



ARMADILLO

Community Charter School

Student Handbook 2026 - 2027

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Welcome to Armadillo Community Charter School

Mission Statement:

Armadillo Community Charter School (ACCS) we work together to equip people to reach their goals through community, equity, adaptability and creativity.

This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community. Staff is responsible to follow and administer the policies and procedures in a fair and firm way.

Armadillo Community Charter School is dedicated to implementing Belong Partners - Positive Discipline and Restorative Justice practices. These create environments which: a) learning and teaching are elevated above aggressive, unsafe behaviors, b) respect, responsibility, cooperation, and other high values are fostered and taught, c) diversity is valued as well as taught and encouraged to create a community that is safe and comfortable for all, and d) teaching basic skills in reading, math, and oral and written communication are maximized.

We, the staff at ACCS, will provide a school atmosphere that is conducive to the educational process by implementing and practicing fair, firm, and consistent expectations for student conduct. We maintain and regularly review and revise these policies and procedures. We welcome community input and communication on such matters. We will make every effort to inform parents when standards of behavior are not being maintained by your student.

This handbook reflects and is congruent with the laws of the State of Oregon & the policies set down by Phoenix-Talent School District Board of Education. For specific references to Phoenix-Talent Board Policies and Oregon Laws, please visit the Phoenix-Talent School District website.

Expectations for the Learning Community

All staff members will be supporting positive interactions within the community with the expectations that students are: prompt, prepared, polite, have a positive mental attitude, participate, and produce work. Students will receive three redirects; these are reminders that expectations are not being met. After three redirects, the student will be sent home for the day and must complete a family meeting before returning.

ALL students have the right to education. Student behavior must not interfere with the education of others.

Handbook Philosophy

This handbook is to provide students and guardians with the policies that allow ACCS to be a safe and respectful place to attend school. Students must understand that ACCS is a public place - they must leave behind some activities, behaviors, clothing, etc... that might only be acceptable in a private setting.

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The main office phone number is 541-535-3287. The school's primary fax is 541-535-7089
Office hours are 8:00am to 4:45pm

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Assistant Director: Jennifer Brinson jennifer.brinson@armadillocharter.org

Front Office Administrator: Sonya Berlin office@armadillocharter.org

Student Success Coordinator: Angelina Palomino angelina.palomino@armadillocharter.org

Our deepest core value: Belonging

EVERYONE is Welcomed, Accepted & Respected

At Armadillo, Everyone Belongs.

This is not a catchphrase or a slogan. It is one of our foundational values.

At Armadillo, students and staff are not expected to agree with everyone, like everyone, or be friends with everyone. However, **every person on the Armadillo campus is expected to treat every other person with dignity, respect, and humanity. FULL STOP!**

This means respecting all individuals, regardless of **race, ethnicity, religion, gender, gender identity, sexual orientation, language, culture, appearance, or style of dress**. Respect must be demonstrated through both words and actions.

Disrespectful, discriminatory, harassing, threatening, or derogatory language or behavior will not be tolerated. This includes language or behavior communicated verbally, in writing, through social media or electronic communication, or through the use of school computers and other technology.

Students who engage in behavior that violates these expectations will be held accountable and may face **disciplinary action** consistent with school policies and procedures. ACCS is a school of choice. If you cannot abide by these expectations, then Armadillo might not be the school for you.

At Armadillo, Belonging Is Everyone's Responsibility.

You do not have to agree with someone to respect them.

You do not have to be friends with someone to treat them with dignity.

But everyone deserves to feel safe, valued, welcomed, and respected at Armadillo.

Academic Policies and Procedures

1. Overview

ACCS does not discriminate on the basis of race, religion, color, national origin, sexual orientation, disability, marital or parental status, or gender identity in providing education or access to the benefits of education services, activities, and programs. We believe that Armadillo students:

- Will master essential skills to access, acquire, and apply information in practical situations
- Will develop critical thinking skills to become life-long learners
- Will obtain interpersonal skills needed to flourish in personal relationships, the workplace, and the community
- Will incorporate job readiness skills and ethics
- Will develop an appreciation for all cultures and an awareness and respect for the environment

Students will be:

- **Prompt:** on time to classes, externships, and other school events
- **Prepared:** emotionally, mentally, and physically prepared
- **Polite:** each human deserves kindness, respect, and dignity
- **Positive:** find positive solutions to challenges and obstacles
- **Participate:** actively be a part of learning and future goals
- **Produce:** grades are dependent on product

Students will receive 3 redirects:

1st redirect: privately to student regarding which expectation(s) are not being addressed

2nd redirect: student is asked to take a break with their TEAM leader & a plan is made to finish the day positively

3rd redirect: student will call guardian with explanation & will be sent home for a “home reset.” Before returning to classes the student will meet with their TEAM leader and/or Admin and review the process and plan for success.

*Certain offenses result in an **immediate home reset** (3rd redirect), bypassing the three redirect process. These include, but are not limited to: fighting, harassment, aggression, danger to self, danger to others, being under the influence, and obvious emotional distress.*

2. Teaching and Learning

Armadillo uses an A, B, C, D, and “P” grading system. Grades are based on the student demonstrating proficiency on all the standards covered in a class.

Armadillo calculates grades and credit hours separately from one another.

Credit hours are calculated at 1 hour = .01 credit hours.

If a student enters Armadillo part way through a term, they can earn full credit by demonstrating **Proficiency**.

Students who receive a 60% or above will receive the letter grade associated with that percentage. Students who receive a 59% or lower will receive a P. **P stands for PARTIAL not for PASS.**

A, B, C, and D are eligible to receive full credit for the course and the grade is used to calculate GPA. Students who receive a “P” are not eligible to receive full credit for the course and the grade is not used to calculate GPA.

3. Changing a Student's Schedule

Armadillo is a small school with an amazing teaching staff. As such, it is very important that students adhere to their course schedule. It has been meticulously planned to maximize learning and success towards graduation. Schedule changes will only be allowed under rare circumstances and must be approved by the TEAM leader and administration. **Schedules are not changed for the purpose of matching classes with friends**

4. Report Cards and Grading Periods

Armadillo operates on a quarter grading system and report cards will be issued at the end of each quarter. Report cards include all subjects and scholastic grades of the student. Students' cumulative grade point averages (GPA) are calculated based on the Phoenix-Talent School District system; except 'P' are not used in the calculation.

Final grades are always available through the Powerschool parent portal. See the ACCS Office Manah=ger for a parent-enrollment form..

