return to class.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Every Student Belongs (as per [Oregon Department of Education](#))

The Oregon Department of Education recognizes that student health and safety are the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. All staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in school activities without fear for their safety. The Every Student Belongs rule is an important step in creating safe and inclusive school climates where all who participate in our school communities feel welcome.

The Every Student Belongs rule prohibits hate symbols, specifically three of the most recognizable symbols of hate in the U.S.—the swastika (outside of a religious context), the Confederate flag, and the noose. The temporary rule took effect on September 18, 2020. It required districts to adopt and implement policies and procedures that prohibit the use or display of the noose, swastika, or confederate flag in any program or school-sponsored activity except where used in teaching curricula that are aligned with the Oregon State Standards.

Family Literacy Room

Room 106, located downstairs, is available in the afternoons for families of small children to use for instruction and literacy time.

1. The family literacy room will be available to families in the afternoon times from 12:30 - 3:30
2. All students must have an adult present with them at all times in the family literacy room.
3. This room has the same guidelines as every other classroom at ACA: Be Safe, Be Responsible, Be Respectful
4. The shelved books are there for student and family use. We do not have a formal check out process for these books. Please feel free to take the books home for use and return to ACA when finished.
5. Clean up your area before you leave the room. Make sure you have your books, school supplies and personal belongings.

Family Study Area

ACA has a family study area in the cafeteria, in the hall outside of the cafeteria, as well as at the top of the stairs just before the Literacy Room, for parents to be with children and school them while on the premises. The study area within the cafeteria also houses the middle school aged lending library books. Please make sure the area is neat and clean when leaving.

Food - Meals and Snacks

Families are welcome to bring food and beverages to ACA. There is a designated lunch time from 12:00-12:30 each day. Food may be consumed in the cafeteria, hallway, or outside but food is not allowed in classrooms. Water bottles with lids are allowed in classrooms. Microwaves are available in the cafeteria. We kindly ask that you clean up after using the microwave and after eating on campus. Thank you for helping us keep our spaces tidy!

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence

See the full text of Policies JFCF and JBA/GBN in the Appendix.

Holidays

ACA has its own school calendar that does not follow Oregon City School District's calendar. Check the academic calendar linked [HERE](#) or ACA's website for details.

Homework

Some classes include homework, which will be indicated in the Course Catalog. Students who do not complete and turn in homework on time may be removed from the class without a refund. Please only register for a homework class if you are committed to supporting your student in completing assignments on time.

Illegal Substances

Students have a right to attend school in an environment conducive to learning. ACA will not tolerate the possession, selling or use of unlawful and harmful drugs (illicit drugs, non therapeutic uses of prescribed drugs, misuse of solvents and other dangerous substances) alcohol or tobacco in the school, on school grounds or during school-sponsored activities including athletic events, dances, field trips, etc. (policy JFCG/JFCH/JFCI)

Use and Possession:

Students who use, possess, or are under the influence of alcohol, marijuana, narcotics, or other dangerous drugs on or near school property during school hours or at any school-sponsored activity, on or off school property, will be subject to disciplinary action up to and including expulsion. (Policy JFCG/JFCH/JFCI)

Illness

If your child has a fever that is greater than 100.3, the child needs to be kept at home. Students may return to school when their temperature falls below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine. If your child cannot attend class due to illness, please notify the office directly at 503-785-8556. Should students become ill with febrile respiratory illness while at school, ACA will isolate the student in our Resting Room until a designated adult can pick the student up.

Inclement Weather Policy

ACA follows the inclement weather policy of the Oregon City School District. If the District enacts a 2 hour late start, then ACA's 10:00 am classes will be the first classes of the day.

Late Work Policy

All unexcused late work will be handled at the teacher's discretion. See individual class syllabus for details.

Medications on Campus

Prescription medication should be carried and dispensed to the child by an adult family member. ACA staff are not permitted to dispense prescription or over-the-counter medication. First aid supplies are available in the office if needed. Parents or guardians are responsible for informing ACA staff, in writing, of any chronic medical condition, allergy, sensitivity, medical need, or other condition related to a child's health or safety while attending classes. This information may be shared with your child's instructors to ensure their well-being.

