



Student & Family Handbook

2025-2026

Alliance Charter Academy Student and Family Handbook 2025-26

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Alliance Charter Academy Student and Family Handbook 2025-26

Welcome to Alliance Charter Academy (ACA), a dynamic K-12 public charter school crafted for the homeschooling community! ACA offers a flexible blend of home-based learning and optional site-based classes, designed to complement your child's education while meeting Oregon state standards. This handbook outlines expectations for students, parents, Learning Guides, and staff to ensure a thriving partnership.

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, Learning Guides, and staff.
- Small class sizes and warm, welcoming spaces.

Students, parents, Learning Guides, and staff work together to promote the culture of ACA.

Academic Integrity

Academic Integrity is vital for authentic learning. Students must submit their own work, as cheating, plagiarism, or using AI-generated content undermines skill development. Examples of dishonesty include:

- Using unauthorized notes or cheat sheets during tests/quizzes.
- Copying another student's homework or allowing copying.
- Submitting another's work as your own.
- Using false references or excessive parental assistance.
- Sharing test/quiz content with others.
- Consequences may include reduced credit, alternate assignments, parent meetings, or loss of class credit.

Accreditation

ACA is accredited by Cognia and complies with all Oregon Department of Education standards and policies, ensuring a high-quality education.

Allotments and Vendors

Allotments fund non-sectarian educational items via OPS. Orders close February 19 and are prorated for late enrollees. Items support the Semester Course Agreement. Non-consumable items must be returned or replaced.

Assessments

ACA uses a variety of assessments to monitor student growth and evaluate our program's effectiveness, all aligned with Oregon state requirements.

- **Dynamic Indicators of Basic Early Literacy Skills (DIBELS):** A series of screenings for phonemic awareness, phonics, and reading fluency, conducted in September, January, and May by ACA's Literacy Specialist. Required for kindergarteners and new

1st-3rd graders; highly encouraged for 1st-3rd graders needing reading support and new 1st-6th graders new to formalized schooling. Three screenings provide a clear picture of reading progress.

- **Local Performance Assessment Requirements (LPARs):** Annual scored work samples in math, science, writing, and speaking, completed at school under ES or teacher supervision to track yearly growth. Contact your ES for scoring guides, examples, or additional information.
- **MAP Growth:** A web-based, adaptive test for K-12 students, using the RIT scale to measure knowledge and growth across years. Administered by the ES or a monitoring teacher, it tracks progress regardless of grade level.
- **Oregon Statewide Assessment System (OSAS):** Required annually for grades 3-8 and 11 in math, science, and English language arts. Results help ACA assess our charter school model's effectiveness, not just individual students. 11th graders can use OSAS to meet Essential Skills graduation requirements in reading, writing, and math. ESes and Specialists provide test preparation resources. Visit the Oregon Department of Education website for sample questions. ACA's charter requires our students' performance to meet or exceed Oregon City School District's state assessment benchmarks.

Building Safety and Maintenance

- **Single-Point Entry:** Access ACA through the main doors on Front Avenue. Staff greet families from 8:45-9:05 AM; doors are locked outside these hours. Ring the bell for entry. Other doors remain locked, and propping them open or knocking for entry is prohibited. The office is open 8:00 AM - 4:00 PM Monday through Thursday and 9:00 - 11:30 on Fridays.
- **Building Maintenance:** We all share responsibility for keeping our campus clean. Report spills or messes to staff. The Integrated Pest Management policy is available in the main office.
- **Closures:** ACA follows Oregon City School District's inclement weather closures or late starts. Check ParentSquare for updates and Google Classroom (if appropriate) for home assignments. Families must have a plan for mid-day emergency closures.
- **Safety Drills:** Monthly drills follow the [Emergency Response Protocol](#). Learning Guides on-site must participate.

Cell Phones and Personal Electronic Devices

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. Per Oregon Executive Order 25-09 (effective January 1, 2026), personal devices (cell phones, tablets, and smart watches) are prohibited from 8:00 AM to 3:30 PM, including passing periods and lunch. Devices must be turned off and stored in backpacks or lockers. Exceptions are allowed for medical needs or IEPs/504 Plans. Violations result in confiscation and disciplinary action (no suspension/expulsion). Adults must step outside classrooms for calls and silence ringers. See the Personal Electronic Device Policy ([Appendix](#)).

