

Academy for Character Education



**The door to building strong character
in your children's lives**

Student & Family Handbook

2018-2019 School Year

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www.AceClassicalEd.org

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Please check the ACE website for any revisions before the next printing.

Academy for Character *Education*

OFFICE HOURS

September through June: School Community Day Tuesdays of each month

8:30 a.m. - 4:30 p.m.

July & August: Tuesdays

10:00 a.m. - 2:00 p.m.

(Other times only by appointment with Administration)

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POLICY DISCLAIMER

Please note: Any policy in this handbook is subject to change. Updated handbook policies are available in the online version of the handbook (www.AceClassicalEd.org).

ACADEMIC DISCLAIMER

ACE Charter School offers an academically challenging, college preparatory curriculum. The school staff works together with families and students, to create an educationally stimulating environment - one that is scholastically rigorous, comprehensive, and intensive. As such, ACE Charter School will not effectively meet the needs of all families.

STUDENT EXPECTATIONS

All students are expected to do their best at all times. ACE is not a school of entitlement but a school of choice with minimum participation standards. Students who repeatedly fail to show progress, turn in assignments, or maintain attendance may be asked to return to their district of residence.

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100 PROGRAM OVERVIEW

101 Mission

The mission of ACE is to develop and enhance *strong character* by working collaboratively with families, utilizing an integrated classical curriculum, and personalizing education to challenge students academically.

102 Philosophy

ACE believes students are best prepared as moral, productive, contributing members of our world when trained cooperatively by family and school in an atmosphere expectant of constant ethical behavior and scholarly efforts.

102.1 Four Pillars

The pillars of ACE's comprehensive college preparatory educational program are:

- integrating character year-round into school, home, and life;
- working collaboratively with families as partners;
- utilizing an integrated classical curriculum; and
- personalizing education to challenge each student.

103 Program Goals

Graduating young men and women with strong moral character, minds expanded through extensive reading from historically and culturally rich literature, possessing solid skills in writing, speaking, and mathematics, with knowledge of the various scientific disciplines, and having developed personal interests is the school's objective.

103.1 Character

The purpose of an ACE education is to instruct the student's character to be responsible for his/her own actions. The academics provide the tool for training students to be punctual, attentive, obedient, diligent, etc. throughout their future lives.

103.1.1 Four Year Character Trait Rotation

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Compassion	Virtue	Truthfulness	Wisdom
Punctuality	Punctuality	Punctuality	Punctuality
Attentiveness	Attentiveness	Attentiveness	Attentiveness
Obedience	Obedience	Obedience	Obedience
Dependability	Responsibility	Self-Control	Determination
Hospitality	Gratefulness	Generosity	Tolerance
Orderliness	Resourcefulness	Discernment	Loyalty
Availability	Enthusiasm	Flexibility	Thoroughness
Creativity	Initiative	Cautiousness	Discretion
Sensitivity	Diligence	Boldness	Patience

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103.2 Academics

ACE utilizes books on classical education such as *The Well Trained Mind*, *The Latin-Centered Curriculum*, *The Core*, and *Norms and Nobility* as guides for a sequential, interdisciplinary, structured curriculum designed to give all K-12 students the advantage of a solid foundation in a liberal arts, college-preparatory education. The demanding, classically-thorough curriculum includes core academics and is shaped by these priorities:

- Clear expression in writing and speaking
- Extensive vocabulary provided through Latin studies
- Broad historical and cultural perspective
- Strong foundation of mathematics and science

ACE curriculum is a language arts and humanities intensive program structured on a four-year rotational schedule. All regular SCD and homeroom math tutoring curriculum, as coordinated with the students' Academic Dean, must be completed.

103.2.1 Classical Education

Classical education's Trivium consists of grammar, dialectic, and rhetoric stages in student academic development.

Logic and rhetoric are often taught in part by the Socratic method in which the teacher raises questions and the class discusses them. By controlling the pace, the teacher can keep the class very lively, yet disciplined.

Grammar

The Grammar Stage focuses on language skills -- primarily reading and the mechanics of writing. An important goal of grammar is to acquire as much vocabulary as possible across the curriculum. Very young students learn this vocabulary by rote, especially through the use of chant and song. Their minds are often referred to as "sponges" that easily absorb a myriad of facts. Classical education traditionally includes the study of Latin and Greek; at ACE, all students, grades one through high school, study Latin. Latin studies reinforce understanding the grammar of languages and permit students to reach the goal of reading Western Civilization's classics in the words of the authors. The Grammar stage refers generally to the elementary school years.

Dialectic

Dialectic (or logic) is discussion and reasoning by dialogue as a method of intellectual investigation. The traditional text for teaching logic was *Aristotle's Logic*. In the modern renaissance of classical education, this dialectic stage refers to the middle school or junior high school student, who developmentally is beginning to question ideas and authority, and truly enjoys a debate or an argument. Training in logic, both formal and informal, enables students to critically examine arguments and to analyze their own. The goal is to find out why something is true, or why something else is false, in short, reasons for a fact.

Rhetoric

Rhetoric debate and composition (which is the written form of rhetoric) are taught to somewhat older (often high school aged) students, who by this point in their education have the concepts and logic to criticize their own work and persuade others. According to Aristotle "Rhetoric is the counterpart of dialectic." It is

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concerned with finding "all the available means of persuasion." The students learn to persuade others with these facts, and succeed in the persuasion. Students learn to reason correctly in the Dialectic stage so they can then apply those skills to Rhetoric. Students read original source documents and learn to present their arguments well.

103.2.2 Portrait of an ACE Graduate

OVERALL:

- 1) Employs the lifelong disciplines of self-learning & critical thinking.
- 2) Obtains the tools for learning: memorization, penmanship, phonetic, decoding, reading, comprehension, computation, critical thinking, analysis, problem solving, research, synthesis, effective writing, public speaking, & sound moral judgment.
- 3) Builds a sound personal worldview based on truth.
- 4) Consistently displays a love for what is true, good, & beautiful.

CHARACTER:

- 1) Intentionally develops & practices traits of grace, respect, humility, integrity, & courage in all relationships, seeking to encourage others & promote peace
- 2) Whatever is undertaken throughout life is completed with excellence
- 3) Approaches difficult tasks with diligence, persistence, & joy
- 4) Demonstrates wisdom in every life situation
- 5) Actively pursues a life-style of service to others

LOGIC, MATH, & SCIENCE:

- 1) Acquires an organized mind resulting in an orderly life style
- 2) Employs logical reasoning to analyze information, identify fallacies, & form, & defend valid conclusions
- 3) From first-hand observation and careful reading, matures to a state of scientific literacy with the ability to make informed judgments about scientific matters

ENGLISH LANGUAGE:

- 1) Demonstrates familiarity with and ability to discourse on the great books of Western Civilization.
- 2) Speaks & writes graciously, persuasively, courageously, creatively, and eloquently with purpose.

LATIN:

- 1) Possesses ability to read Latin classics in their original language.
- 2) Obtains skills to tackle unfamiliar vocabulary

CLASSICAL STUDIES:

Understands & communicates effectively an informed appreciation of Western Civilization's great ideas & rich heritage.

103.4 Extra-Curricular Activities

Students are encouraged to develop individual interests. To this end, Supplemental Instructional Funds (SIF) provide full-time students with monies for instruction and supplies related to these interests. Such elective activities are not considered part of the general curriculum (See 700).

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104 Annual Schedule

The school year begins July 1 and ends June 30. No services or funds may be rolled over from the previous school year into the new school year. The required days of attendance are listed below.

- Parent & Student Orientation
- Weeks 1-29 School Community Days (SCD) held on Tuesdays (each three-week SCD cycle is followed by one week off with the exception of two weeks for Spring Break and Christmas Break).
- Week 30 (held on a Thursday) is finals and dress rehearsal for the Year-End-Program.
 - The Year End Program and graduation (if applicable) is also held on Week 30 (Friday);
- Week 31 for AIMs as scheduled by student's Academic Dean;
- 32 to 34 sessions of homeroom math tutoring throughout the school year, which includes a minimum of 1 session in July and 1 session in August.
- For grades 3 & up, state assessments (see ACE calendar for grade levels and dates required testing is scheduled in April & May)
- PSAT exams for D3 and Rhetoric students under grade 12.
- AP[®] retreat (required for students taking ACE provided exams) & exams for students enrolled in AP[®] courses (see ACE calendar for scheduled dates)

104.1 Quarterly Hour Limits

The Oregon School Year is divided into four quarters:

- First Quarter: July 1 to September 30
- Second Quarter: October 1 to December 31
- Third Quarter: January 1 to March 31
- Fourth Quarter: April 1 to June 30

For full-time students in Grades 1-12, the total allowable school year hours are 1050. During each quarter, these students may record up to 262 hours of instructional services, supporting activities, and completed assignment hours. Half day kindergartners and part-time students may only record half this number of hours. Unused hours from any quarter may not be accumulated for use in later quarters.

105 Equal Access

105.1 Equal Opportunity

ACE Charter School admits students of any race, color, sex, marital status, sexual orientation, religion, national and ethnic origin, age or disability to all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race, color, sex, marital status, sexual orientation, national and ethnic origin, age or disability in administration of its educational policies, admissions policies, and programs or hiring practices.

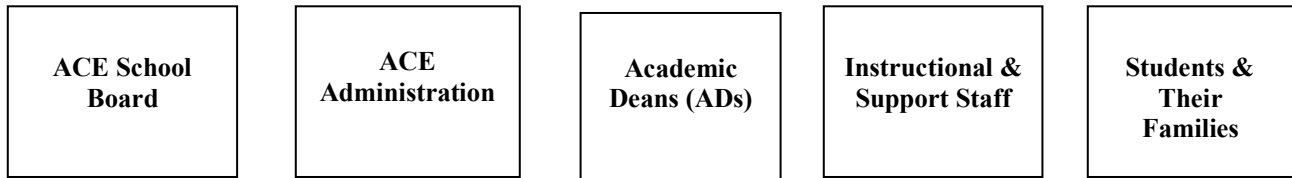
105.2 Religion

ACE is state-funded, and as such cannot offer religious: 1) sponsorship, 2) financial support, 3) active participation, 4) materials, or 5) instruction. ACE recognizes the right of every student to freely express his/her religious beliefs as guaranteed by the Constitution's First Amendment.

200 ORGANIZATION

ACE Charter School is a DBA of Home Scholars' Academy of Oakridge & Westfir, a 501(c)(3) non-profit corporation. Charter schools are innovative public schools providing choices for families.

Organizational Chart



200.1 Donations

As a 501(C) 3 entity, the Academy for Character Education accepts donations. Receipts are provided for tax purposes. Donations should be submitted to the Business Manager.