Open Campus

ACA offers a flexible schedule, allowing families to come and go throughout the day. There is no formal check-in/check-out process for students or families.

Parent Code of Conduct

At ACA our mission is to personalize learning through a collaboration of family, community and school. Because of this collaboration, our community is closely intertwined. This has potential for amazing collaboration but also for conflict. Based on this we have developed a code of conduct that will allow us all to strive to build good relationships within this great community we call ACA.

As a parent:

1. I recognize that the education of my children is a joint responsibility of the parents and the school. In an effort to support the teachers at ACA, I will provide a place for study, and ensure homework assignments and/or body of work are completed.
2. I will monitor student academic progress through Synergy (pertains to secondary students taking a comprehensive core class). If I have questions about activating my Synergy account, I will refer to the instructions in the Appendix.

3. If I am using a table in the Cafeteria for instruction, I will be courteous with others who are coming to the Cafeteria to eat lunch from 12:00-12:30 and will consolidate our family's belongings to make room for them. If I am using the Family Literacy Room, I will clean up the area and any toys or books used when we leave.
4. I will know classroom rules and will help my children understand them. If something is unclear to me, I will first reach out to the teacher for clarification.
5. I will inform school officials of changes in the home situation that may affect student conduct or school performance.
6. When I am on campus or when I am volunteering at events, I agree to conduct myself in a professional, respectful manner. I will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events. I understand that parents are role models for students, and I will conduct myself accordingly.
7. If I am discussing sensitive issues about my children with others, out of respect for their privacy, I will find a private place to talk.
8. I will not intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
9. I will follow the parking guidelines and will not violate the traffic laws, parking regulations or other restrictions of vehicles.

ParentSquare

ParentSquare is our school communication platform. When a student is enrolled in LinkUp, parent mail address and student ACA email addresses are activated to receive school announcements such as Inclement Weather updates, weekly Director's Newsletters, etc.

Parking

Parking is allowed only in designated spaces. For the safety of our school, please do not park in the fire lane in front of the school. You run the risk of being towed at your expense if you are illegally parked. This applies to side streets and Park Place Park as well. Please be considerate of our neighbors and do not block driveways, garbage/recycle bins, or mailboxes. The spaces on the cafeteria side of the school are reserved for staff only.

Payments/Registration

LinkUp registration and payment is online and posted on our website [HERE](#). Payments are per semester. First semester payments are due upon initial registration. Second semester payments are due by November 30. Add/Drops must be completed by the end of the second week of classes to receive a refund. LinkUp Tuition will not be refunded if a class is dropped after the second week.

Pet Policy

Pets are only allowed on campus if they have received prior approval from the director. Service Animals are welcome.

Playground

Our playground is a community playground with no formal supervision. Elementary and middle school students are not allowed on the playground unsupervised. Use the playground at your own risk.

Posters

All posters will need the Director's approval prior to posting. A location for hanging the poster will be determined upon poster's approval.

Public Displays of Affection

These are limited to hand holding and brief platonic hugs.

Punctuality

ACA has no bell system. Students should be respectful of our instructors and ESes who have worked to prepare their classes and meetings. Students should be in their seats, ready to begin on time, and prepared with homework and supplies.

School Communication

ACA endeavors to communicate and engage with families through a number of means. These resources include: ACA school website, school newsletters sent via email, ParentSquare (school-wide communication system through phone and email), ACA's Facebook page, and Synergy, our student information system. It is important for families to provide a valid email address.

Siblings/Guests in Classes

Siblings who are not enrolled in a class may be present with their designated adult if space allows, but they cannot participate in class activities unless directly invited by the instructor. If siblings become distracting, the adult may be asked to take them out of the classroom.