College and Career Planning

- **Career Information System (CIS):** Online tool for career and post-secondary exploration, used in ES meetings and HECPS (Higher Education and Career Planning Skills).
- **College Bound:** Start exploring options early. Build a CIS profile with your ES.

Alliance College Experience (ACE)

Alliance College Experience (ACE) will provide scholastically eligible and interested students in grades 11-12 the opportunity to experience more academically challenging coursework and to earn college credit while still enrolled in high school.

Objectives

- Serve Alliance Charter Academy (ACA) high school students who have advanced beyond the level of courses offered on-site at ACA.
- Provide eligible ACA students a chance to experience college while maintaining the oversight of an ACA advisor.
- Provide ACA students an opportunity to earn concurrent high school/college credit.
- Gain early entry into post-secondary education.
- A minimum of one credit per year must qualify as a Career and Technical Education Course.

Eligibility

- To enroll in the ACE program, a student must be in good standing regarding attendance, academics, and behavior.
- Students must be a current 10th or 11th grade student applying for the upcoming school year.
- Students entering ACE as 11th graders may be able to participate in ACE for up to two years. Re-application packets will be distributed to 11th grade students wanting to

participate for a second year in the ACE program. Students entering ACE as a 12th grade student do not have the option of participating in ACE for a second year.

Parent Obligation

The expectation is that students who enroll in college courses through the ACE program are going to pass classes paid for by ACA. If a student fails a course or withdraws from a course after the drop window, parents will be responsible to reimburse ACA for their student's tuition. The ACE program is funded by the Oregon Department of Education's High School Success grant program.

- **College Classes:**
 1. Apply at the college; obtain Student ID.
 2. Take placement tests if required.
 3. Register for the class.
 4. For allotment funding, submit class schedule via OPS with ES or ACE Advisor; provide login info.
 5. Any books purchased using allotment funds must be returned to the curriculum room at the end of the class.
 6. Submit unofficial transcript to ES after grades post.
 7. Verify ACA transcript next semester.

Common Areas

- **Cafeteria:** Used for breakfast (8:30-9:00 AM) lunch (12:00-12:30 PM) and family study. Consolidate belongings during lunch to accommodate others.
- **Family Literacy Room (Room 106):** Open 12:30-3:30 PM for K-5 families, requiring adult supervision. Borrow books freely and return when finished. Clean up toys, books, and supplies before leaving. Follow rules: Be Safe, Be Respectful, Be Responsible.
- **Study Spaces:** Available outside the cafeteria and in the main hallway landing. The staff room is for adult staff only.

Copier

The Curriculum Room copier is available for families to make photocopies. Copiers in ES rooms and the 208 annex are reserved for staff due to privacy and availability.

Course Planning

High schoolers, with ES guidance, review transcripts and plan 6.5 credits per semester, ensuring prerequisites and graduation progress are met.

Credits and Grades

ACA requires 26 credits for graduation, aligned with the Oregon City School District. Students earn a minimum of 6.5 credits yearly ensuring prerequisites and graduation requirements are met.

- **Advisory:** 0.25 elective credits per year for ES meeting attendance (pass/no pass).
- **On-Site Classes:** Credits per course catalog, with letter grades.
- **Credit for Proficiency (C4P):** Core/non-core credits via ES or C4P evaluator approved, standards-based work.
- **College Classes:** Convert to high school credits (contact ES for table). ACA funds for 10th-12th graders on track.
- **Internships/Work Experience:** Up to 2 elective credits (0.5 per 65 hours, 1.0 per 130 hours, pass/no pass) via ACA Work Experience/Internship agreement.
- **Teacher Assistants (TAs):** Up to 2 elective credits (0.125 per term, pass/no pass unless arranged) via TA contract for duties like copying, assisting students, or classroom setup.
- **Physical Education:** 1.5 required credits; up to 2 additional elective credits. Logs count only with standards documentation.
- **Incompletes:** Must be resolved within one quarter, or convert to "F." Grade changes require Academic Development Director approval.
- **Pre-9th Grade Credit:** 8th graders need instructor and Department Head approval for high school courses/C4P.