201 Families

The school is organized to meet the needs of the families whose children attend. Families are encouraged to bring to the administration's attention any reasonable concerns they have; this may be done by contacting the Administrative Staff and by completing appropriate forms and following the procedures in place (see 904 & 905).

201.1 Volunteer Opportunities

To provide the students with as many scholastic programs as possible, the school's resources are channeled toward instruction, instructional supplies, and student services. To facilitate this necessitates the labor of many people. Each family is requested to volunteer for one job each year. A list of volunteer jobs will be available at the beginning of the school year.

202 Board of Directors

An elected board oversees the school and is comprised of five to seven people: president, vice president/treasurer, secretary, and from one to three members-at-large. The board is governed by the bylaws of the parent organization, Home Scholars' Academy of Oakridge & Westfir, and the Oregon Public Meetings & Public Records statutes.

202.1 Elections

A nominating committee of member families, staff, and current or former board members nominate individuals to serve on the board. These nominations are approved by the sitting Board of Directors. Terms of office are two years with no limit to the number of terms a board member may serve. Board vacancies caused by resignation are filled as soon as possible during a board meeting by a simple majority vote of the sitting board. Employees may not serve as voting members of the board, but only in advisory capacities, while husbands and wives serving on the board share one position and one vote.

202.2 Meetings

Monthly board meetings are held in accordance with the laws governing public meetings. The tentative

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meeting dates for the entire year are listed on the school calendar. Agendas are posted at the ACE facility at least 24 hours in advance of a meeting. At least one week prior to a board meeting, individuals wanting to address the board must submit in writing to the board chairman the individual's name, phone number, & a summary of his/her topic. The board chairman will contact the administration to discuss the topic in an effort to discern whether the item is one appropriate for board attention or better handled by another avenue.

202.3 Duties

The board's primary duties include hiring and evaluating the administrative staff, approving the budget and school calendar, and updating policies and procedures.

203 Administrative Staff

Day-to-day school operations are facilitated by ACE Charter School's administrative staff. The Business Manager handles financial matters. Screening of prospective employed staff, formulation of annual budget and calendar, and oversight of instructional and support staff are the main jobs of the administrative staff.

204 Instructional & Support Staff

Members of the instructional staff teach SCD classes, and/or provide homeroom math tutoring and elective instruction. The support staff oversees the library, Character Chores, the ACE website, etc.

300 STUDENTS

Students between the ages of 5 (by September 1) and 21 (who have not yet earned a diploma) may attend ACE even if the school is not in their resident district. Providing there is space available in the student's grade and/or Trivium Level, the school is open to any student who applies, completes all admission documents and registration requirements, pays the Textbook/Uniform Deposit, the Activity Fee, and any past due fees, and is formally accepted. Students are accepted on a first-come, first-served basis determined by ACE's receipt of completed admission documents and payment of the Textbook/Uniform Deposit, Activity Fee, and any past due fees.

When space is unavailable, families desiring their student be enrolled must complete the Registration Form and submit appropriate fees; this notifies ACE of their intention to take the next available slot.

301 Fees & Deposits

301.1 Activity Fee

Each year the school assesses an activity fee for each student. These fees are used to provide additional educational opportunities for students. The fees cover field trip expenses, as well as, supplies for crafts and science experiments. The fee is listed on the Enrollment Check List and is due prior to the student taking his/her placement tests. Students will not be tested if this fee is not paid. New students withdrawing before September 1 will be charged a \$50 testing fee; the remainder of the deposits will be refunded as no

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books/materials have been dispersed. Refunds may take up to two months to process during the summer.

301.2 Textbook & Uniform Costs

The costs of any student books or uniforms lost or damaged during the school year will be subtracted from the student's SIF account. By June 30, all books and uniform pieces not needed the following school year must be received by ACE. The cost of any books or uniforms not returned or not returned in usable condition will be charged to the family whose student was responsible for the loss or damage. Any student withdrawing prior to the end of the school year may keep his/her consumable materials including booklets and CDs and a \$50 fee will be deducted from his/her Textbook deposit.

When a student withdraws during the school year and returns all their books, materials (excepting consumables), and uniform pieces, ACE office staff must verify each item returned. This may take as long as three months from the time all the returns are submitted. Disputed items (the family states the item was returned but the data base does not validate that claim) must be searched for; when this occurs, another month or more may be necessary. In addition, at ACEs' discretion, when students withdraw or graduate, yet other family members are still enrolled, ACE may retain the student's textbook fees until all the family members have 1) graduated or 2) withdrawn.

Six months after a student withdraws or the school year ends, any family owing \$250 or more for unreturned or damaged library books or uniforms may be taken to Oregon Small Claims Court.

301.1 Students Registering for Next School Year

Families must carefully consider whether ACE is the appropriate school for their student prior to pre-registering. A \$50 fee will be deducted from the Textbook/Uniform Deposit for any student pre-registered for the coming school year that either completes placement testing or remains pre-registered after August 1 and then is withdrawn prior to Orientation.

302 Full-Time Students

Full-Time enrolled students are defined as students who receive ACE's comprehensive education. No full-time ACE student is considered, by the Oregon Department of Education, to be homeschooled.

302.1 Full-Time Student Enrollment Procedure

Confirmed enrollment for full-time students occurs when a family completes the following procedure:

1. **Registration:** A registration packet is available online or in the ACE office. It must be completed with all required information and submitted to the ACE office.
 - a. **Returning Students:** Each school year between April 1 and May 1, returning student's families must submit a registration packet and pay the required Activity Fee. Failure to submit the completed forms may result in returning students forfeiting their enrollment slot.
 - b. **New students:** Students wishing to attend ACE for the first time must complete the registration packet along with the required Activity Fee and Textbook and Uniform Deposit.
2. **Space Available:** To maximize student success, ACE has a limit on the number of students for each

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class. Space will be allotted based on the following criteria.

- a. **Returning Students:** Space will be allocated for returning students based on their promotion to the next grade and applicable level. Slots will not be held in two levels.
- b. **Siblings:** If space in a class remains after currently enrolled students slots are determined, siblings of those students receive remaining classroom space.
- c. **Lottery:** If there are spaces available for all those students whose registration packet was received on time, they all will move to complete admission. If more students for whom registration packets have been submitted than classroom space is available, the ACE administration will conduct a lottery. Students' names will be placed in a hat, and the administrative staff will fill remaining spaces with the first student's name pulled from the hat, and so on. When a student name is selected, the family is called, and given 24 hours to accept the opening. If they decline or fail to respond, ACE moves to the next name on the list.
- d. **Waiting List:** Remaining names from the Lottery will be maintained on a waiting list should space become available. Additional registration packets are accepted throughout the year and names added to the waiting list. Should space become available in a particular classroom, the waiting list will be consulted.

302.2 Finalizing Admission

Admission is finalized when:

- Student's parent attends the ACE Parent Orientation, and student attends ACE Student Orientation;
- Student's parent submits the completed ACE registration packet (provided on or before the ACE Parent Orientation); ACE staff is available to assist in completion of these documents;
- Required Textbook/Uniform Deposit and Activity Fee are paid and, for returning students, any past due balance is paid; and
- Required Summer HLAs are submitted.

302.2.1 Summer Instruction

For students who enroll during the summer (July & August), 701 may be waived for tutoring occurring in those months or until Placement Testing occurs. Summer HLAs may be waived or modified by the student's AD.

302.3 Placement Tests

Initial assessments using ACE curriculum-specific placement exams ensure students are working at the correct level. Both new and returning students are required to take placement and progress tests. Returning students are tested on Weeks 27-29. New students are tested on Week 31.

302.3.1 Newly Enrolled Students

Pre-Requisite Reading Ability According to Level:

<u>Trivium Level</u>	<u>General Grade Level</u>	<u>Reading Level</u>
Pre-Reader	Kindergarten	Non-readers
Grammar A	Grade 1/2	Early Reader/Bob Books Set 1
Grammar B	Grade 2/3	Intermediate Beg./Bob Books Set 3

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Grammar C	Grade 3/4	2.9
Grammar D	Grade 4/5	3.9
Dialectic 1	Grade 5/6	4.9
Dialectic 2	Grade 6/7	5.9
Dialectic 3	Grades 7/8	6.9
Rhetoric	Grades 9 – 12	8.9

In addition, no students will be considered for the Pre-Reader class unless he/she is able to completely toilet him/herself. Teachers or other parents are not allowed to perform this task for a student unless the student is on an IEP (Individual Education Plan).

Families may request alternative placement to accommodate a student's needs. ACE reserves the right to deny a placement choice or make a placement change depending on student's ability to complete assignments, state assessment scores, reading comprehension test results, student's demonstrated maturity level, and current instructor/administration input.

302.4 Meetings/Conferences

During enrollment, a student's family collaborates with the student's assigned Academic Dean (AD) to set the student's Academic Instructional Marks (AIM).

During AIMs meetings, the student's AD reviews placement and progress assessments and determines, for each SCD academic subject, the appropriate level. SCD, homeroom math tutoring, and elective opportunities are addressed. All students in grades kindergarten through twelve and their families are encouraged to discuss the student's interests, talents, and goals. Subsequently, staff may present specific suggestions to the student and his/her family about possible enrichment opportunities to develop these areas. To complete student's AIM goals, ACE provides weekly School Community Day classes, Thursday Enrichment opportunities, homeroom math tutoring, Homework Club, and some electives.

302.4.1 Proposed Meeting Schedule

- Pre-Reader 2-3 AIM meetings per year
- Grammar & Dialectic 2-3 AIM meetings per year
- Rhetoric 3-4 AIM meetings per year

302.4.2 Additional Meetings with Academic Deans

ADs are available for additional conferences with families. It is recommended families schedule appointments to ensure their student's AD is not previously booked. Suspension, excessive absences or tardies, or the need for additional academic assistance will result in further conferences being scheduled at the AD's request.

302.5 End of Year Grade Promotion

Previously enrolled ACE students must meet the following criteria for grade-level promotions:

- Demonstrated good character by faithful completion of assigned Character Chore;
- Complete and submit all Home-Linked Assignments (HLAs);
- Have a final grade of "C" (70%) or better in all SCD subjects; if student's final grades are failing, make up work can be assigned to bring the grades up;

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- By announced date, complete & submit Health & PE Standards.