Special Needs

If your learner has a significant medical condition or learning difference (diagnosed or not), please note these in your LinkUp registration if you are comfortable with that information being shared with your student's teachers. Please note that not all of our teachers are specifically trained to meet the needs of every student. Those with learning differences may have varying levels of success in our program and we acknowledge that our unique learning environment and program structure may not be suitable for everyone. ACA reserves the right to determine the suitability of a student for our program if we are unable to safely and effectively meet their needs in our setting.

Student Discipline

Alliance Charter Academy expects, encourages, and trusts our students to be safe and make healthy decisions regarding their behavior that contribute to a positive and inclusive learning environment. Students who disrupt the educational setting or who endanger the safety of others will be subject to disciplinary sanctions. ACA will enforce consistently, fairly and without bias, all student conduct policies and school rules. A copy of the Student Accountability Matrix can be requested from the office.

Student Safety

All LinkUp students must have a parent or designated adult on-site with them at all times. Violation of this rule is a safety issue. If you are not able to abide by this rule, your student will be unenrolled from on-site classes. ACA is an open and unsecured campus. There is no childcare available at ACA. Under no circumstances should a child be left unsupervised without an adult. In an effort to accommodate the natural fluctuation in family schedules, we will have a sign-in sheet for parents to designate a responsible adult for their children on the rare occasion that parents are not able to be on-site with their children.

Students shall not bring, possess, conceal or use a weapon on or at ACA property, activities under the jurisdiction of ACA or interscholastic activities administered by a voluntary organization. Pocket knives and multi-use tools with a blade are also prohibited. Policy JFCJ.

Skateboards and wheelies are not allowed to be used in the school building.

If a child has a medical crisis, ACA will immediately call emergency personnel.

Supplies

Students are expected to bring their own paper, notebooks, pens and/or pencils for use in class. In most cases, tuition covers the cost of supplies and curriculum required for a class. There may be occasions when students are invited to bring simple household supplies or found objects.

Synergy

Synergy is ACA's student information system that allows students and parents to access student assignments and grades (for LinkUp students in middle and high school core comprehensive courses: math, science, language arts or social studies).

Parents and students are encouraged to check Synergy on a regular basis to track student academic progress. Username and passwords can be obtained through the ACA office. Log-in instructions can be found in the appendix.

Threats of Violence

Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage the school or school property, shall not be tolerated. Students found in violation of this policy shall be subject to discipline up to and including expulsion. (Policy JFCM)

Technology

ACA has formal technology guidelines for acceptable use. Please refer to the Acceptable Use of Technology document in the Appendix.

Unscheduled Time

Students who have breaks between classes, are required to be with their parent/guardian or responsible adult designee of 18 years of age, or older. There are common spaces to work with your student: Family Literacy Room, cafeteria, or playground. Hallways need to be kept clear for student safety and out of respect for the learning environment.

Visitors and Parent Sign-in

Visitors must sign-in at the ACA office upon arrival.

Appendix

ACADEMIC INTEGRITY POLICY

Alliance Charter Academy believes that the work students submit needs to be reflective of their own learning and not anyone else's. To have academic integrity means that the student has demonstrated their learning to the best of their own ability. In contrast, academic dishonesty is not acceptable in any circumstance. If a student is struggling with an assignment or the materials in a class, they need to speak to the teacher rather than resorting to the following examples of academic dishonesty.

Academic dishonesty includes, but is not limited to:

Cheating

- Using notes or cheat sheets for a test/quiz without teacher's permission
- Looking on another test/quiz or allowing another to copy a test/quiz
- Copying another person's homework or assignment
- Submitting another student's assignment for credit and claiming it as your own
- Using false claims or fabricated references on a paper or assignment
- Reporting to another student what is on a test or quiz
- Using an electronic device during a test or quiz
- Substantial editorial or compositional assistance including extensive parental assistance
- Allowing another student to copy or borrow content from your work

Plagiarism

- Using another person's ideas, words, or images without proper citation (if any work from the internet or a print resource is used, it must be cited, even if the others' ideas are paraphrased).