5. Progress Reports

The student's TEAM leader will reach out periodically to each guardian to provide updates on student progress. Parents are encouraged to contact TEAM leaders during office hours by email and set up meetings with teachers as needed. Student's graduation plans are updated each quarter to show progress and plan towards graduation - guardians have viewing access to this document at all times. Additionally, grades can be accessed from Powerschool at any time.

Charter School Education

Overview

Charter school education is defined as "a public school operated by a group of parents, teachers and/or community members as a semi-autonomous school of choice within a school district." Charter schools are **schools of choice** and enrollment cannot be mandated or forced.

The goal of Armadillo charter school is to provide a more appropriate program to better serve the individual student's needs and interests within district and state academic standards.

Armadillo is a small, supportive learning community. Students attend in person classes, workshops, and receive opportunities based on their interests within the realm of community partnerships.

Attendance: Policies and Procedures: Absence, Truancy, and Leaving Campus Early

Overview: Attendance Matters!

For a student to be successful, students must be at school. We cannot teach you if you are not here and engaged. It is an expectation that students attend 90% or more of the scheduled school year.

In accordance with ORS 339.065 sec 2

“An absence **MAY** be excused by a principal or teacher if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family or by an emergency. A principal or teacher **MAY** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.”

With this in mind, it is at the discretion of the school whether an absence is considered excused or not. As a general rule, any absence that is acknowledged by the parent or legal guardian either prior to the event or within 48 hours after the event is considered verified.

Absences due to the following circumstances are generally excused, prior notice is preferred, and the school reserves the right to request documentation or corroborating statements if there is further question about either the attendance event or the frequency of the event.

Illness

Medical or Legal Appointment

Family Emergency (Sudden Illness or Injury)

Bereavement or Funeral

School Academic Activity

School Extracurricular Activity

Un-cleared/Unexcused Absences

All absences not cleared by parent or legal guardian within 48 hours will be considered unexcused. ORS 339.065 defines 8 half-day (or 4 full day) unexcused absences in any four week period “irregular attendance” and in violation of the “regular attendance” required in ORS 339.020 ss 4.

For high school students, in accordance with ORS 339.257 “a student shall be considered to have withdrawn from school after more than 10 consecutive days of unexcused absences.”

Chronic Absenteeism/Attendance Letters/Conferences

Chronic absenteeism is defined by the Oregon Department of Education as any student who has less than 90% attendance. Excluding all other factors, students who miss more than 10% of the school year often have external barriers that are impacting their attendance, and, eventually, academic performance.

At Armadillo, we value attendance. Students have the ability to obtain missing credit for on-track graduation, our limited seats are valuable and if students are not utilizing their opportunity here, coaching about this being a **school of choice** and if this is the right fit for the student.

Staff meet weekly to review ALL students' attendance. We will contact parents/legal guardians, do a home visit when needed, and use other means available to ensure attendance is a priority. Our goal is to engage students in a meaningful way with relevant education. We work to remove barriers to education with community partnerships and wrap-around services.

In order to assist with attendance support, Armadillo utilizes a notification and letter system. It provides unbiased identification, support, and accountability for families, regardless of race, age, or financial situation. Letters are mailed home in the following sequence:

1. Attendance Notice - 4 or more absences
2. Excessive Attendance Letter 1 - 7 or more absences
3. Excessive Attendance Letter 2 - 8 or more absences
4. Conference Summons - 3 attendance letters sent - requires a guardian meeting to develop a plan of attendance intervention

Any period that a student is not present for instruction or is not involved with a school sponsored activity (field trip, athletics, etc) is tracked in the Powerschool system. This includes absences that have been verified by parent or legal guardian.

- **Students with excessive tardies and/or absences may have their off-campus privileges revoked**
 - TEAM leader and student will come up with a consequence that is reasonable and related
- **Students with excessive absences, or behavioral concerns, may not be eligible for early release, work study, or internship opportunities.**

How a Parent Can Clear an Absence:

When a student is absent, a parent or guardian is asked to notify the school the day of or the day following the absence by calling 535-3287. This number can be called 24 hours a day and speak with someone in the office or leave a message.

Parents also have the option of sending an email directly to the office (office@armadillocharter.org) or a note with their student. Please include the student's first and last name and the date of the absence. We will follow up with notes directly with the parent/guardian to verify.

Tardies and Unprepared Students

On time arrival is an important life skill for students to learn; students who are chronically late are developing poor habits as future employees. Tardiness can also be viewed as disrespectful to their teacher, their peers, and themselves. Restorative Justice actions may be taken to give back to the harmed community when a student is chronically tardy.

Leaving Campus Early/Off Campus Passes

If a student needs to leave campus for an appointment, they need a note or phone call to the front office from their parent/guardian stating the purpose for leaving campus (dentist, doctor, therapist, etc.), and the date and time for appointment. Students **need to come to the front office before the time they need to leave**.

If a student is leaving due to emotional distress/feeling ill/etc, they **must check in with their team leader** prior to calling their parent/guardian. Often a snack and/or break is enough to allow a student to remain on campus. **A parent/guardian should NOT pick up their student without a phone call with the student's TEAM leader and/or administrator.**

Students who leave campus for any reason (with the exception of lunch) before the end of the school day without following the appropriate check-out procedures are considered truant. The parent/guardian **may not** excuse a student leaving campus after the fact.

Students leaving campus without permission will be marked accordingly and attendance policies and procedures will be followed. If a student needs to leave class, the student must communicate with the instructor in the room before the event and before leaving the space.

Expectations for Assignments When Absent

Students who are absent are still responsible for assignments and must complete classwork in the timeframe designated by the teacher. If a scheduled assignment or test is due on the day of a student's absence, the student is responsible to turn in the assignment or take the test the day they return, unless other arrangements have been made and agreed upon with the teacher.

Cells Phones and Personal Electronic Devices

Off & Away Policy

From the beginning of instructional time (8:45am) to the end of instructional day (3:30pm) cell phones and any personal electronic device that has access to text, calls, or the internet are not to be seen or heard on campus. All health-related and approved devices included in 504s and IEPs are the only exceptions.

Off and Away means that personal electronic devices are TURNED OFF and stored in either a backpack/bag OR placed in the student's designated pouch in the office for the entire school day (8:45am to 3:30pm).