302.5.1 Additional SCD Trivium Level Promotion Criteria

In addition to 302.5, returning students must demonstrate their ability to succeed at a SCD level through the following skills:

- Pre-Readers moving to Grammar A Level must:
 - 1) Read beginning level book (such as Bob Books Level 1);
 - 2) Write spelled-out word (can recognize and write letters that are spoken);
 - 3) Have memorized all Pre-Reader Recitations;
 - 4) Recited 0 X 0 through 0 X 12 times table.
 - 5) Completed Character Fair project
- Grammar A student moving to Grammar B must:
 - 1) Read intermediate-beginner book (such as Bob Books Level 3);
 - 2) Test at grade 1.5+ in ACE Spelling Program;
 - 3) Use correct pencil grip;
 - 4) Write in cursive;
 - 5) Have memorized all Grammar A Level Recitations;
 - 6) Recited assigned times tables (0's, 1's, 2's, 5's & 10's).
 - 7) Completed Character Fair project
- Grammar B student moving to Grammar C must:
 - 1) Read at 2.9 + grade level;
 - 2) Use correct pencil grip;
 - 3) Write in cursive;
 - 4) Have memorized Grammar B Level Recitations;
 - 5) Correctly write sentences;
 - 6) Test at grade 2.5+ in ACE Spelling Program;
 - 7) Recited assigned times tables (0's, 1's, 2's, 3's, 4's, 5's, 6's, 7's, & 10's).
 - 8) Completed Character Fair project
- Grammar C student moving to Grammar D must:
 - 1) Read at 3.9+ grade level;
 - 2) Use correct pencil grip;
 - 3) Write in cursive;
 - 4) Have memorized Grammar C Level Recitations;
 - 5) Correctly write paragraphs;
 - 6) Test at grade 3.5+ in ACE Spelling Program;
 - 7) Recited assigned times tables (0's through 12's).
 - 8) Completed Character Fair project
- Grammar D student moving to Dialectic 1 must:
 - 1) Read at 4.9+ grade level;
 - 2) Write in cursive;
 - 3) Have memorized Grammar D Level Recitations;
 - 4) Correctly write paragraphs;

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- 5) Test at grade 4.5+ in ACE Spelling Program.
- 6) Passed 5 minute 100 multiplication facts test (0 X 0 through 12 X 12).
- 7) Completed Character Fair project
- Dialectic 1 student moving to Dialectic 2 must:
 - 1) Read at 5.9+ grade level;
 - 2) Write in cursive;
 - 3) Have memorized Dialectic 1 Level Recitations;
 - 4) Correctly write multi-paragraph one page composition;
 - 5) Test at grade 5.5+ in ACE Spelling Program;
 - 6) Passed 5 minute 100 multiplication facts test (0 X 0 through 12 X 12).
 - 7) Completed Character Fair project
- Dialectic 2 student moving to Dialectic 3 must:
 - 1) Read at 6.9+ grade level;
 - 2) Write in cursive;
 - 3) Have memorized Dialectic 2 Level Recitations;
 - 4) Correctly write multi-paragraph two page composition;
 - 5) Test at grade 6.5+ in ACE Spelling Program;
 - 6) Passed 5 minute 100 multiplication facts test (0 X 0 through 12 X 12).
 - 7) Completed Character Fair project
- Dialectic 3 student moving to Rhetoric Level must:
 - 1) Read at 8.9+ grade level;
 - 2) Write clearly in cursive;
 - 3) Have memorized all Dialectic 3 Level Recitations;
 - 4) Write 5 paragraph essay;
 - 5) Test at grade 8.5+ in ACE Spelling Program;
 - 6) Passed 5 minute 100 multiplication facts test (0 X 0 through 12 X 12);
 - 7) Completed Character Fair project
 - 8) Completed *Saxon Algebra ½*.

Students who exceed on the state assessments in a particular subject area will be considered for advancement beyond their age-appropriate grade level in that subject area. Additional considerations are consistent, timely, and accurate completion of HLAs, and current instructor/administration input. Maturity of student will also be considered; class materials were designed for the maturity level of the appropriately-aged students and will not be compromised by admission of an underage student. For most advanced students, advancement in one or two classes is preferable to placement across the board in a higher level.

302.5.2 Mid-Year SCD Level Promotion for Enrolled Students

To advance to the next Trivium level for one or all SCD classes (providing space is available), a student must meet all the above criteria, and, in addition, for one complete term or more, meet the demands of their current level by:

- Satisfactorily completing **all** SCD HLAs for **all** subjects;
- Maintaining a “B” or better grade point in every subject.

Families desiring mid-year SCD level promotions must submit their request in writing (by email or hand-delivered to ACE office) to the ACE administration. In conference with the affected ADs, the necessary data

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will then be collected and assessed. Within two weeks, the family will be apprised of the school's decision. Typically, mid-year promotions will only occur during winter or spring break.

As per Oregon statute 581-022-1130(2)(d) students younger than ninth grade may earn high school credit by successfully completing the full course of study for any Rhetoric level course.

302.5.3 Initial Grade Level Placement

Unless placement testing indicates a student is behind one or more grade levels in math or reading, students enrolling in ACE will initially be ODE registered at the grade level indicated by their previous state or benchmark assessment record (i.e., if a student took, in the previous school year, the seventh grade state assessments, he/she will be registered as an eighth grader) and the results of their placement tests.

302.6 Rhetoric Students and Graduation

Rhetoric students should refer to *ACE Graduation Workbook & Resources* for the graduation criteria. They are required to follow the credit schedule as stated in that publication, earning credit by attending all SCD classes or equivalent classes unless a waiver has been obtained from the ACE Board.

- For class advancement, Rhetoric students must accumulate the following credit totals as recorded on their ACE Diploma Worksheet:
 - 7+ = Sophomore
 - 14+ = Junior
 - 21+ = Senior
 - 28.5 specified credits, passed all required Oregon state assessments = Graduate

302.7 Graduation

In conjunction with the Year-End Program, ACE conducts a graduation ceremony for all qualifying students. Valedictorian will be selected based on highest, weighted GPA of completed high school graduation requirements and college course work. Salutatorian will be chosen based on second highest, weighted GPA of completed high school graduation requirements and college course work.

303 Part-Time-Waiting-For-Full-Time Students

Due to the enrollment cap imposed by the South Lane School District, ACE is sometimes unable to serve all the students desiring enrollment. As a result, these students may choose to be Part-Time while awaiting a full-time opening. As it would be difficult for a student to step into a full-time classroom slot unless completing the regular required work, these students will participate in the following aspects of the school program:

- SCD classes
- Homeroom math tutoring
- AD oversight
- JupiterEd accounts

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- Complete curriculum
- Monthly reward to qualified students
- Oregon State Assessments

303.1 Services Not Available

Part-Time-Waiting-For-Full-Time Students will not have Supplemental Instructional Funds or ACE paid instructional trips. These students may attend field trips if their families pay the costs; however, they will not be charged an administrative fee.

304 Part-Time Students

For more information regarding the part-time program, please email Part-Time@AceClassicalEd.org.

305 Resident District

Regardless of where a student lives, ACE students are members of the student body of the South Lane School District. For extra-curricular activities, all students remain part of the student body of the districts in which they reside (see 309). ACE is an approved OSAA school.

306 Assessments

306.1 Smarter Balanced/OAKS

Smarter Balanced and Oregon State Assessment Testing (OAKS) is required in grades 3 through 11 and for any student grade 12 who has not met for each eleventh grade assessment (math, reading, writing, and science). If a student does not “Meet” or “Exceed” the standard set by the state, he/she is required to retest the allowable number of times (two times for OAKs). Generally, testing is scheduled for non-SCDs; however, in the event a student is not able to take tests on another day, ACE staff provides special testing accommodations on SCD.

Any student failing an assessment on his/her first try will be evaluated to determine if, on his/her second attempt, he/she may qualify for other testing accommodations. If determined that other accommodations will prove beneficial to the student, the ACE Assessment Coordinator will schedule a one-on-one session with the student.

306.2 Advanced Placement® Courses and Tests

ACE is enthusiastically pursuing Advanced Placement® and other options for Rhetoric students to gain college credits prior to graduating from ACE. Some classes may have pre-requisites. On Week 22, students taking Advanced Placement (AP®) exams are required to pay a \$10 per exam fee (use of SIF is permitted); ACE will pay the remainder of the test fee for any course related to a SCD class for students meeting the following criteria: 1) be an ACE full-time Rhetoric student; 2) completed all the work assigned for the course; 3) received a B (80%) or better in the first 2 terms of the course; and 4) by Week 22 have no remaining missing assignments from terms 1-2. An ACE student not meeting these requirements may choose to take the test, but he/she will pay for the entire exam by utilizing his/her SIF account or out-of-

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pocket.

306.2.1 AP Retreat

Students taking an AP exam paid for by ACE must attend the AP retreat and pay the retreat fee. The fee may be paid for from earned SIF. Other sources of funding may be available and students will be notified if retreat fees will be waived.

306.2.2 Other AP Tests

Students taking other AP® Tests who have completed all the work assigned and received a B (80%) or better in the course will have half of their test fee paid by ACE with the remainder paid from the student's SIF account or out-of-pocket.

306.2.3 AP® & College Class Scholarship Fund

ACE has established a scholarship fund to support full-time Rhetoric students who have completed all or the better part of their ACE diploma requirements, are working toward earning college credits, and/or who have specialized interests in classes which ACE does not offer. Students may apply to the administration to access part of the available scholarship monies. The ACE board has designated \$1,000 for this fund.

307 Grades

JupiterEd, an on-line grading system, is available for families to track the status of their student's assignments and grades. SCD students must complete all assignments and are graded using the following percentage scale:

- 90% - 100% A
- 80% - 89% B
- 70% - 79% C
- 0% - 69% F

307.1 Academic Expectation:

Frequently, the problem of low grades is also related to poor work habits. If a student has enrolled in classes but does not participate by submitting assignments on time and completed to the best of his/her ability, the student may be recommended for non-continuation and referred to their district of residence. Students are notified in writing and have one full semester to show improvement.

The administration may make an exception to the above rule for students with identified learning disabilities or for students who demonstrate a high level of motivation and have strong parent involvement. Parents may apply to the school for a waiver of this requirement but the key consideration will be the demonstrated effort of the student. Administrators will take into consideration the student's grade performance, potential for future improvement, ability to fit in with the school's curricular path, and input from the teachers, parents, and student.

Students scoring below 70% are not prepared for new concepts or lessons. In these cases, the teacher has the discretion as to how learning recovery is to be brought about. The instructor may require the student to make lesson corrections, take additional oral assessments, re-take tests to improve scores, produce extra credit work, attend Homework Club, or redo the entire course.

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Work submitted late will result in a 10% grade reduction for each week late. This is also applicable for carelessly completed work needing to be redone.

307.2 Student Responsibilities:

- Accept responsibilities regarding behavior and academic participation.
- Complete all assigned work.
- Turn in all work in a timely manner.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.
- Attend tutoring sessions.
- Be on time to class or appointments.
- Ask the teacher for help whenever an assignment is not understood.
- Follow all handbook guidelines for dress, technology and behavior when on campus.

307.3 SCD Grades:

SCD teachers use the following grading standards for overall course grades:

- 70% HLAs
- 30% quiz and test grades.