CONSEQUENCES FOR ACADEMIC DISHONESTY

When students have cheated or plagiarized on class work, assignments, projects or tests/quizzes, a range of consequences may be applied depending on the circumstance. At a minimum, the student will meet with the teacher, parent and/or administration. If it is determined that the student has violated the Academic Integrity Policy the following are possible consequences:

Academic Consequences

- Reduced credit or loss of credit for the assignment (as outlined by class syllabus and/or teacher discretion)
- Students may need to demonstrate further learning possibly through completing an alternate assignment
- Repeated incidents or majors infractions may result in a loss of credit for the class

Behavioral Consequences

- Parent/Guardian will be informed
- Incident may be noted on a student's academic record
- A student may be ineligible to participate in extracurricular activities or after school events

TECHNOLOGY ACCEPTABLE USE POLICY

Google Apps for Education is a free service to students at ACA, and includes web-based applications, and email for grades 6-12.

- Even though many inappropriate sites are blocked for safety, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use when students are at school. Parents are responsible for monitoring their child's use of the Internet when accessing programs from home. Students are responsible for their own behavior at all times.
- Privacy - School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- ACA uses GoGuardian, a device monitoring system that allows teachers to monitor student screens in one place while in class. This program is used as a redirection tool should students be off task with technology.
- Limited Personal Use - Students may use Apps tools for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:
 - Use of profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
 - Tampering with, or gaining unauthorized access to a district owned device
 - Threatening/bullying another person
 - Purposely accessing inappropriate websites
 - Misrepresentation of schools, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
 - Unlawful activities
 - Personal financial gain (running a website to sell things)

Data Security

- Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.
- Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
- Students will not meet with someone they have met online without their parent(s)' approval and participation.
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Digital Responsibility

- Treat others kindly. It hurts to get a mean email just like it hurts when someone is mean in the school hallway.

- Be kind when using email or making a post on a forum, collaborative document or web page. Everyone will see what you write so think before you type.
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive or harassing language in email correspondence, website or on collaborative documents.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright.
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music or writing, a citation should be present. See the Creative Commons website for specifics.
- Students have First Amendment rights to free speech. Your rights, however, can be limited in school, though if you post something via email or on a school web page which disturbs the learning environment.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Alliance Charter Academy receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask ACA to amend a record should write to the school director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ACA administrators FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, found in §99.32 of the FERPA regulations, requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

KEY ACA BOARD POLICIES

[Electronic Communications System](#)

[Personal Electronic Devices and Social Media](#)

[Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student](#)

[Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems](#)

[Weapons in the Schools](#)

[Sexual Harassment](#)

Required policy if the charter school is the employer. The requirement for this policy comes from ORS 342.700 and OAR 581-021-0038. Review Board policy AC - Nondiscrimination and Civil Rights for consideration of Title IX and sex-based discrimination.

The entire Alliance Charter Academy Board Policy Library is linked **[HERE](#)**

PARENTVUE ACCOUNT ACTIVATION

PARENT ACCOUNT ACTIVATION

ACCOUNT CREATION

Note: To create an account, you need the web address and account activation key provided by the school district.

1. In your web browser, enter the address provided by the school district and press ENTER. The ParentVUE and StudentVUE Access screen opens.

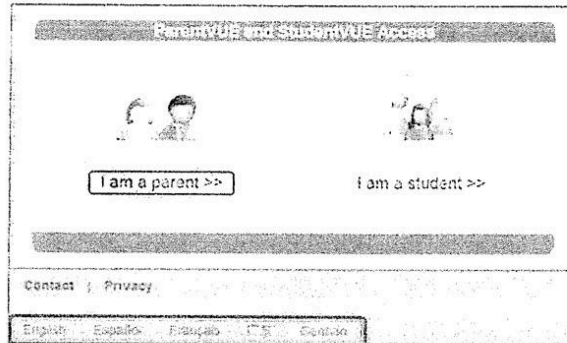


Figure 1-1 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a parent >>**. The ParentVUE Account Access screen opens.