If your student is seen with their personal electronic device out, on their person, or it is heard the staff member will confiscate the cell phone, label it with the student's name. Staff will then take the phone to the student's pouch in the office for the remainder of the school day. Staff will log the infraction. (Exceptions for IEP and 504 written plans).

Refusal to abide by this policy will result in a family meeting to discuss Armadillo & State policy compliance.

Cheating and Plagiarism

The definition of plagiarism is the passing off of the thoughts or work of another as one's own. Plagiarism involves giving the impression that a person has thought, written, or produced something that has, in fact, been borrowed and/or taken from another.

Examples of cheating or plagiarism include, but are not limited to:

- Purchasing a paper or project, or downloading a paper or project from an online service
- **Using artificial intelligence (e.g. ChatGPT) to generate work or answers**
- Directly copying from a source without acknowledging with proper citation
- Rewording (paraphrasing) someone else's work, pictures, music, video, etc
- Copying assignments from another student/source
- Group partners doing all the work and you receiving credit
- Sharing test answers with another student

First offense - The assignment will be re-done honestly and will be entered as a 0 until re-done.

Second offense - Assignment receives no credit & there is no option to be re-done. The student will meet with their TEAM leader to discuss how to repair harm done.

Third offense - The student will be required to retake the course and will receive no credit.

Concerns/Complaints

1. Parent/Guardian

A parent/guardian who has a complaint and/or concern involving a staff member is required to first bring the matter to the appropriate staff member's attention. If the outcome is not satisfactory, a meeting with an Administrator may be requested in a timely manner. Parents/guardians are asked to submit their complaint in writing prior to meeting with Administration, in most cases, email works best as there will be a copy of the running dialogue and documentation of communication.

If the outcome of the meeting with the Administration is not satisfactory, a meeting with the Board Chair can be requested following a meeting with the Administration. If the outcome of this meeting is not satisfactory, the parent/guardian may submit their complaint in writing to the Superintendent of Phoenix-Talent School District.

2. Student

Students who have a concern with another student are strongly encouraged to first discuss their concern with that specific student. If the student is unable to do this, or the matter is not resolved, the student should speak with their team leader for support in the matter. Team leaders may or may not need to bring in additional support from Admin.

If all of the above strategies fail, students may lodge a formal complaint against another student for harassing, bullying, intimidating, or threatening behavior or conduct by completing and submitting an *Incident Report Form* to the School Administrator. This form will initiate an investigation to determine the facts of the incident and discipline may be administered as a result.

Students who have a concern with a teacher are strongly encouraged to discuss their concern with that specific teacher. If the matter is not resolved, the student is encouraged to discuss with their parent/guardian the concerns

they have and if the parent believes it is in their student's best interest to become involved, they should then follow the Parent/Guardian process outlined above. Whenever possible, students are always encouraged to solve as many of their own concerns as possible and trained school staff are on site to help support a Restorative Dialogue process and to set clear agreements.

3. Title IX

ACCS does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Mimi Davis Executive Director, 541-535-3287, mimi.davis@armadillocharter.org

As outlined in ODE policy, the following procedure shall be used when filing a complaint:

Step 1: Complaints may be oral or in writing and filed with the administration of the building. The building principal will conduct an initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.

Step 2: If the complainant wishes to appeal the decision, they may submit a written appeal to the Title IX coordinator within five days after receipt of the building administrator's response. The Title IX coordinator will review the administrator's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.

Step 3: If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX coordinator's response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.

Computer/Technology Use (*Consent & Waivers*)

Technology is a growing aspect of the educational experience. This Code of Conduct defines the privileges and responsibilities of every student and parent/guardian who will use these facilities. **This Code of Conduct serves as an outline for use of technologies including, but not limited to, personal computers, network facilities, Internet access tools, E-Mail, audio/visual equipment, advanced scientific measurement tools, and recording devices.**

It is the desire of the administrators and all other staff at ACCS that technology be used for the benefit of all students and faculty. Through use of these facilities, we believe educational excellence can be promoted throughout the school. The school reserves the right to enforce the restriction set forth below. Failure to abide by these rules will result in progressive disciplinary action as deemed appropriate by the administration. Such disciplinary action may include punitive steps up to and including expulsion.

All students are required to have the following *Consent & Waiver* on file before they shall be allowed to use any ACCS technology. Students are required to follow the use guidelines outlined on the approval form. **Students who violate these procedures risk losing the right to computer use. Students who cause damage to a computer and/or software may be required to pay damages. Students who illegally copy software or use computers without authorization may face suspension and removal from class. Any student who tampers with records and/or breaks into a secured computer may face suspension and/or expulsion and appropriate law enforcement agencies may be notified.**

ARMADILLO COMMUNITY CHARTER SCHOOL
CONSENT AND WAIVER
Network and Internet Access

The following form **MUST** be read and signed by you and your parent or legal guardian.

My parent(s) or guardian(s) and I have been advised that ACCS does not have control of the information on the Internet, although it attempts to provide prudent and available barriers to illegal or inappropriate materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While ACCS's intent is to make Internet access available to further educational goals and objectives, students may be able to access other materials as well.

ACCS believes that the benefits to educators and students from access to the Internet, in the form of informational resources and opportunities for collaboration, far exceed the disadvantages of access. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. To that end, the District supports and respects each family's right to decide whether or not to allow their student to access the ACCS network.

ACCS makes no warranties with respect to ACCS network services, and it specifically assumes no responsibility for: A. Any costs, liabilities, or damages caused by the way the student chooses to use the ACCS network access; B. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of ACCS;

Password Protection:

Students, you are responsible for your password. It allows access to applications, your classwork, and other files you have saved on the network. This is why password security is so important.