307.1.1 General SCD Assignments Grading Criteria

Written HLAs

- 20% Basics
 - 5% - Correct labeling: complete student name, SCD Week assignment is due, & SCD subject (Science, Language Arts, Humanities, or Latin)
 - 10% - Neatness: completed in legible cursive
 - 5% - Format: margins on both sides of the paper & written on every other line
- 20% Conventions
 - Spelling
 - Punctuation
 - Capitalization
 - Correct word usage (i.e., subject-verb agreement, pronoun case)
- 60% Content
 - Vocabulary
 - Sentence structure
 - Thoughts expressed

Cornell note-taking, maps, & drawings

- 10% Basics
 - Correct labeling: complete student name, SCD Week assignment is due, & SCD subject (Science, Language Arts, Humanities, or Latin)

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- o Neatness: completed in legible cursive or manuscript for maps, graphs, or charts
- o Correct media (i.e., colored pencils when required)
- 90% Accuracy of information

Recitations

- Number of poetry lines multiplied by 3 & number of prose lines multiplied by 6 = points representing 100%
 - o 100% if presentation is perfect & no helps were required
- 10% presentation (posture – standing tall with hands clasped behind back, good enunciation, & eye contact)
- 5% off for every help (Pre-Reader & Grammar students get one help per stanza without losing any points)
- Dialectic 3 & Rhetoric - 2.5% off for every pause

307.1.2 Pre-Reader Grading Policy

ACE does not give “A”, “B”, “C”, and “F” to Pre-Readers. Rather, these students receive “P” for “Passing” or “T” for “Try again”.

307.1.3 Rhetoric Grading Policy

All submitted work must be 100% complete and received electronically or stapled with the HLA sheet in the front (per subject). Incomplete work is recorded as incomplete (INC) and receives no credit until the whole packet is complete per subject.

GRADE DEFINITIONS

90+ = Excellent & on time

80% = Adequate

70% = Minimal

**Teacher-specific definitions of the above are found in each class's syllabus.

OVERALL GRADE

70% HLAs & Assignments

30% Quizzes, Presentations & Tests

TYPES OF ASSIGNMENTS

1) Straight percentage

Some assignments have a set of answers given, and those are most often graded by a straight percentage (for example, 74/80).

2) Written/typed assignments

60% Content

20% Growth/Maturity

20% Loveliness

3) Oral work

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15% Pronunciation, Posture, Expression
 15% Level of Memorization
 70% Accurate Content

4) Participation

Teachers often award points for participation in a variety of ways.

Recitations

Poetry: 100% of grade = Number of lines memorized x 3

Prose: 100% of grade = Number of prose lines x 6

Then, if necessary, up to 10% off for presentation (posture, voice, etc.)

Then, if necessary, 5% off for every help

Then, if necessary, 2.5% off for every pause

WRITTEN FEEDBACK

Assignments also receive written feedback on them from instructors, which are very valuable to students who would like to know how to improve.

COMMUNICATION

Instructors expect students and families to communicate with them about grades, assignments, feedback, and/or to solve challenges that come up. These communications do not affect a student's grade.

307.1 Homeroom Math Tutors

Homeroom Math Tutors determine students' grades using the following standard:

- **HLAs (50% of student's total math grade):**
 - Students will receive a 10/100% on their week's lessons when they come to math tutoring sessions with **all** of their assigned lessons completed & **all** corrections made;
 - Students will receive a 9/90% on their week's lessons when they come to math tutoring session with **all** work completed with the exception of one incomplete problem per lesson reserved for help with the tutor;
 - For work that has not been corrected by a parent, tutors should note this in the JupiterEd comments box ("Not corrected by parent"), and grade the assignment, giving the student a straight percentage ($\frac{\# \text{ correct}}{\text{total } \# \text{ problems}} = \%$); student loses the prerogative to improve grade by making corrections;
 - If student needs consistent help with concepts, refer student to the ACE office to obtain the appropriate Saxon Math CD-Roms; the cost will be deducted from the student's SIF account.



- **Monthly Tutor-Proctored Math Tests (50% of student's total math grade):**
 - Only correct answers are given whole points. No half points are awarded with the exception of questions clearly marked with 2 parts (e.g., A. & B.);
 - Students receive a straight percentage grade -- $\frac{\# \text{ correct}}{\text{Total } \# \text{ problems}} = \%$ Correct; answers must include correct labels (e.g., km, miles, sq. ft), decimals correctly placed, proper format, etc.

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- o In the event a student fails a math test and retakes it, the two scores will be averaged together unless the first score is higher than the second score. If that occurs, the first score will stand.
- **ACE-Proctored Final Exam for Credit (counts as regular monthly exam):**
 - o To collect high school credit in math, ACE students must take a final exam during fourth week Homework Club or other specified times, as arranged with their Academic Dean.
 - o Students who wish to finish a credit in June will take the exam on Week 30 or 31 at ACE, as arranged with their Academic Dean.
 - o The test will be the final or one of the last few from the book.

JupiterEd Entries

Sample of JE entries:

11/12	Lessons due Week 8	89%	B+	+0.2%		Homework
	<i>Mike: Algebra 1/2 lessons 37,41-42 full (37 rec late)</i>					
11/12	November test	78%	C+	-0.3%		Tests
	<i>Mike: Algebra 1/2 test #9</i>					
11/19	Lessons due Week 9	91%	A-	+0.2%		Homework
	<i>Mike: Algebra 1/2 lessons 43-45 full</i>					
12/3	Lessons due Week 10	87%	B+	+0.1%		Homework
	<i>Mike: Algebra 1/2 lessons 46-49 full</i>					
12/10	Lessons due Week 11	82%	B-	-0.1%		Homework
	<i>Mike: Algebra 1/2 lessons 50-52 full</i>					

To facilitate differentiated math instruction, a student scoring 90% or better on his/her monthly math test is only required to complete every other problem of his daily math assignment – odd numbered problems on odd numbered lessons and even numbered problems on even numbered lessons. Monthly math tests are proctored by the student's homeroom tutor, are taken with no assistance, and are graded on the straight percentage – number of correct answers divided by the number of possible answers.

307.2 Term Report Cards

Term report cards are provided by the student's AD either at a scheduled AIM meeting, by mail, or hand-delivered to the parent.

308 Transportation

Transportation to and from ACE Charter School, homeroom math tutoring, elective activities, or instructional events is solely the families' responsibility.

309 Extra-Curricular Activities Eligibility

For students who are residents of the South Lane School District, participation in extra-curricular activities such as athletics is open by following District policy as applicable for any other District student. Out-of-district students must contact the school district in which they reside to obtain information about extra-curricular eligibility.

310 Student Body Cards

At the beginning of the school year, depending on availability, students may receive an ACE Student Body Card. Replacement cards are not available. These cards may be used for a discount at various locations, LTD bus passes, interscholastic sports, etc.

311 Student Records

Oregon schools maintain two types of student records: academic records and confidential records. The ACE administrative personnel maintains charge of these.

311.1 Student Work Samples

Monthly and/or quarterly student work samples are kept in individual student files. These samples are compiled by the ADs, Homeroom Math Tutors, and/or instructors.

311.1.1 Copies of Work Samples

Families should make any desired copies of work prior to submission by the student. Once work samples are filed with ACE, copies of these samples are available to parent at the prepaid cost of twenty-five cents per page and the hourly rate paid to the staff person making the duplicates.

311.2 Parent Notification Regarding Student Records

Upon ACE receiving notification of student enrollment in a different institution and a written request sent directly from the institution, an official transcript or copy of the permanent record is sent to that school. Phone requests from the institution or parental requests will not be honored. Once the official request is received, Oregon state law allows 10 business days before student records must be sent.

Parents may request copies of student records for a prepaid fee of twenty-five cents per page and the hourly rate paid to the staff person making the duplicates. ACE will provide copies within 45 days of receiving a parent's written request for records. Any behavioral tests in a student's file may only be viewed in the presence of a school psychologist. Families may file a complaint with the Office of the Secretary of Education if they believe ACE Charter School has failed to comply with the requirements of Public School Law 93.380.

Parents may request an appointment with the principal to examine their child's records, and, additionally, have the right to a hearing with ACE staff, should they wish to challenge the content of those records.

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311.3 Records Withheld

Nonpayment of school fines or fees, or failure to return all ACE materials, may result in the withholding of student records and grade reports.

312 Withdrawal

Students are officially withdrawn from ACE under the following conditions.

312.1 Parent Initiated

Parent must submit a completed *Withdrawal Form* when removing their student from ACE. Until such time as this form is submitted to the ACE office, the student is considered a member of ACE student body, and all applicable rules apply. After receiving the *Withdrawal Form*, if necessary, the appropriate school district is notified that the student has been withdrawn from ACE.

312.2 ACE Initiated

Withdrawal also occurs when a full-time student is absent two consecutive weeks from SCD and does not submit any of his/her HLA assignments. This is exempted when

- A note is submitted by a health practitioner or other advisor verifying illness; or
- In the case of a verifiable serious family emergency.

If other extenuating circumstances persist, families must contact the administration.

Currently enrolled, but not pre-registered, students are officially withdrawn as of June 30th each school year.

312.2.1 Truancy

Full-time and part-time-waiting-for-full-time students who do not attend SCD or submit required assignments for two weeks will be considered “truant” and appropriate legal measures will be taken with their ESD.

312.3 Email Accounts Closed

Within a few weeks of withdrawing from ACE, family and Dialectic 3 and Rhetoric student G Suite for Education accounts (email, Classroom, Google Drive, etc.) will be closed. Please ensure you have transferred your files immediately so as not to lose any important records.

312.4 Rhetoric Student Withdrawn

Rhetoric/high school students withdrawn before successfully completing a term will receive an “Incomplete” on their transcripts for that term’s SCD classes; no credit will be awarded for any class not successfully completed.

400 SPECIAL NEEDS STUDENTS

Resident school district, parent, and staff following South Lane School District procedures perform “Child Find” (identifying students with possible special needs).

When a student qualifies for special education (SPED), ACE follows South Lane School District policy

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regarding the student's Individual Education Plan (IEP) Placement. IEP goals are discussed during AIM meetings at the onset of the enrollment process.

The 504 Coordinator for ACE is Mrs. Sahnou. Parents wanting to initiate any services for their student must contact Mrs. Sahnou.

401 Students Suspected of a Disability

If a student is suspected of having a disability, the following measures are taken:

- District is notified and, from parent, written consent obtained to evaluate student;
- IEP Team meets to determine student's eligibility, develop IEP, and determine appropriate placement;
- District must get written parental consent for IEP & initial placement in special education. Parental refusal may result in District resolution attempts but may not include District request for due process hearing.
- Until students are identified as special education or 504 (Americans with Disabilities Section 504), they are required to complete all work as assigned by their instructor unless otherwise approved by their AD.