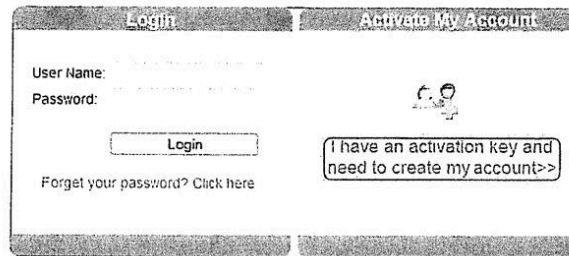


Figure 1-2 ParentVUE Account Access Screen

4. Click **I have an activation key and need to create my account>>**. Step 1 of 3, the district's Privacy Statement screen displays.
5. Read the Privacy Statement, click **I Accept** to agree to the privacy statement, and continue to create an account. Step 2 of 3, Sign In with Activation Key screen opens.

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Introduction
 The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

1. Collection of data
 Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the way in which the site is configured) or unintentionally (subsequent to a successful act of intrusion by a third party). As on many web sites, the site editor may also automatically ~~collect~~ *collect* personal information that is contained in server log files, such as your IP address.

Clicking I Accept means that you agree to the above Privacy Statement

Figure 1-3 Step 1 of 3 Parent Account Activation Screen Privacy Statement

6. Enter **First Name**, **Last Name**, and **Activation Key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly.

Step 2 of 3: Sign in with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

Last Name

Activation Key

Figure 1-4 Step 2 Of 3 Parent Account Activation Screen Sign In with Activation Key

7. Click **Continue to Step 3**. Step 3 Of 3 : Choose user name and password screen opens.

Step 3 of 3: Choose User Name and Password

Welcome Phillip Aaron. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name:

Password:

Confirm Password:

Primary E-Mail:

Figure 1-5 Step 3 of 3 Parent Account Activation Screen Step 3 of 3: Choose User Name and Password

8. Enter a unique **User Name**. An error message opens if someone is already using the user name entered.
9. Enter a **Password** and re-enter it in **Confirm Password**. The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters. The password is case-sensitive.
10. Enter the **Primary E-Mail** address.
11. Click **Complete Account Activation**.

STUDENT ACCOUNT ACTIVATION

ACCOUNT CREATION

Note: To create an account, you need the web address and account activation key provided by the school district.

1. In your web browser, enter the address provided by the school district and press ENTER. The ParentVUE and StudentVUE Access screen opens.

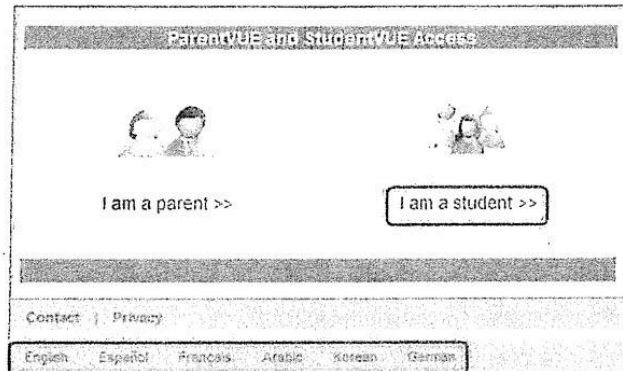


Figure 2-1 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a student >>**. The StudentVUE Account Access screen opens.

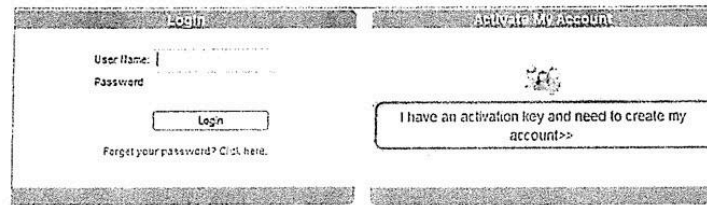


Figure 2-2 StudentVUE Account Access Screen

4. Click **I have an activation key and need to create my account>>**. Step 1 of 3, the district's Privacy Statement screen displays.
5. Read the Privacy Statement, click **I Accept** to agree to the privacy statement, and **continue to create an account**. Step 2 of 3, **Sign In with Activation Key** screen opens.