- Do logout when you are done using a machine you have logged into
- Do not access files or applications using another person's login and password
- Do not share your password with anyone except your teachers, school administrators, and IT Department staff.
- Do inform your TEAM leader if you think someone else has learned your password

Internet Safety:

- Use only your first name online. Unless told otherwise by your teacher, don't fill out any online forms that ask for your full name, address, phone number, or other personal information (including the name of your school, town you live in, etc).
- Do not send a picture of yourself or others
- Do not post or do anything online that would hurt someone else. **No cyber-bullying!**
- Do not post or do anything online that is against the law
- Do not try to bypass security and/or web-filtering applications
- Do not download or install any software on an ACCS computer without authorization from your teacher and/or administration
- Any personally owned computer connected to the ACCS network must have up-to-date anti-virus software in use

ARMADILLO COMMUNITY CHARTER SCHOOL
CONSENT AND WAIVER
Network and Internet Access

By signing this form I agree to allow my student to use the ACCS network according to the following terms:

1. My use of ACCS network, and Internet access through this network, must be consistent with ACCS's primary goals. My rights and responsibilities are explained in the most up-to-date student handbook. I will respect any limitations on student file size established by ACCS and follow all guidelines established by the school.
2. I will not use the ACCS network for any illegal purposes of any kind.
3. I will not use the ACCS network to access or transmit threatening, obscene, or harassing materials. ACCS will not be held responsible if I participate in such activities.
4. I will not use the ACCS network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation or computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local designated printer.
5. I will not use the ACCS network or any school equipment for exploring, downloading, or transmitting non-school related material. I will not use ACCS network or school equipment to promulgate political or personal opinions.
6. I will not use the ACCS network for personal use or to make money.
7. I will not use the ACCS network to copy or use information that may need to have the owner's permission. I will abide by copyright laws and fair use guidelines.

I have discussed these rights and privileges with my parent(s) or guardian(s). We understand that violation of these provisions may result in disciplinary action and/or revocation of my access to the ACCS network and related privileges and/or a referral to law enforcement officials.

Counseling at ACCS

Our counselor is employed by La Clinica. Services are offered to all students enrolled at ACCS. Each new student is asked to meet with the counselor for a meet and greet session. The school counselor is available to help students deal with personal issues and crisis situations. Students wishing to see the counselor can email to request a meeting or ask their TEAM leader to refer them for services. To the greatest extent possible, our counselor will maintain an "open door" policy with students.

Additional Credit Earning Opportunities

1. College Credit - students may earn college credit through **Dual Enrollment** with community colleges and other ACCS-approved post-secondary learning institutions. ACCS offers 11th and 12th graders the opportunity to begin earning post-high school credit while still enrolled in high school. ACCS will pay \$500 per quarter for qualifying students to enroll. ACCS can only provide tuition and fee support. ACCS is not responsible for class materials, transportation, or course-related tutoring.

2. PE and Health - PE and Health credits are obtained through online computer-based programs. Additionally, a student can earn PE through participating in an organized sport (individual or team) or tracking hours in an official gym. PE hours must be organized or through a business. Tracking hours such as riding bikes, skateboarding or walking not officially tied to an organization or league do not apply for credit.

Students can also earn credit towards health through participation in official licensed therapy. This also applies to licensed psychologists, skills trainers, LCSW. Local examples include but are not limited to private licensed practice, Options for Southern Oregon and Kiros.

3. Credit Retrieval - ACCS offers credit retrieval through online computer-based courses for some required and elective courses. Students working to retrieve credits through this program can earn credit through proficiency by passing the course final with a 70% or higher. Credit retrieval is not a replacement for a current in-person course. Students may only be enrolled in credit retrieval for classes other than PE and Health if they have a 70% or higher in their regular in-person course.

4. Spring & Summer Credit Builders - students can attend in-person credit retrieval services during the spring and summer breaks. The availability of these are dependent upon staff and funding availability.

5. Experience Credit - students can receive .01 credit per hour of off-campus work, counseling, physical education related activities, and other independent projects. These experiences must be through official organizations. Examples include but are not limited to SO Humane or a job with an IRS paycheck. Experiences that do not count for credit include anything under the table such as babysitting or working for a friend or relative without an official paycheck. **These hours MUST be approved prior to completion** ensuring that hours are related to Oregon Common Core Standards for graduation.

Disciplinary/Accountability Consequences

Overview

Discipline at Armadillo is based on promoting positive behavior that will enable students to develop self-discipline, a necessary trait for functioning in educational and social settings. Discipline is not punitive, the major objectives of discipline are to teach respect and restoration.

- Respect for all individuals
- Respect for laws, rules, and regulations
- Respect for property

- Restorative relationships

Armadillo follows BELONG Partners positive discipline and restorative practices as a foundation for the program. Action taken will seek to establish restoration between the student who committed the infraction and the student, staff, or community member that was wronged by the student's actions. Rather than a coerced apology, it is expected that the student will understand their actions' effect on other(s) involved and desire to "right the wrong" and avoid repeating the behavior. ACCS uses restorative practices when working through conflict and behavioral issues.

The following is a brief list and description of the various disciplinary actions that may be taken in response to behaviors. Disciplinary action will be appropriate to the infraction. Students who repeatedly and/or egregiously violate Armadillo rules and policies may have a family meeting to discuss if Armadillo is the appropriate school of choice for them.

1. Restorative Actions

Restorative justice promotes equitable, transparent, collaborative, and a relationship-based foundation for all school issues. Whenever possible, ACCS staff work with the harmed party/parties and the student who did harm to find a restorative solution to any issue. A restorative dialogue and process will be followed and agreements will be generated. The action agreements will be made and agreed to by both parties - in writing. Some examples of restorative actions may include:

- Working in the classroom to support the learning environment
- Working on the school campus to support a positive & well maintained environment
- Creating letters of apology and/or reflection
- Cleaning, repairing, or replacing damaged items/property
- Participating in restorative circles
- Participating in counseling services

2. Home Resets

Students who are deemed unsafe for on campus school are asked to go home for the day and reflect upon future behavior, conduct, and/or enrollment. This is not meant as an academic consequence, instead home resets are meant to protect and defend our school environment from harm. No student has the right to take education away from others; any behavior that limits another's right to education will not be tolerated or allowed. It is recommended that students continue to work on classwork.

Parents will be contacted prior to home resets being enacted. Students will obtain course work on Google Classroom and contact teachers via email if help is needed. The student is not to be on Armadillo property for any reason until a family meeting is held and agreements are made in writing.

3. Expulsion

Expulsion is a legal procedure that removes a student from school and school related activities for a minimum of one semester and, in some cases, up to one full calendar year. Expulsion requires presentation of materials to the Board and District.

Under Oregon State Law, students who assault a teacher or another student, are involved in harassment, bullying, cyber bullying, intimidation, fighting, drug, alcohol, or weapon offenses can be expelled for up to one year. Armadillo enforces expulsion from any other school or district per our charter contract.