Curriculum and Allotments

Families and ESes select non-sectarian curriculum from the ACA catalog to meet state standards. Allotments fund curriculum, class fees, and approved vendors, with amounts and vendor caps by grade:

- K-2: \$1,460 (vendor cap: \$146)
- 3-4: \$1,655 (vendor cap: \$165)
- 5: \$1,855 (vendor cap: \$185)
- 6-8: \$2,420 (vendor cap: \$242)
- 9-12: \$3,390 (vendor cap: \$339)

Purchases are made through the Online Purchasing System (OPS) via your ES, including for off-site vendors (except college courses or accredited programs like BYU). Non-consumable items (e.g., texts, computers) belong to ACA and must be returned by year-end or within 48 hours of withdrawal/graduation. Families are charged for missing/damaged items, freezing allotments until resolved. Summer checkout requires ES approval, a Summer Curriculum Check Out Form, and return by the second week of August.

Daily Attendance

ACA records daily attendance for all school days, including Fridays and home learning days, per Oregon law. Families track attendance via a shared spreadsheet, marking Home Studies, Onsite, Some of Each, Absent/Sick, Message ES.

On-site class attendance is recorded in Synergy by teachers. Parents are notified of unexcused absences via ParentSquare before the school day ends. Excuses can be submitted via note, email, auto-dialer reply, in-person, or phone (503-785-8556) to the office, NOT ESes. Three unexcused absences or tardies may result in being dropped from a class.

10-Day Rule

All Oregon public schools follow the “10-Day Rule.” If a student lacks meaningful two-way communication (e.g., in-person/virtual ES meetings, phone calls, same-day emails) for 10 consecutive school days, they must be withdrawn. Virtual ES meetings are limited to two per year.

Examples of Excused and Unexcused Absences

- **Excused:** Illness, medical/dental appointments, family emergencies, bereavement (notify the office).
- **Unexcused:** Oversleeping, personal convenience, missing class without notification.

Designated Eating Area

Breakfast is from 8:30-9:00 AM and Lunch is from 12:00-12:30 PM in the cafeteria or outside. Students in lunchtime clubs may eat in a classroom under Club Coordinator supervision. Food is prohibited in the Gym and Family Literacy Room.

Directory Information

ACA may use student photos, videos, or identifying information (e.g., name, grade) from field trips, events, or classes for websites, social media, print publications, or local media to celebrate achievements. To opt out, submit written notification to the office within 15 days of enrollment. ACA cannot guarantee exclusion from large group photos (e.g., assemblies, public events), but will remove or adjust images upon request.

Dress Code

Our dress code ensures a safe, appropriate environment for all ages, applying to students, staff, and visitors at school and school-sponsored events:

- **Allowable:**

- Shirts with pants, skirts, or equivalent, and shoes.
- Shirts/dresses with fabric covering back, front and sides.
- Clothing covering navel, midsection, and undergarments.
- Non-see-through fabric over private parts (typically covered by undergarments).
- Hats/hoodies allowing visible face and ears, not obstructing sight lines.
- Activity-appropriate clothing (e.g., for PE, science labs).
- **Non-Allowable:**
 - Clothing depicting alcohol, tobacco, marijuana, drugs, weapons, pornography, nudity, sexual acts, or profanity.
 - Clothing with hate speech targeting race, ethnicity, gender, sexual orientation, gender identity, religion, or other groups.
 - Symbols of hate (e.g., noose, swastika, Confederate flag, except in standards-aligned curricula).
 - Gang identifiers or attire threatening health/safety. Violations are addressed by adding clothing, borrowing items, or going home to change. Second violations require a parent call; third require a parent on campus with the student.

Drop-Off and Pick-Up

- **K-5:** A Learning Guide or designated adult (18+) must be on-site at all times. Violation is a safety issue and may lead to unenrollment from on-site classes.
- **6-12:** Drop off no earlier than 15 minutes before the first class (except breakfast/lunch times); pick up immediately after the last class or club. Students must be in class, an ES meeting, or Independent Study. Students lacking maturity to navigate independently may require a parent on-site, at administration's discretion. Alternate pick-up individuals need written permission or a phone call to the office (503-785-8556).

Education Specialists (ESes)

Our licensed Education Specialists (ESes) collaborate with students and Learning Guides to select non-religious (non-sectarian) curriculum and develop a Personalized Learning Plan (PLP). They assess each student's learning style, goals, and interests, meeting weekly to monitor academic progress and document mastery of Oregon state standards in a Learning Record, which families can review through their ES.