Step 1 of 3 Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Introduction
The site editor takes your right to privacy seriously, and wants you to feel comfortable using this web site. This privacy policy deals with personally-identifiable information (referred to as "data" below) that may be collected by this site. This policy does not apply to other entities that are not owned or controlled by the site editor, nor does it apply to persons that are not employees or agents of the site editor, or that are not under the site editor's control. Please take time to read this site's Terms of use.

1. Collection of data
Registration for an account on this site requires only a valid e-mail address and a user name that has not been chosen already. You are not required to provide any other information if you do not want to. Please be aware that the user name you choose, the e-mail address you provide and any other information you enter may render you personally identifiable, and may possibly be displayed on this web site intentionally (depending on choices you make during the registration process, or depending on the way in which the site is configured) or unintentionally (subsequent to a successful act of intrusion by a third party). As on many web sites, the site editor may also automatically ~~capture personal information that is contained in cookies~~ ~~such as your IP address~~.

Clicking **I Accept** means that you agree to the above Privacy Statement

I Accept **Return to login**

Figure 2-3 Step 1 of 3 Student Account Activation Screen Privacy Statement

6. Enter **First Name**, **Last Name**, and **Activation Key** as provided in the Activation Key Letter. The first name and last name must match the information recorded in Synergy SIS exactly.

Step 2 of 3 Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your StudentVUE account:

First Name:

Last Name:

Activation Key:

Continue to Step 3

Figure 2-4 Step 2 Of 3 Student Account Activation Screen Sign In with Activation Key

7. Click **Continue to Step 3**. Step 3 Of 3 : Choose user name and password screen opens.

Step 3 of 3: Choose user name and password

Welcome Abbott, Billy C. (Student ID: 905483). To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name

Password

Confirm Password

Figure 2-5 Step 3 Of 3 Student Account Activation Screen Step 3 Of 3: Choose User Name and Password

1. Enter a unique **User Name**. An error message opens if someone is already using the user name entered.
2. Enter a **Password** and re-enter it in **Confirm Password**. The password must be a minimum of 6 characters in length and can consist of numbers and letters, but not special characters. The password is case-sensitive.
3. Enter the **Primary E-Mail** address.
4. Click **Complete Account Activation**.

VIEWING INFORMATION

LOG INTO ACCOUNT

1. In your web browser, enter the address provided by the school district and press ENTER. The ParentVUE and StudentVUE Access screen opens.

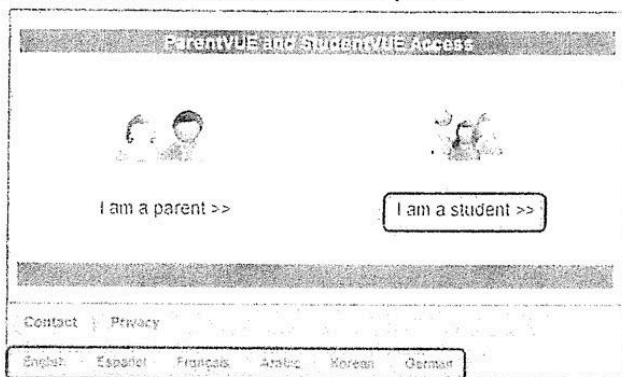


Figure 2-6 ParentVUE and StudentVUE Access Screen

2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click **I am a student >>**. The StudentVUE Account Access screen opens.
4. Enter **User Name** and **Password**. Click **Login**.

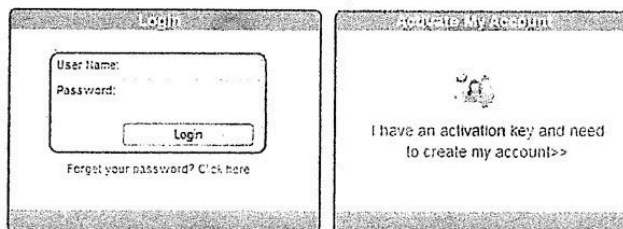


Figure 2-7 StudentVUE Account Access Screen