Level 1	Level 2	Level 3	Level 4	Level 5
Classroom Support	Team Leader	Home Reset &	Moved to Online	Law Enforcement

& School-Based Intervention	Intervention	Administrative Team Intervention	Learning	or Public Safety Office Contact
Teach Correct and Alternative Behavior - May or May Not Involve Parent/Guardian	Used When Supports are in Place but Behavior is Negatively Affecting Learning	Used When Interventions & Supports are in Place, but Behavior Escalates or is Repeated. Also for New Unsafe Behavior	Used When Behavior Seriously Affects the Safety of Self or Others	Used When Situation is Dangerous and/or a Law May Have Been Broken

STUDENT CONDUCT OFFENSES - DISCIPLINARY CHART

(There may be other infractions and consequences not listed on this chart)

Discretion will be used at all levels consistent with state law.	Disciplinary Response - Minimum to Maximum				
	Level 1	Level 2	Level 3	Level 4	Law Enforcement & Public Safety Officer may be contacted
ALCOHOL OR DRUGS:					
Under the influence, use, possession, and/or intent to possess		X	X	X	X
Distributing or Sharing				X	X
Selling				X	X
ASSAULT: Intentionally or knowingly causing physical injury to another			X	X	X
AUTOMOBILE MISUSE: Not following rules and regulations concerning vehicles on school premises/events	X	X	X	X	X
BULLYING/HARASSMENT/HAZING/HATE SPEECH: Harassing, intimidating, bullying, or cyberbullying		X	X	X	X
CLOSED CAMPUS: Leaving school property without permission or when not allowed to do so.	X	X	X		
INSUBORDINATION: Refusal to follow the reasonable requests of personnel	X	X	X	X	X
DISRUPTIVE CONDUCT: Language or behavior which disrupts and/or interferes with the educational process	X	X	X	X	X
DISRUPTIVE APPEARANCE: Failure to meet dress standards	X	X	X	X	X
ELECTRONIC DEVICES: Misuse of cell phones or other electronic devices	X	X	X	X	X
EXTORTION: Demanding money or something of value in return for protection from threat of violence		X	X	X	X
FIGHTING: A hostile physical encounter between individuals			X	X	X
FIRE SETTING/ATTEMPTED FIRE SETTING/FIRE PLAY: Using fire to destroy or attempt to destroy property			X	X	X
FORGERY, LYING, OR ACADEMIC INTEGRITY: Forging signatures, cheating, plagiarizing, and/or any other misrepresentation of the truth	X	X	X	X	X
GAMBLING: Participating in games of chance for the purposes of exchanging money and/or other things of value		X	X	X	X
INAPPROPRIATE DEVICE: Possession of a pocket knife, laser pointer, lighter, bullets/shell casing, or other device deemed dangerous by staff		X	X	X	X
LEWD CONDUCT: Indecent exposure and/or use of obscene gestures/actions and/or profanity, whether written, oral, or gestured.	X	X	X	X	X
LOITERING (AFTER SCHOOL HOURS): Unsupervised students in school buildings prior to or after school hours	X	X	X	X	X
PHYSICAL AGGRESSION: Confrontation, tussle, or physical altercation that does not result in injury		X	X	X	X

RECKLESSLY ENDANGERING: Reckless conduct which creates substantial risk of physical injury to another person or self	X	X	X	X	X
SECRET SOCIETIES/GANGS: Participation in a secret society or gang related activities or behaviors		X	X	X	X
SEXUAL HARASSMENT: Sexual harassment that is verbal, visual, written, electronic, or physical in nature			X	X	X
TECHNOLOGY MISUSE: Failure to comply with ACCS "Electronic Communication Agreement"	X	X	X	X	X
THEFT: Taking, giving, selling, or receiving property not belonging to you		X	X	X	X
THREATS/MENACING/HATE LISTS: An intentional, serious threat by word or act which places another person in fear of imminent, serious physical harm		X	X	X	X
TOBACCO: Tobacco use, possession, sharing, and/or distribution		X	X	X	X
TRESPASSING: Entering or remaining unlawfully on ACCS property or school sponsored event spaces		X	X	X	X
VANDALISM: Intentionally damaging, defacing, or destroying school property	X	X	X	X	X
WEAPONS:					
Firearm				X	X
Dangerous weapon: any device attempted to be used or threatened to be readily capable of causing death or serious physical harm			X	X	X
Deadly weapon: any device specifically designed to cause death or serious injury			X	X	X
Destructive device or material: any explosive, incendiary, or poison gas			X	X	X
Other: Knives and knife look-alikes: The use, threat of use, possession, or sale of knives and/or look-alike knives of any form and/or length; this also includes, but is not limited to, metal knuckles and straight razors		X	X	X	X

Dress Code & Personal Care

The philosophy at ACCS is for students to be able to express their authentic selves and our dress code does not reinforce stereotypes. Students should be able to dress comfortably without fear of or actual body shaming. The goal of our dress code is to maintain a safe learning environment.

Allowable Dress & Grooming

- Students clothing option should dress for the activities of their school day and/or school related event
- Clothing must cover genitals, buttocks, breasts, and nipples in an opaque fabric - whether standing or sitting.
- Shoes must be hard-soled (e.g. sneakers, boots, sandals)
- Hats and hoodies must allow visibility of the face and not interfere with the line of sight of staff

Non-Allowable Dress & Grooming

- No underwear as outerwear (bras/lingerie) - meaning undergarments cannot be worn as a shirt • Clothing may not depict, advertise, reference, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances (e.g. Cookies, backwoods, brand clothing). Additionally, clothing should not show images or brands that may be seen as objectifying any gender (e.g. Playboy)
- Clothing may not use, reference, or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other groups, including but not limited to, the "Confederate Flag"
- Clothing must not depict, advocate, or reference violence or violent acts and must not threaten the health or safety of any other student or staff. This includes ANY form of gang or "secret society" clothing or any depictions that may cause a student to feel unsafe (weapons)

ACCS dress code enforcement will not result in barriers to school attendance - changes of clothing are always available for free from FRESH. This includes certain activities where appropriate dress is needed to remove foreseeable risks or interference or harm; e.g. interviews, lab activities, volunteer work, and/or other public events.

ACCS staff will make the final determination of whether or not clothing is appropriate. Students who continue to dress inappropriately may receive more serious consequences.

Administration reserves the right to change or modify this dress code language throughout the school year.

Drugs, Alcohol, and Tobacco

Armadillo is a drug and alcohol free zone; this includes all students, staff, parents/guardians, and community members at all times. Students in possession of drugs, alcohol, and/or drug paraphernalia, and/or are under the influence and/or impaired by and/or having detectable amounts of such substances in their system during school, traveling to and/or from school, and/or at any school related/sponsored events shall be subject to disciplinary action.