ES Weekly Meeting Guidelines

- **Attendance:** All students must attend weekly in-person ES meetings. Learning Guides of K-5 students are required to attend; those of 6th-12th graders are encouraged to join.
- **Locations:** Meetings may occur on campus at ACA, in the student's home, or at public locations with a Learning Guide present. Up to two virtual meetings per year are permitted for extenuating circumstances (e.g., illness, travel).

- **10-Day Rule:** Oregon’s “10-Day Rule” mandates withdrawal if a student is absent for more than 10 consecutive school days without two-way communication (e.g., in-person/virtual ES meetings, phone calls, same-day email exchanges). If a meeting is canceled due to sickness or emergency, it must be rescheduled within two weeks based on ES availability, in addition to the regular weekly meeting.
- **Missed Meetings:** Missing four ES meetings by the end of the first semester or six in a school year triggers a meeting with the family, ES, and administration to evaluate whether ACA is the appropriate placement.
- **Body of Work:** Students must bring their weekly work samples for home-based learning subjects to every ES meeting, unless otherwise specified by the ES, to demonstrate progress toward state standards. Attendance is verified through monthly work samples.

Learning Records

The Learning Record documents a student’s educational journey, including their PLP, proficiency levels on state standards, and assessment results. Religious or sectarian curriculum cannot be overseen by ESEs and is excluded from the Learning Record to comply with public school regulations.

Personalized Learning Plan (PLP)

The PLP, crafted by the student, Learning Guide, and ES, outlines the yearly educational plan to meet Oregon state standards at the student’s instructional level. It ensures appropriate curriculum or study methods are planned, with progress tracked in the Learning Record.

Emergency Response Protocol

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

General Grading Policy

- **K-5:** No traditional grades; ESes create Learning Records tracking state standards.
- **6-8:** Semester report cards for on-site/home studies, with traditional grades or proficiency-based assessment. Check progress via ParentVUE.
- **9–12:** Traditional letter grades based on proficiency in course standards, as outlined in each syllabus. Both on-site and home-based learning are evaluated for traditional grades or proficiency levels and recorded on the high school transcript.
- **Late Work:** Handled per teacher discretion (see class syllabus).
- **Punctuality:** Students must be on time, prepared with homework/supplies. Tardiness notifications sent via ParentSquare.

Hazing, Harassment, Bullying, and Violence

Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence, or domestic violence are prohibited (Policies [JFCE](#), [JBA/GBN](#)). The Every Student Belongs rule bans hate symbols (swastika, Confederate flag, noose) except in standards-aligned curricula, ensuring a safe, inclusive environment free from discrimination based on race, color, religion, gender identity, sexual orientation, disability, or national origin.

Inclement Weather

Alliance Charter Academy follows the Late Start and Weather Closure decisions of the Oregon City School District. If Oregon City determines a '2 hour late start' then ACA will open for classes at 10:00am. Sign up for notifications of Oregon City closures with the FlashAlert app or check for ParentSquare notifications.

Illness

Keep students home with a fever above 100.3°F until fever-free for 24 hours without medication (e.g., Tylenol). Notify the office at 503-785-8556 for absences. Ill students are isolated in the Resting Room until picked up by a designated adult.

Independent Study

For 6th-12th graders, Independent Study provides a supervised space for individual/small-group study (10:00 AM-2:00 PM, fees in course catalog). High schoolers are limited to 90 minutes daily; middle schoolers to 60 minutes. Required for 6th-12th graders on-site without a Learning Guide during breaks.

iTeam

The Intervention Team (iTeam), composed of educational professionals, supports student success. ESes refer students for academic, behavioral, or other challenges. The iTeam collaborates with families, teachers, and ESes to identify interventions.

Learning Guides

At ACA, the role of a Learning Guide is essential for student success in our personalized learning model, serving as the dedicated adult—typically a parent, but possibly another family member or designated responsible adult—who is physically present to supervise, monitor progress, and support the student's daily and yearly educational journey. Learning Guides provide hands-on guidance, assist with curriculum implementation, foster an engaging learning environment, and offer personalized instruction aligned with the student's Personalized Learning Plan (PLP). They benefit students by ensuring readiness for classes, promoting punctuality and participation, helping younger learners develop reading skills while encouraging older students to take ownership of their education, managing schedules, tracking progress, and facilitating regular communication with Education Specialists (ESes) and staff. ACA supports Learning Guides through our ESes—if you need guidance in this role, we're here to help!