402 Previously Identified Students

For previously identified student new to ACE, ACE takes the following measures:

- Requests student's regular and special education records and follows the District's procedures to attend an IEP meeting conducted using conference calls, video conferencing, or face-to-face conferences;
- Unless excused, IEP meetings must include the following IEP/Placement Team participants: ACE representative, parent/family member(s), appropriate District representative(s), student's special education teacher or provider, and instructional evaluation interpreter;
- If recommended by District, ACE, or parents/family, other individuals possessing expertise or knowledge may also attend IEP meetings;
- IEP/Placement Team participants review, revise, and document (using ODE approved form) student's current IEP to address student's special education & service needs including adapted instruction, supplementary aids and services, modifications, and accommodations to allow student to benefit from the ACE curriculum;
- IEP meeting culminates with the team determining appropriate student placement.

Parents may choose to refuse services by signing the District's official form.

403 School District Provides Services

Using its own employees, qualified independent contractors, qualified charter school staff, or a combination of these, the District arranges special education services as outlined in student's IEP, and, along with the Academy for Character Education, maintains applicable student records.

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404 Special Education and 504 Students' Work

As determined by the student's IEP or 504 team and ACE staff, special needs student's work is adjusted as necessary.

405 Special Education Student Behavior

Unless otherwise specifically exempted by his/her written IEP, SPED students must behave according to the ACE expected code of conduct as chronicled in the character traits.

500 SCHOOL COMMUNITY DAY

SCD is generally held for three consecutive weeks followed by one week off (December's Christmas break & March's spring break is two weeks) from September through June.

501 Dress Code

Uniforms have been adopted by ACE to encourage a tasteful and modest learning environment.

On SCD between 8:00 AM and 5:00 PM, students on campus for any reason must be in uniform; waivers will only be granted by appealing in writing to the administration and specifying the extenuating circumstance(s) necessitating any clothing change. Sweaters and blazers must be worn to Character Assembly and at any other time stated by the administration or the student's AD. Students removing their sweaters or blazers on SCD are responsible for those; it is recommended that a removed piece of outerwear be stored in the student's backpack or book bag to keep it safe.

ACE provides, at no cost to the family, one complete school uniform in the size determined by the family, if available from the provider; larger sizes will be purchased in the event requested sizes are out-of-stock; altering sizes will be the responsibility of the family. Families ordering incorrect sizes will be responsible to purchase replacement pieces in the correct sizes; ACE will provide the ordering information, but the family must do the ordering and pay for the new uniform pieces. **All uniform pieces remain the property of ACE & must be returned by June 30 of each school year** (unless student will be wearing the uniform in the following school year). A student not completing the entire school year must return his/her complete uniform in reusable condition or the cost will be deducted from the student's deposits & fees. Students are responsible for their uniforms. It is recommended that if a student removes a sweater, he/she tucks it into his/her backpack.

Families are responsible to hem any items ordered for their student that arrive unhemmed. If replacement pieces are needed during the school year, and ACE has stock on hand, families may purchase new uniform pieces directly from the school. If ACE does not have the needed items, families must order directly from the uniform companies.

- Pre-Reader – Rhetoric will wear ACE-provided shirt

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- Pre-Reader & Grammar students will wear grey polo tucked in (no visible shirts are to be worn underneath the ACE shirt; white thermal underwear is approved for additional warmth)
- Dialectic – Rhetoric will wear white oxford shirt tucked in (no visible shirts are to be worn underneath the ACE shirt; white thermal underwear is approved for additional warmth)
- Pre-Reader – Grammar B will wear ACE-provided or comparable black jumpers or pants
- Grammar C-- Rhetoric will wear ACE-provided or comparable black skirt or pants
- Pre-Reader – Dialectic 2 will wear ACE-provided red sweater; no other outerwear allowed; sweaters must be worn during Character Assembly
- Dialectic 3 & Rhetoric will wear ACE-provided red blazer; No other outerwear allowed; blazers must be worn during Character Assembly
- Pre-Reader – Rhetoric may wear black belts, black, white, or nude hosiery (no noticeable leggings/capri tights; hosiery is optional). Solid black shoes or boots (not tucked into pants) are required (preferably no tennis or sports shoes, ski-boot/Ugg style shoes).
- Rhetoric males will wear black full ties & females will wear black cross ties. Dialectic 1-3 male students will wear black bow ties & females will wear red and white striped sailor ties. Ties are to be returned to ACE.

Other Dress Code information to note:

- All students are to be clean and well-groomed with washed, combed, and neatly trimmed hair (no non-natural colored hair, such as pink or green, or distracting hair styles); no facial hair is permitted for students; boys' hair cannot touch the collar of their shirt; girls' makeup must be appropriate to a serious academic atmosphere and not be distracting or offensive.
- No visible undergarments of any kind allowed; for additional warmth, students may wear white thermal underwear under their shirts (short-sleeved for grey polos & short or long-sleeved for white oxfords).
- No hats/head coverings, visible tattoos, or body piercing jewelry other than ears is allowed for males or females. All other jewelry should be appropriate to a serious academic atmosphere and not be distracting or offensive.
- Should a student arrive minus uniform, the parent will be notified to assist his/her child with changing into uniform; staff is not allowed to undertake this job. Students not in compliance with the dress code will be removed from the classroom returning only when they are in compliance.
- Unless otherwise notified, all non-SCDs are “No Uniform Required” days, except for the Year-End program & 4th Week Homework Club.

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In addition, students are to maintain the following general demeanor and dress:

Dress neatly

- Shirts tucked in
- Clothing clean, ironed, and in good repair
- Shoes tied
- No holes/tears in clothes

502 School Supplies

In order to most effectively and efficiently school at home, ACE recommends the following supplies be available to students in order to complete their weekly Home-Linked Assignments.

• **Pre-Reader Level**

• **Bring to class**

- #2 pencils (2)
- Colored pencils (at least 8 colors)
- Crayons (at least 8 colors)
- Eraser
- Scissors
- Ruler (cm/in)
- Glue stick
- 50+ Index cards (any color)

• **Additional math supplies for use at home**

- Chalkboard or whiteboard
- Chalk or dry-erase markers, eraser
- Construction paper
- Tape

For use at home

- #2 pencils (2 or more) and sharpener
- Colored pencils (at least 8 colors)
- Crayons (at least 8 colors)
- Eraser
- Scissors
- Pencil box/case
- Glue stick or liquid glue
- CD storage (case, box)
- Small plastic bags (zip)
- Construction paper
- Ruler (cm/in)
- Coins (650 pennies, 10 nickels, 20 dimes, 20 quarters)

• **Grammar A & B**

- Optional for Pre-Reader – Grammar B: 2” binder (Binder covers may not be distracting or offensive)
- Notebook paper (wide rule Grammar A-B)
- #2 pencils (minimum of 5)
- Manual pencil sharpener
- Colored pencils
- Pencil box (PR-Grammar B)
- Erasers
- Scissors
- Ruler
- Glue stick

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- 50+ Index cards (any color)
- Optional: CD case
- Optional for students in Math 54 and up: 4x4 graph paper
- Optional: Poster board may be used throughout the year

- **Grammar C & D**
 - **Keep at home:**
 - 50+ Index cards (any color, lined on one side and blank on other)- GC students may want to put returned cards on a ring as they will be making vocabulary and analogy cards and studying them throughout the year.
 - GC: A journal for journal writing assignments, must be labeled with name on front cover. Will bring to class to show journal writing assignments when requested.
 - White copy paper for making maps.
 - Math 5/4 and up: 4x4 graph paper
 - Optional: CD case
 - Optional: Poster Board
 - Optional: Digital timer for math drills/HLA timing

 - **Bring to class:**
 - Ruler (12 inches)
 - 1”-2” binder with a non-distracting or offensive cover, filled with:
 - notebook paper (wide for GC, college ruled for GD, 50-100 sheets)
 - A divider/section for HLA sheets passed out in class
 - A divider/section for writing where essays and their parts will be kept until finalized and turned in.
 - A flat zipped pencil case that fits in the three ring binder filled with:
 - At least 5 sharpened #2 pencils
 - A glue stick
 - Sharpened colored pencils
 - Erasers
 - A manual pencil sharpener that catches its own pencil shavings.
 - A pair of child safety scissors

- **Dialectic 1 & 2 Levels**
 - 2“ zipper binder (Binder covers may not be distracting or offensive)
 - Notebook paper (college-rule)
 - 4 x 4 graph paper (for math)
 - Mechanical pencils
 - Colored pencils
 - Erasers
 - Stapler

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- o Ruler
- o Binder 3-hole hole punch
- o Package of 100 lined white index cards
- o Digital timer
- o Optional: CD case
- o Optional: Poster board may be used throughout the year

- **Dialectic 3 & Rhetoric Level**

- o 2” binder (Binder covers may not be distracting or offensive)
- o Notebook paper (college-rule)
- o Index cards - white, 3"x5", lined on one side, blank on the other
- o At least 4 packs of square sticky notes; additional smaller sizes encouraged but optional
- o Optional: 4 x 4 graph paper (for math)
- o Optional: Poster board will be used throughout the year
- o Mechanical pencils
- o Colored pencils
- o 4 colors of highlighters (yellow, pink, orange, blue);
- o Erasers
- o Stapler
- o Tape
- o Scissors
- o Ruler
- o Binder 3-hole hole punch
- o Digital timer
- o Algebra 2 & up: Scientific calculator (for math)
- o Internet access (may be at home or other site such as library)
- o Optional: Small memory stick/thumb drive/flash drive
- o Optional: Camera with ability to email photos
- o Optional, but encouraged: access to printer and copier

ACE supplies all books, HLA folders, and subject dividers. Families should provide these additional school supplies before Week 1 for their students to successfully complete their assignments.

503 Emergency Closures & Drills

In the event of possible school closure, please check the ACE website or call the school office to determine school closure.

Emergency evacuation plans are posted in each classroom. As required by the Oregon Department of Education, fire and earthquake drills are periodically performed throughout the school year.

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503.1 Fire Drill Procedure

- When the fire alarm sounds, students quickly form a line and leave the facility by the nearest exit.
- ADs walk with the class; classroom aides check bathrooms and other rooms for occupancy.
- Students must assemble in the parking lot next to the brick building. They should be grouped with their classmates to facilitate roll by their AD.
- When released, students are to return to the building in an orderly fashion.

504 Attendance

ACE operates SCD thirty-two weeks per year: orientation, SCD, placement testing & AIMS meetings. Attendance is mandatory. Thursday Enrichment classes and field trips are special privileges and optional.