Over the course of an investigation, a staff member who has reasonable suspicion that a student is under the influence of drugs or alcohol may require the student to submit to a search of personal belongings and/or their vehicle. In addition, a field sobriety test or other preliminary alcohol or drug detection test may be administered by a staff member or law enforcement officer.

Vape devices, hookah pipes, e-cigarettes, and all other tobacco or drug delivery devices are forbidden on ACCS campus. All such devices in possession of students will be confiscated. Students found in violation of this rule may be subject to disciplinary action. Repeated offenses may result in more severe disciplinary action. Students in possession of these devices may be referred to law enforcement.

Possession of or use of tobacco, lighter, or matches is illegal on campus. **The campus includes the street and alleyway where property borders on all sides.** Students found in possession of tobacco products, lighter, or matches on school property may face disciplinary action. Students in possession of these devices may be referred to law enforcement.

Of Note: ACCS has vape detectors installed in restrooms on campus. These detectors can pick up even small amounts of nicotine or marijuana and a notification is received by a school personnel when activated. This will be grounds for a search if a student is in the restroom during an active vape detector alert.

1. Prescription Medication

Students in possession of or under the influence of prescription medication may be disciplined under the ACCS drug and alcohol policy. For more information, please see the full explanation of the procedures regarding prescription medications found in the *Health* section of the Student Handbook. Please contact the front office for medication protocols if the student requires access to prescribed medication during school hours.

2. Searches on Campus

A school official may conduct a search during the school day and during all school sponsored activities, whether on or off school property. In conducting a search of a student or student property, a school official shall take reasonable steps to preserve student privacy and dignity whenever possible and encourage student cooperation in any search. School officials are permitted to search ACCS property or other non-student property without reasonable suspicion, student/parent/guardian consent or notification. School officials are also permitted to inspect unidentified items found on ACCS property without reasonable suspicion.

Students do not have the expectation of privacy on ACCS property or at ACCS sponsored events.

Emergency Drills and Alerts

Students and staff shall participate in emergency drills and/or rapid dismissal for fire, earthquake, and other emergencies during the school year. Students are to remain with their class during the emergency drills.

In the event of an emergency, the school may go into a lockdown situation. Students in class are to remain in class. If outside their classroom, they are to proceed to the nearest classroom and remain there until released by law enforcement or the school administrators.

During both drills and real emergency situations, students are to follow directions of staff and/or law enforcement officials quickly, quietly, and in an orderly manner.

Extracurricular activities

Students wishing to participate in extracurricular activities, such as a sports team or band, must participate within their residential school district. Students are permitted to participate in extracurricular activities not associated with a school district, such as club sports, theater, choir, etc.

Students participating in extracurricular activities which require the student to miss ACCS school days or events must speak with their TEAM leader prior to participation. Participation in extracurricular activities is a privilege; therefore, students who are not showing a commitment to ACCS academic and behavioral standards will not be granted this privilege. ACCS will cooperate with all other district policies regarding student standing for extracurricular participation in their schools; e.g. sending grade and/or attendance information to coaches.

Family Educational Rights & Privacy Act (FERPA)

The No Child Left Behind Act of 2001 (NCLB) requires that each educational agency notify parents of students currently in attendance and all eligible students (students over 18 years of age) currently in attendance within schools of their rights pertaining to the inspection and review of student's educational records. Parents and eligible students have the right to:

- Inspect and review the student's educational records by making a written request to the administrator. Upon receipt of the request, the administrator must respond within 45 calendar days. The administrator and parent/guardian will arrange a time when records are available for review. Original records are to be maintained by ACCS and should not leave school grounds. The administrator will provide a location where the parent may review the records with an ACCS staff present.
- Request, in writing, that document(s) be amended or removed if it is believed such document(s) are inaccurate, misleading, or in violation of the student's right to privacy or other rights. The request should be addressed to the administrator at ACCS and must clearly state the part of the record that is requested to be amended/removed and why the amendment/removal is justified. The administrator will review the request and decide whether to amend or remove documentation from the record. If the administrator denies the request, the parent/guardian will be informed of the decision and the right to a hearing.
- Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent these rules authorize disclosure without consent. Identifiable information, e.g. directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This includes:
 - Name, address, telephone listing, E-Mail address, date and place of birth, dates of attendance, and grade level;
 - Participation in officially recognized activities and sports, weight and height of members of athletic teams; ○ Major fields of study, degrees, honors, and awards received;
 - The most recent school attended

Parents/guardians and students have the right to opt out of disclosure of directory information annually by submitting a written request to the administrator.

Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service, a parent or student serving on an official committee or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to perform their professional responsibilities.

- Request, in writing, a copy of a student's educational records. ACCS may require a fee be paid for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of the test protocols and other documents described in ORS 192.501 (4) shall not be provided.

Fighting

Fighting in any school building, on school grounds, in a nearby vicinity, and/or at a school-sponsored event is forbidden. This may also apply to fights off-campus but during school hours or those that were planned while students were on campus. Students who fight will be subject to disciplinary action as listed in the student conduct section of this handbook. Students who encourage fighting and are contributing to the conflict escalation (including filming, posting, and/or sharing of a video) will also face disciplinary action.

Students who engage in fighting may be searched for weapons and may have their phones confiscated for the duration of the investigation.

Fees

Students and families are responsible to pay all fees in a timely manner. Students who have outstanding fees may lose privilege to participate in the graduation ceremony and/or extracurricular activities. In lieu of paying a student fee, the family may volunteer an hour for each dollar.

Flag Salute

In accordance with Oregon State Law, students will be provided with the opportunity to salute the United States Flag at least once a week. Students who do not wish to participate in the salute must maintain a respectful silence during the salute.

Food & Drink in Classrooms

Students are expected to clean up after themselves and contribute to the cleanliness of the school environment. Students are only allowed to eat lunch in classrooms with a teacher present.

Each classroom is stocked with snacks for in between meals, this is not meant as a meal replacement; therefore teachers will ask students to eat breakfast or lunch (provided for free) before a snack will be given. Food will not be used as an incentive for completing academic work or withheld until work is completed.

Daily/Weekly Schedule & Earned Asynchronous Days

Monday is reserved for community-learning; students are expected to work off campus during this time. Depending on the grade and academic standing of each student, the student could be required to be on campus Tuesday through Friday. Students can earn the opportunity to be learning from home twice a week. In order to earn two asynchronous days (Thursday & Fridays), students must have a 90% attendance average and maintain 70% -C - or higher in all their courses.