The primary duties of a Learning Guide include:

- Monitoring assignment completion and grades.
- Ensuring attendance in required on-site or live classes.
- Reaching out to ESes, teachers, and staff with questions or for additional support.
- Assisting and instructing the student daily, including managing schedules, tracking progress, and ensuring submission of coursework and projects
- Reading emails and answering communications within 24 hours.
- Completing paperwork and surveys.
- Keeping the student's information up to date.

Libraries

ACA offers lending books in:

- Family Literacy Room (Room 106, K-5).
- Cafeteria family study area (middle school).

- High school Independent Study Room (high school, some marked “M” for mature content). Borrow books freely and return when finished. Learning Guides should review selections, especially for mature content.

Lockers

Lockers for 6th-12th graders belong to ACA and are subject to inspection. Students must keep them clean and free of disruptive/illegal items.

Meals

In partnership with Oregon City School Nutrition Services, free meals are provided for enrolled students Monday through Thursday when classes are in session. Breakfast is served at 8:30am and lunch is served at noon.

Medication

Designated personnel administer medications per Policy JHCD/JHCDA ([Appendix](#)). Contact the office for procedures.

Parent and Learning Guide Code of Conduct

As a Learning Guide, you're a vital partner in your child's education. You agree to:

- Provide a study space and ensure homework/body of work completion.
- Monitor progress via Synergy (see [ParentVUE](#) for log-in instructions).
- Drop off 6th-12th grade students no earlier than 15 minutes before class and pick up immediately after their last class. 6th-12th graders must be in scheduled activities or picked up.
- Consolidate belongings in the cafeteria during lunch (12:00-12:30 PM) and clean up the Family Literacy Room.
- Understand and support classroom rules, clarifying with staff as needed.
- Notify the office of home situation changes affecting conduct/performance.
- Act professionally and respectfully, avoiding drugs/alcohol on campus.
- Discuss sensitive issues privately to respect student privacy.
- Avoid intimidation, harassment, or discrimination based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- Follow parking guidelines, avoiding fire lanes, neighborhood mailboxes, or garbage bins.

ParentVUE/StudentVUE

Follow this [LINK](#) to the ParentVUE/StudentVUE manual. Chapter One contains steps to create, log in, and manage your account. The manual is very useful in helping you manage and view student information.

Parking

Park only in designated spaces. The front curb is a fire lane; stay in your vehicle if waiting. Do not block neighbors' driveways, mailboxes, or garbage/recycle bins to avoid towing. Cafeteria-side spaces are reserved for administration.

Pet Policy

Pets require prior Director approval. Service animals are welcome.

Playground

The community playground has no formal supervision. K-8 students require adult supervision. Use at your own risk.

Posters

All posters require Director approval before display. Approved posters are assigned a location by the Director.

Promotion/Retention

Grade-level promotion or retention requests go through the iTeam for approval.

Public Charter School Enrollment

Students enrolled at ACA cannot be enrolled in another public school or charter school simultaneously.

Public Displays of Affection

Limited to hand-holding and brief platonic hugs to maintain a professional learning environment.

Public Funds

As a public school, ACA uses public funds for educational items, which must be non-sectarian and belong to ACA. Items must be returned within 48 hours of graduation/withdrawal. Religious instruction cannot be documented as instructional hours.

Schedule Conflicts

No overlapping ACA classes. Students must attend full classes for safety and attendance. LinkUp (community education) classes may be an option; contact your ES.

School Communication

Stay connected via:

- ACA website
- Email from ES/Teachers
- ParentSquare (phone/email)
- Social media (Facebook, Instagram)
- Synergy (ParentVUE/StudentVUE) Provide a valid email for updates. Contact the office at 503-785-8556 with questions.

Site-Based Classes

Optional on-site classes complement home learning and are a privilege, requiring good attendance, behavior, and completed work. Guidelines:

- **K-3:** Learning Guide in class.
- **4-5:** Learning Guide on campus.
- **6-12:** Independent if in good standing; parents encouraged to attend two classes per term. Administration may require parent presence for behavioral issues.
- Students communicate with teachers about missing assignments.