504.1 Excused Student Absence Procedure

Unless approved or on a modified schedule, students must attend SCD classes. Lack of participation due to absence will be reflected in grades. In the event of illness or emergency resulting in non-attendance at SCD, the parent must notify the school office by noon; a message recorded on the answer machine is considered notification. When this notification occurs, the absence will be excused.

When an absence of two weeks occurs due to serious illness, a doctor or advisor's note is required. HLAs for those weeks are due within 10 days of the student's return to school.

504.1.1 Students Not To Attend School

A student should not come to school if he/she has any of the following signs or symptoms:

- Fever over 100
- Vomiting
- Diarrhea (more than one abnormally loose stool in one day, with or without fever)
- Severe or sustained cough
- Difficulty breathing or shortness of breath
- Skin lesions, eye lesions, or rashes that are "weepy" (fluid or pus filled)
- Colored drainage from eyes or ears
- Jaundice (yellow color of skin or eyes)
- Complaint of stiff neck or headache with any of the above symptoms
- Head lice

504.1.1.1 Head Lice:

When a case of head lice is confirmed, parents will be called and asked to take the infected child home. Proof of treatment and a head check will be necessary before the child can come back to school.

Pharmacies carry various lice killing shampoos such as NIX and RID. Follow the product directions completely. The Oregon State Health Division advises complete nit removal, and because of the possibility of self-infestation from hatching eggs missed during the first treatment, recommends a follow up treatment

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seven days after the first. Also, check and sanitize infected articles including clothes, bedding, combs, brushes, and other personal items to help eliminate re-infestation.

504.1.2 Medications/First Aid

Families should administer any medications; however, if the parent is not available, the Office Manager, with written and signed instructions from the parent, may administer a medication. Prescription medicine must be sent in the original bottle, with the label prepared by the pharmacist and must include the following information: name of student, name of medication, dosage, route, frequency of administration, and any other special instructions. The Office Manager will complete the medicine log and maintain student confidentiality in regard to medicines; medications are placed in a locked cabinet. ACE personnel provide first aid in the absence or inability of parents.

504.1.3 Student Medication Administration:

- The school does not supply any drugs including aspirin or Tylenol.
- Soap, water, band-aids and ice are available for injuries.
- Over-the-counter drugs or prescription drugs for students must be stored in the office and dispensed by the Office Manager. A medication form must be completed and signed by the parent prior to any medications being dispensed.

504.2 Sick on SCD

If a student becomes ill at school, and no parent is present, the ACE staff will phone those numbers recorded on the student's Emergency Form. The student will be removed from contact with other children until family arrives.

504.3 Non-Excused Student Absence

All SCD absences are unexcused except for documented illness or serious family emergency. Family trips are unexcused unless a completed *Prearranged Absence Form* is submitted to the AD. On this form, ADs will require students to obtain signatures from their classroom teachers stating required submission date for HLAs and any additional work to be completed in lieu of classroom participation.

504.4 Absentee Assignments

Students returning to school after an absence are responsible to submit all HLAs for the week(s) of their absence and those HLAs currently due. Weekly HLA assignments are available on the ACE website.

505 Tardiness

Students must arrive by 8:45 AM in order to submit their HLAs and be seated in Character Assembly by 9:00 AM. Those arriving on time will receive the appropriate character grade points. Students are considered tardy if they have not checked in with their AD by 8:45 AM. Students being dropped off before 8:30 AM are to check in with the office staff.

505.1 Excused Tardy

Tardies are only excused for emergencies. A tardy student must be accompanied by his parent to the school office. A tardy is excused if caused by extenuating circumstances out of one's control (e.g., flat tire, car not starting, but not oversleeping).

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505.2 Non-Excused Tardy

Excessively tardy students:

- May be required to stay after school to assist with extra duties for the number of minutes equal to their minutes of tardiness (5 minutes tardy = 5 minutes of additional work after school);
- May be required to write a paragraph (minimum of 5 sentences) using one of the “I Will” statements of Punctuality or another applicable character trait, if they are tardy all three weeks of one month.

505.3 Tardy Procedures:

1. Office Manager notifies student’s AD and makes note on office attendance chart.
2. Tardy is noted in student’s attendance record on JupiterEd.

506 Locked/Closed Campus

ACE operates a locked and closed campus. Until SCD classes or Thursday Enrichment classes are over, students are not permitted to leave the building or premises. Electronic codes are provided to families to enter the premises; codes should not be given out.

507 Visitors

Guests are welcome to attend SCD classes under the following guidelines:

507.1 Parents

Parents are welcome to attend all SCD classes; it has been documented that family involvement is directly linked to student academic success. To avoid interference with instruction, while class is in session, parents are not allowed to interact with their children without the explicit permission of the instructors. Parents who violate this directive will be warned. Should they continue to disrupt classes, they will be placed on a communication protocol restricting their presence on the premises.

507.2 Unregistered Siblings

Whenever parents attend SCD with registered children’s siblings, those siblings must not be allowed to hinder the academic atmosphere of the classes. Siblings must be under the direct supervision of an individual, not the SCD teacher, age 16 or over at all times. Parents will receive a verbal warning if their child is distracting and noisy. The second time their child interferes with the instruction, the parent will be asked to take the child out of class. A continuation of this problem will result in the unregistered sibling being excluded from attendance at ACE.

On SCD, every available space is being utilized for classes and other meetings; the parent lounge in the brick building is the only area designated for families to take their young children and infants. At all times, parents must remain with any child of theirs not attending SCD; children are never to be left alone in any part of the facility.

507.3 Non-ACE Visitors

After making pre-arrangements with the administration, guests are welcome to visit the school. Visitors must sign in and out of the “Visitors’ Log” and wear a “Visitor” name tag which is provided by the Office

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Manager. To protect our educational environment, restrictions to classroom access may be applied.

508 Electronic Devices & Phone Use

Non ACE-issued electronic devices, including cell phones, are not permitted to be used by students on the school premises without Academic Dean approval. If students have cell phones with them, these are to be turned off and left in their backpack; students should not have cell phones out at any time during the school day. Students using cell phones during the school day will be directed to bring these to the office where the device will be stored for the remainder of the day. Students may have laptops and Chromebooks for school use only. No social media, chatting, gaming, or other non-related school usage should occur during the school day. In the event of an emergency, phone the school office to have a message conveyed to a student. Students will ONLY be allowed to use the school phone for emergencies. Parents are requested to turn phones to vibrate and only take calls outside of classrooms so as not to disturb instruction.

During the time an instructor is on the clock, he/she is not permitted to use electronics for any reason not directly related to the instruction of the student(s) he/she is being compensated to teach.

Staff should refer to South Lane School District policy GCAB for specific regulations on Personal Electronic Devices and Social Media.

509 Schedule

SCD Tuesdays follows this schedule:

- 8:15 - 8:45 Morning Character chores (as assigned by Chore Coordinator); For liability purposes, students not assigned AM chores must check in at the office and be under the supervision of ACE staff.
- 8:45 - 9:00 Submit HLA folders
- 9:00 - 9:20 All-School Character Assembly
- 9:20 - 9:30 Classroom Character Discussions
- 9:35 - 10:35 Grammar through Rhetoric Science
- 10:35 - 10:45 Break (transition to appropriate LA class)
- 10:45 - 12:00 Grammar through Rhetoric Language Arts
- 12:00 - 12:30 Lunch
- 12:30 - 2:30 Grammar - Rhetoric Humanities
- 2:30 - 2:35 Break (transition to appropriate Latin class)
- 2:35 - 3:00 Grammar A & B Song School Latin Classes
- 3:05 - 3:30 Grammar A & B Elementary Music Class (EMC)
- 2:35 - 3:30 Grammar C - Rhetoric Latin
- 3:30 - 4:00 Afternoon Character chores (as assigned by Chore Coordinator)
- 3:30 - 4:30 Homework Club

Optional Thursday Enrichment follows this schedule:

- 9:00 - 12:00 Teacher-Supported Study Hall and math classes for Algebra 1 and up
- 12:00 - 12:30 Lunch

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- 12:30 – 3:30 Enrichment activities
- Students wishing to attend Thursday classes must follow school policies and procedures and be completing assignments at home. Enrichment day is a privilege for all students and if ACE deems it prohibitive to the students' success, restrictions to attendance will be made.

509.1 Lunch, Snacks, and Birthday Parties

Students bring their own snacks and lunches to SCD and Thursday Enrichment classes. Pre-Readers and Grammar A - D students are to bring a non-messy mid-morning snack. A student forgetting his/her lunch or his/her snack may have one provided for him/her, if available. Lunches will be billed at \$10.00 while snacks will be billed at \$5.00; these funds will be deducted from the student's SIF account.

Volunteers may provide lunches at a cost. Any profit from these lunches must be deposited into a fund-raising account accumulating for a possible future student event.

509.1.1 Birthday Parties

Should a parent desire to give a small party to their child on SCD, he/she should contact his/her child's AD to make the arrangements. Generally, this event will be held in the student's classroom during the morning or lunch break and will consist of small treats or cupcakes along with any simple decorations the family wishes to provide. Due to some students' allergies, it is imperative that, in advance, the menu be made known to the AD.

509.2 Homework Club & Thursday Study Hall

In an effort to assist all students in succeeding academically, ACE provides Homework Club from 3:30 until 4:30 p.m. on SCD, as well as 4th Week Homework Club. Study Hall is 9:00 a.m.– 12:00 p.m. on Thursdays or longer as needed for specific cases. Students may attend voluntarily to receive assistance or be assigned to Homework Club by his/her AD or math tutor (to retake failed tests). Occasionally, as needed extra Homework Clubs will be provided and students with missing work will be invited to attend those clubs.

Any student with failing grades from the previous term will automatically be assigned Homework Club attendance for the next term until he/she is excused by his/her AD. Students assigned to Homework Club must remain for the entire time unless excused by the student's AD. Even if it only takes a few minutes for the student to complete any missing work or re-take a test, a student is remanded to Homework Club for the entire hour, unless released by the student's AD. Remaining in Homework Club to begin newly assigned work provides an incentive for students to use their checklists to carefully review their work for completeness. Students who are assigned to retake quizzes or tests will be encouraged to spend more time studying.

In addition, students that need more time to complete assignments (including math) will be given teacher supported assistance during the regular school day.

Fourth Tuesday Homework Club is required for any student with missing HLAs at the end of a three-week cycle unless excused by the students' AD. See ACE calendar for dates and times of Homework Club. Students attending Homework Club must wear their ACE uniform.

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509.3 Extra-Curricular Electives

Students are encouraged to utilize SIF monies for individual electives if academic assistance is not needed.