Graduation & End of Year Activities

Graduation is a formal and momentous occasion for students, families, friends, and ACCS. Continuing in the traditions of this event, students who cause or create a distraction that detracts from the standards may be escorted from the ceremony and find their diploma held. Students must attend the graduation rehearsal/practice.

Students who graduate during the first three terms of the school year are encouraged to return for the graduation ceremony at the end of the school year. Students will need to notify staff of their decision to attend and be present at the rehearsal/practice.

Any student who has not completed **ALL** requirements for graduation will not be allowed to participate in the graduation ceremony.

Hall Passes

Students are expected to be in the classroom during instructional time. However, ACCS recognizes justifiable reasons for a student to be out of class. In these cases, the student must have a hall pass or note from the teacher and show it to any staff person who asks.

Harassment, Intimidation, Bullying, Cyber Bullying, and/or Teen Dating Violence

Harassment, intimidation, bullying, cyber bullying, and/or teen dating violence are not permitted or tolerated at ACCS. Students who engage in these behaviors may be subject to disciplinary action, up to and including expulsion. Students engaging in harassment, intimidation, bullying, cyber bullying, and/or teen dating violence may also be referred to law enforcement officials. Harassment, bullying, intimidation, bullying, cyber bullying, and teen dating violence include, but is not limited to:

“Harassment, intimidation, and/or bullying” means any act that:

Substantially interferes with a student’s educational benefits, opportunities, or performance; Takes place on or immediately adjacent to school grounds, at any school-sponsored event, on school provided transportation, or on RVTD transportation using the school provided bus pass and has the effect of:

Physically harming a student or damaging a student’s property

Knowingly placing a student in reasonable fear of physical harm or damage to the student’s property; or creating a hostile educational environment, including interfering with the psychological well-being of the student.

“Harassment, intimidation, and/or bullying” may be based on, but not limited to, the protected class status of a person, which means a group of persons distinguished or perceived to be distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

“Cyber bullying” means the use of any electronic communication device to harass, intimidate, or bully.

Harassment, bullying, intimidation, bullying, and/or cyber bullying involving off-campus actions or communications or actions or communications during non-school hours are also prohibited and school personnel will become involved if it causes a substantial disruption of the educational process.

This includes cyber-bullying that is an on-going series of actions and/or communications by a student (or group of students) to pick on another student (or group of students) using electronic means such as emails, instant messaging, cell phone texts, defamatory websites, blogs, X, and/or chat rooms.

Examples include sending mean, vulgar, and/or threatening messages or images, posting sensitive or private information about another person, and/or pretending to be someone else.

“Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical,

mental, or emotional abuse to control another person who is in a dating relationship with the person.

You can report incidents of harassment, bullying, and/or violence to ANY adult on campus, your counselor, or anonymously to “Safe Oregon” at safeoregon.com or text/call 1-844-472-3367 or email tip@safeoregon.com

Reporting & Investigation of Harassment, Intimidation, Bullying, Cyber Bullying, and/or Teen Dating Violence

Any student who feels they have been bullied, harassed, intimidated, and/or a victim of teen dating violence should immediately report the action to school staff or the anonymous tip line listed above. Additionally, if possible, take a screenshot or other documented evidence of the online/social media bullying to present. Staff may complete an *Incident Report Form*. All Incident Report Forms should be submitted to administration.

Reports may be submitted anonymously, although anonymous reports will not be the basis for disciplinary action against a student or employee, unless corroborated through the investigative process.

An investigation will be conducted promptly in accordance with ACCS policy and any necessary corrective action will be taken and documented. Students found to be engaging in harassment, intimidation, bullying, cyber bullying, and/or teen dating violence will face disciplinary action, up to and including expulsion, and/or mandatory remedial training before re-entering school.

Any request for ACCS to review the actions of a school in responding to or investigating harassment, intimidation, bullying, cyber bullying, and/or teen dating violence should be submitted in writing to ACCS School Board.

After the investigation, the school will respond to the complainant, if known, regarding the results of the investigation. This shall not result in the release of information from the student records of other students involved in the matter. ACCS prohibits reprisal or retaliation against any person who, in good faith, reports an act of harassment, intimidation, bullying, cyber bullying, and/or teen dating violence. Any person who engages in such reprisal or retaliation shall face appropriate disciplinary action, up to and including, expulsion for students or dismissal for employees, and/or appropriate remedial action.

ACCS will take appropriate disciplinary action and/or appropriate remedial training for a person found to have falsely accused another of having committed an act of harassment, intimidation, bullying, cyber bullying, and/or teen dating violence as means of reprisal or retaliation.

Threats and/or Stalking

Students who threaten other students or staff either directly or indirectly will face disciplinary action; a single threat may be grounds for an expulsion recommendation. Students who threaten, stalk, or bait students or staff, or who exhibit chronic aggressive behavior may be removed from in person school until a mental health evaluation can be made to ensure reasonable assurance of school safety for all. These students may be required to participate in an anger management program before they return to attendance. Threats, bullying, and/or stalking may result in an expulsion, law enforcement involvement, and a recommendation of a placement change to online learning.

Email or Electronic Threats and Off Campus Activities

Off-campus activities that violate ACCS policies may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school.

Student Health

If a student is feeling ill or showing symptoms of sickness or illness, it is an expectation that the student remains at home. A parent or guardian must call the front office to excuse the absence within 24 hours of the absence. If a student is at school when symptoms are exhibited they will be referred to the school-based health center for determination of need to leave campus.

Oregon Administrative Rules require that students needing to take medications while at school notify the designated personnel (office administrator at ACCS). All requests to administer medication to students shall be made by the parent or guardian in writing and appropriate procedures followed (see below).

To help ensure the safety of all students and by state law, all medications, including over-the-counter (Tylenol, aspirin, cold medicine, etc) and prescription medications must be checked and will be distributed through the front office. Parents/guardians need to complete a medication form to allow school staff to provide this to students.

Student self-medication of prescription medication and nonprescription medication, including students with asthma or severe allergies, will be allowed subject to the following:

1. A parent or guardian signed the medication permission form and other documentation requested by ACCS and submitted for self-medication of either prescription or nonprescription medication.
2. For prescription medication, the prescription must be written by an Oregon licensed health care professional that includes a written treatment plan for managing the student's medical condition as determined by an Oregon licensed healthcare professional.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container. Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other instructions including permission for the student to self-medicate. Nonprescription medication must have the student's name affixed to the original container.