- Add/drop by second week; no refunds after.
- Disruptions, frequent absences, or incomplete work may lead to class dismissal without refund.
- LPARs may be completed in on-site classes.

Special Education

ACA complies with the Individuals with Disabilities Education Act (IDEA) and Section 504. IEPs must designate ACA as the least restrictive environment. If not suitable, students return to their district of residence. Contact administration for concerns about meeting individual needs.

Student Discipline and Accountability

ACA expects students to be safe, respectful, and responsible. Disruptive or unsafe behavior is addressed per the Student Accountability Matrix ([Appendix](#)), with age-appropriate sanctions up to expulsion for severe violations (e.g., weapons, threats; Policies [JFCJ](#), [JFCM](#)).

Student Organizations/Clubs

Approved student groups enhance school life. Curriculum-related clubs are supported with staff facilitation; voluntary, non-curriculum clubs (e.g., religious) meet during non-instructional time with staff in a non-participatory role. Requirements include:

- **Chartering:** Groups must obtain Director approval and follow school regulations.
- **Secret Societies:** Prohibited per ORS 339.885, with suspension/expulsion for participation.
- **Hazing/Initiations:** Banned per ORS 339.885. Initiations are limited to activities promoting citizenship/leadership.
- **Meetings:** Scheduled in advance, per Oregon City School District policy KG. Meetings must not disrupt classes, incite hazards, or advocate illegal activities. Crowd control plans are required two days in advance for large gatherings.

Student Records

Parents, guardians, and eligible students (18 years and older) have the right to review and propose amendments to a student's educational records per [FERPA](#). The review is conducted at school with assistance from an administrator.

By law, ACA may release a student's name, address, phone number, and photo when release of this directory information is deemed appropriate, or to military recruiters upon request of the recruiters. Parents, guardians, or eligible students may request that this information NOT be released by contacting the main office.

Student Safety

Parents/Learning Guides are responsible for student safety. ACA is an open campus with no childcare. K-5 students require constant adult supervision; 4th - 5th graders need a sign-in sheet for designated adults if parents are absent. Weapons, including pocket knives, are prohibited (Policy [JFCJ](#)). Skateboards/wheelies are not allowed in the building. Safety drills follow the Standard Response Protocol. Medical crises prompt immediate emergency personnel calls.

Technology

Follow the Acceptable Use Policy ([Appendix](#)). ACA uses Google Apps for Education and GoGuardian for device monitoring. Students have no privacy expectation on school systems. Prohibited actions include:

- Using profanity, threats, or harassment in correspondence.
- Accessing inappropriate websites.
- Misrepresenting schools/staff.
- Unauthorized device access. Students must back up files, avoid sharing personal information, and report inappropriate messages.

Threats of Violence

Threats to self, others, or school property are not tolerated ([Policy JFCM](#)). Violations may lead to discipline, including expulsion.

Transcripts

Transcripts record high school classes, grades, and credits. Review each semester to track graduation progress.

Unscheduled Time

K-5 students with breaks require a Learning Guide or adult (18+). 6th-12th graders must be in class, an ES meeting, or Independent Study. Common spaces (cafeteria, Family Literacy Room, playground) are available. Keep hallways clear for safety.

Visitors

Sign in at the office upon arrival.

Volunteering

Families are requested to contribute 30 volunteer hours annually, logged via the Director's Letter or campus QR code. Volunteering strengthens our community.

Appendix

- [Technology Acceptable Use Policy](#): Covers Google Apps, GoGuardian, and rules against profanity, unauthorized access, or inappropriate content
- [Student Accountability Matrix](#) Behavior violations and consequences
- [FERPA Rights](#): Outlines record access/amendment rights, disclosure exceptions, and complaint process (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202)
- **Policies:**
 - [JFCG/JFCH/JFCI](#): Substances (Adopted 8/05/20)
 - [JFCJ](#): Weapons (Adopted 8/05/20)
 - [JBA/GBN](#): Harassment (Adopted 01/08/24)
 - [IIBGA-AR](#): Electronic Communications (Revised 9/15/20)
 - [JHCD/JHCDA](#): Medications (Adopted 8/05/20)
 - [JFCEB](#) Personal Electronic Devices (Adopted 8/05/20)

We're thrilled to partner with you for a vibrant, successful year at ACA! Contact your ES or the office at 503-785-8556 with questions.