510 Character Chore Assignment

Students are assigned duties to be performed each SCD. Each student will receive a job description including time to be performed (before, during, or after school), and any necessary supplies and where those are located. Every SCD, students are required to verify completion of their job by initialing the *Character Chore Assignment Page* and leaving it in the designated location for the Character Chore Coordinators prior to departing the school. The Character Chore Coordinators will conduct a building sweep to confirm jobs have been completed. Based upon the initialed *Character Chore Assignment Page* and the coordinator's report, a weekly grade may be given. Failure to complete character chores may result in a lowered Character class grade.

511 Code of Conduct

ACE maintains a strict code of conduct for all members of its learning community. Punctuality, attentiveness, obedience, respect, and self-discipline must be exhibited. Stealing, lying, cheating, and profanity are unacceptable at ACE. The school is a place of high integrity and in keeping with the philosophy of the school, any breach of this Honor Code may result in serious consequences.

- Stealing involves taking something that belongs to another without his knowledge and prior explicit permission.
- Lying is the intentional misrepresentation of facts for personal gain, or in order to protect the interests of others.
- Cheating is any form of academic dishonesty. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised (plagiarism). Cheating also includes the divulgence of the contents of a graded evaluation.
- Profanity is socially offensive language, which may also be called bad language, strong language, offensive language, crude language, coarse language, foul language, bad words, blasphemous language, vulgar language, lewd language, choice words or expletives. The use of such language is called swearing, cursing or cussing.

It is ACE's intent that this Honor Code makes each student responsible for his or her own actions, constantly reminding us of the value of good judgment and of the importance of absolute integrity in all areas of life.

Students must complete their assigned work as part of the Code of Conduct. Consistently missing or incomplete work will result in special attention and/or detention. Optional Thursday classes will be approved on an individual basis if students are attending but not completing work at home or at school.

For all situations not specifically addressed herein, ACE follows the South Lane School District's code of conduct.

Should a breach of the Honor Code occur, the administration in conjunction with the instructor and/or Academic Dean will determine the appropriate course of action. Each breach is documented and the record

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retained in the student's file.

511.1 Discipline Steps

1. **Reminder:** The student will be reminded if he/she is off-task and/or breaking a classroom rule. The specific character trait involved will generally be referenced. Staff will refer to Classroom Behavior Interventions for assistance.
2. **Warning:** If the negative behavior continues a warning is given that the student will be removed from class unless the negative behavior immediately ceases. Staff will refer to Classroom Behavior Interventions for assistance.
3. **Processing:** If the behavior remains unacceptable, the student will be removed from his/her class and accompanied to the office where an *Incident Report* may be completed by the Office Manager or other staff. An administrator, along with the student's AD, will determine the appropriate disciplinary action.
4. **Probation:** Also, at this time, the student may be placed on probation if the Principal and classroom teacher determine the infraction merits such action. Probation will result in the separation of the student from the classroom to work individually on assigned work. The parent will be notified of the student's probation.
5. **Suspension:** Two or more incident reports filed within one term or willful disobedience are grounds for suspension. Students may be suspended for up to ten days. The ACE Charter School staff will decide on an appropriate length of suspension from SCD.
6. **Expulsion:** Open defiance of a teacher's authority, willful disobedience, leaving the school grounds without permission, violent behavior compromising the safety of students or staff, possession or use of dangerous weapons including guns and knives, use or possession of tobacco, alcohol, or drugs, or vandalism and theft are grounds for immediate suspension and subsequent expulsion from ACE. The civil authorities will be immediately contacted in the event of an attack on another person, the use or possession of illegal substances, possession or use of a dangerous weapon, and vandalism or theft.

Disciplinary actions for all infractions may include in-school or out-of-school suspensions, cancellation of electives, restriction from attendance at instructional events, assigning additional character assignments, expulsion, etc.

511.2 Suspension and Expulsion

Discipline involving suspension and expulsion shall be administered according to Oregon law. ACE will follow the guidelines of expulsion as defined by District policy.

Based on ORS 339.250, the administration has complete authority to issue a suspension. In the event of a suspension, the administration shall notify the parents by letter within three days regarding the cause for suspension. A meeting with the parents, student, administration, and a board member shall be scheduled within three days of the suspension. The suspension shall not exceed ten days as allowed by Oregon law. The time limitations in this section are based on school days. When a suspension is exercised, the administration will immediately notify the Charter School Board and the South Lane School District.

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Suspended students may not be on ACE grounds.

511.3 Cheating

At ACE, cheating is considered a very serious offense. We consider it both stealing (taking answers that belong to someone else) and lying (presenting those stolen answers as if they were the student's own). The process for dealing with cheating is as follows:

- First offense: Family decides how to handle the cheating.
- Second offense: In a face-to-face encounter, the offending student must admit to his/her teacher and/or Academic Dean that he/she stole and lied, apologize for doing so, and verbally commit not to repeat the offenses.
- Subsequent offenses: the offending student must admit to his/her teacher and/or Academic Dean that he/she stole and lied, apologize for doing so, and verbally commit not to repeat the offenses; in addition
 - In a face-to-face encounter,
 - Pre-Reader through Grammar D: the student, before 1) principal (third offense) & 2) his/her classmates (fourth offense), must admit that he/she stole and lied, apologize for doing so, and verbally commit not to repeat the offenses.
 - Dialectic 1 through Rhetoric: the student, before 1) principal (third offense), 2) his/her classmates (fourth offense); 3) in Character Assembly before the entire student body (fifth offense), must admit that he/she stole and lied, apologize for doing so, and verbally commit not to repeat the offenses.

In all cases of cheating, all stolen work must be completely redone.

511.4 Bullying, Harassment, Intimidation

ACE recognizes the harmful effects of bullying (intentional, repeated, aggressive behavior) on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Every student is entitled to a safe school environment free from bullying, including, but not limited to, discrimination, harassment and intimidation based on actual or perceived characteristics. ACE staff shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. These acts should be brought to the attention of the Academic Dean and/or other appropriate school personnel. All complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.

511.4.1 Title IX Coordinator

The Title IX Coordinator, Mrs. Sahnaw, should be notified when a grievance has occurred in discrimination (see section 105), policy dissemination, and other procedures relating to the Code of Conduct.

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511.5 Mandatory Reporting of Physical Abuse

As required by law, any student observed physically “abusing” (tripping, hitting, harming, or otherwise physically mistreating) any other person, even a sibling, while on ACE premises, will be reported for abuse to the Cottage Grove Police Department and/or Department of Human Services.

512 After-School Student Supervision

No student or his/her sibling may remain in the ACE facility or be present on the school grounds after school unless he/she is attending an after-school elective or is under the **direct supervision** of his/her parent.

Unsupervised students will be escorted to Homework Club until their specified parent/guardian picks them up.

513 Home-Linked Assignments

Pre-Reader students receive weekly HLAs consisting of: Character, Science/Math, and Language Arts. Grammar – Rhetoric students receive weekly HLAs consisting of: Character, Science, Language Arts, Humanities, and Latin. Each SCD, students may collect a hard copy of the HLAs; the on-line version is available via the ACE website. These assignment listings include the SCD week due.

On SCD prior to Character Assembly (8:45 AM), students must submit all HLA assignments; these should be enclosed in the correct color-coded folder and placed in the appropriate HLA box located in each classroom.

All submitted work must be neat, correctly labeled, and, unless otherwise pre-arranged with the AD, in the student’s own handwriting. Scratched-out answers and misspelled words are unacceptable. If a family does not own a dictionary, ACE will supply one. When misspellings are prevalent throughout an assignment, the student may be asked to redo it. Work not completed as assigned will be considered missing.

Work submitted late will result in a 10% grade reduction for each week late. This is also applicable for carelessly completed work needing to be redone. See 307 for additional information on grading.

At the beginning of every school year, HLAs are reduced for all students to allow them to adjust to ACE’s rigorous curriculum. Students enrolling in ACE after September will have their HLA workload adjusted to allow them to ease into ACE’s academically challenging program. Each individual assignment will be reduced.

- First 3-week cycle 50%
- Second 3-week cycle 75%, unless student demonstrates ability to complete 100%

Parents seeking adjustments to their student’s curriculum or workload must complete any required ACE documents and have alterations approved by the student’s AD and ACE administration.

Special Education and 504 student’s work will be adjusted by the members of their respective teams and ACE staff (see 404).

513.1 HLA Assistance

Each SCD week, ACE administration will contact students by phone or email to verify student understands

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weekly HLAs. Students are required to let school staff know what specific assistance they require.

A student struggling in math or Latin will receive a DVD or CD-Rom of the program to assist him/her with comprehension. These materials are available terms 1 – 3 up to May 31 (if pre-registered; all fees paid) to be deducted from a student's SIF account.

513.2 Incomplete HLA Assignments

Assignments are due on the SCD Week listed on the HLA sheet. Missing assignments are recorded as such in ACE's on-line grading system. Failure to submit any assignments for a given week results in student being assigned to Homework Club or Thursday Study Hall; only a student's AD may release him/her from Homework Club or Study Hall.

In addition, any student chronically missing assignments will be required to utilize his/her SIF monies exclusively for additional academic assistance. Academic Deans and the administration may also assign character projects, require parental signature on HLA forms to verify parent is aware of missing or incomplete assignments, assign in-school suspension, and/or take whatever other additional measures they deem necessary to motivate the student to seriously apply him/herself to his/her education.

600 HOMEROOM MATH TUTORING

Full-time and part-time-waiting-for-full-time students must have a homeroom tutor to oversee math and individualized remedial instruction. Arrangements for an approved tutor are made by ACE administration, or the student's AD. Within three weeks of enrolling, all new students must commence homeroom tutoring. Families must make every reasonable attempt to accept homeroom tutors' available appointment times. If deemed appropriate by the administration and the student's AD, ACE reserves the right to arrange an individual student's tutoring utilizing SCD time, prearranged tutors, assigned rooms, etc.

601 Tutoring Schedule

During the year, full-time and part-time-waiting-for-full-time students may utilize between 32 and 34 tutorial sessions. These may extend to 1.5 hours per session for students 1st-8th grade and up to 2 hours for 9th – 12th grade. Returning students are required to have at least one session in July and one session in August. For new students, summer tutoring requirements are determined by the AD.

602 Parental Presence

As required by the ACE liability insurance policy, parents or an additional ACE-designated staff member **must** be on the premises during all ACE tutoring. Parent/staff is to remain near enough to monitor all contact between the tutor and the student. Parents may briefly discuss – no more than five minutes – any concerns with the tutor before instruction commences.

Parents may schedule additional conference time with homeroom tutors. In these cases, the homeroom

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tutor's charges, as reflected on the submitted Time Document, will be deducted from the student's SIF account.

603 Approved Locations/Time/Conditions

Tutoring sessions may be held in the students' home, tutor's home, ACE facility, as space and schedule permit, or a public library. Other locations may be approved by consulting with the administration. No Tuesday after SCD tutoring will be allowed without prior permission from the administration.

Due to liability insurance coverage, tutors will never bring additional persons with them to tutoring sessions; this includes any members of their family.

Instructing Students within Tutor's Personal Household

No tutor may be paid for tutoring a student living in their household, unless they are teaching an approved group class with other non-household students included.

604 Tutoring Area and Preparation

Prior to the tutor's arrival, families should prepare a well-lit, cleared and neat area for the instructional session to be conducted. All necessary materials must be available, and the student ready to begin – wide-awake, fed, clean, neat, and appropriately dressed in modest daytime attire. The atmosphere must be conducive to academic instruction; siblings must not be allowed to be disruptive, and families must avoid conflicts, discussion of private issues, and all smoking.

605 Unavoidable Appointments

Families should *not* make medical or other appointments on days when instructional sessions are scheduled. However, when situations arise where no other option is available, notice must be given to the instructors in advance, and the session rescheduled. Cancelled sessions are billed by the Homeroom Tutor and paid for from the student's SIF account.

606 Math Instruction

Homeroom tutoring includes one-on-one math instruction for all students; group instruction is not encouraged or allowed without prior approval from ACE administration. The average student working at his/her grade level should annually complete one entire math course. To accomplish this, a student must execute approximately three to five lessons per week. ACE will provide a schedule for the student to follow in order to accomplish this. From September through June, one proctored math test is also required per month. A student whose placement test results in his/her being assigned to a course written for an older student is not expected to complete three to five lessons each week; the instructor and student's AD, along with ACE administration input, will determine the rate (from one to five lessons each week). Homeroom tutors may also skip a student through a book covering only those lessons containing material where the student has gaps. Students may also complete a math course by challenging it through examination. Students successfully completing Algebra 1 and up receive high school credit for the course. Students receiving high school credit will be required to take final exams at ACE. The Rhetoric Academic Dean will contact affected individuals to coordinate a date and time for final exams (See 307.1 for specific details).

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ACE Math Program by Grade:

- Pre-Reader *Saxon Math 1*
- Grade 1 *Saxon Math 2*
- Grade 2 *Saxon Math 3*
- Grade 3 *Saxon Math 5/4*
- Grade 4 *Saxon Math 6/5*
- Grade 5 *Saxon Math 7/6*
- Grade 6 *Saxon Math 8/7 or Algebra 1/2*
- Grades 7 & 8 *Saxon Algebra 1/2, Algebra 1, Geometry, Algebra 2*
- Grades 9-12 *Saxon Algebra 1, Geometry, Algebra 2, Advanced Mathematics, AP Calculus*

In addition, a student in *Saxon 54* and up will complete 4 math drills from his/her math drill booklet each SCD week. On SCD, completed math drills and lesson worksheets are submitted in the student's science HLA folder.

Parents will receive emails notifying them of any missing work. Students who are not current in completing math assignments will be assigned Homework Club and/or additional tutoring as deemed appropriate.

Math tutoring may not be scheduled for School Community Days. Families residing in areas without ACE contracted math tutors available must plan for two trips per week to satisfy attendance at both SCD and math tutoring sessions.

Calculators are for use in Algebra 2 beginning with Lesson 43 and additional texts as listed here: Geometry, Advanced Math, Calculus, & Physics (or as required for a particular lesson in a lower level).

607 Additional Subjects

Emerging readers and students testing below grade level in reading comprehension are also required to read aloud to their tutor and/or take weekly reading comprehension tests. The school administration or a student's AD may also request additional tutoring assistance with particular SCD HLAs. Funds to pay for such instruction are taken from the student's SIF account.

700 Rewards & Recognition

701 Supplemental Instructional Funds

We desire that all ACE students be characterized by excellence. Thus from October through May, full-time students receive monthly Supplemental Instructional Funds if at the end of each three-week cycle, their

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previous cycle's work was completed. This work requirement includes the following:

- All assigned HLAs are current as of 4th Tuesday submissions;
- As of the Sunday following 4th Tuesday, all math lessons assigned by homeroom math tutor are current verifying student is on schedule;
- As of the Sunday following 4th Tuesday, all subject grades are 70% or higher.

Funds not earned in a month are forfeited unless ACE arranges to pay for additional instruction from qualified certified teacher or qualified registered charter school teacher for the purpose of getting the student caught up or to bring his/her grades up to passing.

Funds may be used by families in the following 3 ways:

1) For extra-curricular instruction:

- For successfully completed high school credit class (official transcript must be submitted), to register & pay test fees (fees vary) for a qualified person to become a teacher to provide instruction in an NCES coded subject;
- to reimburse a family for a qualified person (ODE FBI-checked coach, or registered or certified teacher with proper HQ status- fees vary) to give ACE student **instruction** (supplies are not reimbursable) in NCES coded subject;
 - Fingerprinting information is available in the office. March 31 is the last day to submit fingerprinting for SIF approval.
 - Family must submit receipts with required information- ACE receipt & receipt from instructor (ACE receipt & instructor receipt must match EXACTLY).

2) Terms 1 - 3 up to May 31, supplemental academic materials associated with ACE curriculum, recommended by AD or Homeroom Tutor, and submitted appropriately to SIF Supervisor (qualifying materials: Latin DVDs, Saxon math DVDs or manipulatives). ACE purchases these materials and provides them to the family. Families may purchase a library card in the summer or a subscription to Headventure (Latin games) in the first term of school and submit a receipt for these expenses. No other materials or supplies purchased by a family will be reimbursed.

3) For fees related to single/one-time entry (ACE student only, no family fees) into educational event or facility tied directly to instruction student is receiving from qualified certified teacher or qualified registered charter school teacher:

- Art museum, concert, ballet, OMSI, Oregon Coast Aquarium, etc.
- Receipt from location required & ACE receipt.

At ACE administration's discretion, a student's SIF account may be used for the yearbook fee and ACE-sponsored field trips (i.e., family entrance fees), replacement uniform pieces, library fees, teacher pay and materials for individualized classes arranged by ACE to be held for a student(s) on SCD, etc. If a student or parent has his/her field trip fees paid for by ACE & then the student or parent fails to attend the event, the student's SIF account will be charged the amount of the fees paid by ACE.

Families may verify monthly amounts (including carryover) by emailing SIF supervisor. By the 25th of the month following qualification, funds will be distributed incrementally from October through June. Receipts

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for both May and June (including projected hours) may be submitted by the June deadline for classes held on an ongoing basis. However, May and June payments will be held until all books and materials returned have been verified by librarian.

SIF accumulates each month and can be used throughout the year until the student withdraws. Payments will only be made when full funds are earned; no partial/carry over payments will occur. Families of withdrawn students have 30 days following withdrawal to submit all paperwork necessary to receive reimbursement from student's SIF account; no funds will be distributed after that date. Reimbursements will not be paid until all books, materials, and uniforms are returned for students withdrawing mid-year. No post-withdrawal reimbursements are given for instruction received from instructors/coaches who had not completed the fingerprint process at the time of the instruction. All fingerprint applications must be submitted by March 31; no new instructors needing fingerprint approval will be allowed after that date.

AVAILABLE FUNDS:

Kindergarten: A= \$40.00/month

Grades 1-8: A= \$55.00/month

Grades 9-12: \$75.00/month

*To use funds: Official ACE Receipt (Form 23) **PLUS** dated receipt from instructor, event, or facility, showing payment information must be submitted to ACE office by date specified on calendar.

702 Barnes & Noble Cards

Incentive awards serve two purposes: 1) to reward students for past good character and work successfully completed and 2) to encourage students to continue to exhibit good character and successfully complete future academic work. Incentive awards are presented on Week 1 of the following three-week cycle. Students not enrolled when the incentive awards are presented do not qualify to receive these.

- Was in attendance for classes;
- Was punctual for classes & homeroom math tutoring sessions;
- Met dress code requirements;
- Submitted HLAs on time
- Was current on math assignments in book assigned by ACE;
- Had grades of 70% or higher in every subject;
- Grammar C & up, passed monthly memory work & tests;
- Had no disciplinary incidents (including any form of plagiarism);
- Satisfactorily completed character chore every week (received an "A" each week);
- Attended scheduled state assessments

900 MISCELLANEOUS INFORMATION

901 Valuables and Lost and Found

Articles of significant value are prohibited at ACE, and, as such, the school assumes no responsibility for lost, stolen, or broken items. ACE Charter School will not investigate the theft of these items for students who violate this policy by bringing such items to school.

To avoid permanent loss of personal pieces, please mark lunch boxes, binders, and all articles of outerwear. Lost and found articles are stored in the office for a period of no more than one month; unclaimed items will be donated to charity.

902 Harassment

The school environment is to be free of harassment. Harassment includes intentionally annoying another -- verbally, in writing (on paper or electronically), or by physical contact.

It is the South Lane School District's and ACE's policy that students and adults exist together in an environment free of sexual harassment from fellow students and adults. Sexual advances (made with the stated or implied threat that if the advances are resisted or rejected, there will be work or school related reprisals) are considered sexual harassment. The creation of a hostile or uncomfortable environment due to uninvited, un-welcomed, personally offensive sexual attention is also considered sexual harassment. (Refer to Title VI of the 1964 Civil Rights Act.)

903 Public Records Request

Public records include existing, non-confidential documents. Public records related to ACE may be requested by completing and submitting to the Office Manager the *Request for Copies of Public Records* form. No other submissions are recognized or accepted. A charge of \$.25 per copy and \$15.00 per hour for administration to compile the requested documents is charged. At the time the documents are provided, the fee must be remitted.

904 Conflict Resolution

ACE desires to see all conflicts resolved in an ethical manner. It is important to the welfare of the school that disagreements not be allowed to affect the working relationship between families and staff. If a situation develops causing tension, families must follow the Chain of Command (see 905).

If a problem arises in a classroom, a parent may be asked to remain in the classroom for a minimum of two weeks to observe the situation. At that point, the parent may communicate to the instructor his/her concerns. If the issue is not resolved, the parent may then follow the Chain of Command Appeal process (see 905).

2018-2019 ACE Handbook**905 Chain of Command Appeals**

ACE policies may be appealed by following the ACE chain of command. Issues must first be addressed with instructors, then ADs, and then school administration. The administration will investigate any complaints and, during executive session, report their findings to the board.

If an issue remains unresolved following an administrative review, an ACE policy may be appealed by submitting a written appeal to the ACE Charter School Board. In the case of an appeal, the Board Chair must be notified two weeks in advance of the regular board meeting so the appeal may be presented during Executive Session.

All appeals must be made in advance, not after the fact. In addition, only one exception appeal may be made per school year.

905.1 South Lane School District Appeals

After following the ACE chain of command in an attempt to rectify an issue, families may file an official complaint with the South Lane School District. All ACE Charter School policy is subject to South Lane School District policy.