The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contain multiple dosages, the student may carry one package, such as but not limited to, auto-injectable epinephrine or bronchodilators or inhalers.

Sharing and/or borrowing of any medication with another student is strictly prohibited. Permission to self-medicate may be revoked if the student violates this. Additionally, students violating these regulations, selling, distributing, or arranging the distribution or sale of prescription medications or possessing prescription medication that is not their own on campus or at school sponsored activity may be subject to

disciplinary action.

If a student has a chronic health condition that may require school staff attention, (e.g. a special health procedure/protocol while at school or special training of staff in order for the student to safely attend school), the school will need health protocols completed prior to attendance. An annual update for returning students must be confirmed and signed by the parent/guardian and healthcare professional.

Lunches & Meals

ACCS provides free lunch, breakfast, and snacks to students. Breakfast and lunch are sack lunches delivered to ACCS daily by SODEXO. Students order lunch daily. Areas are designated in both the kitchen and outside areas.

ACCS provides all students with the opportunity to leave campus during lunch - open campus privileges. Student misconduct and/or consistently returning late from lunch may result in the loss of open campus privileges, in addition to other possible disciplinary action.

Mediation

Students, staff, and administration may recommend/refer students in conflict to restorative mediation. Successful mediation may provide a resolution to the conflict and prevent disciplinary action.

Modified Diploma

Oregon law requires that parents be notified of the availability of a modified high school diploma. The modified high school diploma is available for students who have a documented history of the inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement.

Behavioral Expectations

It is our belief that an atmosphere of mutual respect and dignity for all human beings is imperative for a successful learning culture. A positive learning environment is valued and personal responsibility for behavior is important. ACCS disciplinary policies ensure consistent and equitable practices; protecting and nurturing the physical, social, mental, and emotional well-being of all students; allowing students to learn and teachers to teach.

Schools, communities, and families share the responsibility for helping students develop self-discipline.

Profanity, Vulgarity, and/or Indecent Conduct

Students shall not use, produce, and/or distribute profane, vulgar, inflammatory, lewd, and/or rude language and/or gestures verbally, non-verbally, and/or in written form. This includes either spoken or written racial or ethnic slurs. Students who violate this policy may face disciplinary action. Repeated violations will lead to further disciplinary action, up to and including expulsion.

Public Displays of Affection

Overt public displays of affection are inappropriate at school. In general, holding hands and engaging in brief embraces/hugs would be an example of appropriate forms of affection. It is at the discretion of ACCS

staff to determine if the level of affection becomes overt or inappropriate.

Search & Seizure

ACCS seeks to ensure a healthy and safe learning environment. To assist in this goal, staff having reasonable suspicion may search a student's person and/or property (including, but not limited to, backpacks, purses, and vehicles on ACCS property).

ACCS property may be searched anytime, for any reason. Such searches shall be reasonable in scope and may be conducted at any time. Staff may also search when there is reasonable information that emergency and/or dangerous circumstances exist. Use of drug-detection dogs and metal detectors, or similar devices, may be used.

“Spirit of the Armadillo,” Wacky Awards, & Graduation Cords

Each term ACCS staff select students who exemplify the core values of Armadillo and present that students with an award during an assembly. Additionally, graduating students nominate one student to be the “spirit of armadillo” to speak for them at the graduation ceremony.

At the end of term four, staff give each student a wacky award, this is a small gift which reminds the staff of a characteristic, funny story, and/or other memory unique to that student. Every student enrolled during that time receives a wacky award during an assembly.

Valedictorian cords are awarded to the diploma-awarded student based on weighted GPA. GED students are not eligible to be valedictorian.

State Testing - Oregon Statewide Assessment System (OSAS)

All junior level (11th grade) students are required to participate in assigned state and district level assessments when mandated by the Oregon Department of Education. State assessments are determined by the Oregon Department of Education to ensure quality academic instruction.

House Bill 2655 permits parents or guardians and adult students to annually opt-out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school of attendance. Schools will provide parents with the annual form at least 30 days prior to the start of testing.

Students will be assessed in English Language Arts, Math, and Science sometime between January and June.

Student IDs & Bus Passes

Each student receives a free student identification card which is adhered to their annual RVTB bus pass. Students who lose their ID card/bus pass can receive a replacement card for \$10.

This bus pass is valid during the school year, until the end of summer learning. When the student is unenrolled from ACCS the pass immediately becomes invalid.

Student Rights & Responsibilities

Student's rights and responsibilities include the following:

Civil rights, including the right to equal educational opportunities and freedom from discrimination, the responsibility not to discriminate against others;

1. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspension, expulsion, and decisions which the student believe injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to student's educational records;
6. The right to know the expected behavioral standards, the responsibility to know the consequences for violation;
7. The right to an engaging educational experience, and the responsibility for your own attendance and submission of assigned work.

ACCS has authority and control over a student from the point of leaving home for school until such time they return home during a regular school day, at a school-sponsored event regardless of time or location, any time students are on ACCS or district property, and while being transported in district vehicles.

Vandalism, Property Damage, and/or Theft

ACCS expects students to make full restitution for damage to school property or theft of property, whether it is an act of vandalism, carelessness, or theft. Broken glass, writing on walls or desks, or breaking of furniture are some examples. ACCS is a public charter school and does not have insurance to cover these damages.

Such acts will result in disciplinary action.

Video Surveillance

ACCS uses video surveillance inside and outside buildings on campus to ensure the health, welfare, and safety of all staff, students, and visitors. Students or staff observed on ACCS video surveillance violating policy and/or laws will be subject to appropriate disciplinary action and/or may be referred to the appropriate law enforcement agency.

Digital recordings may become part of a student's educational record or a staff member's personnel record and ACCS shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors

For safety and school security reasons parents, guardians, guest speakers, vendors, alumni, and any other non-staff members or non-students who come onto campus are required to report to the main office and obtain a Visitor's Pass.

A visitor may be requested to present official identification such as a current driver's license in order to get a visitor pass. Visitor passes are given to those individuals who have specific business at the school or have been invited ahead of time by a staff member.

Any students wishing to have another student or family member visit must receive prior approval from their TEAM leader.

Withdrawing from School

It is mandatory in the State of Oregon that all students attend school until either they graduate, complete a GED program, or their 18th year. **Any student who plans to withdraw from ACCS, regardless of the reason, must meet with their TEAM leader** to ensure proper documentation for closing of the student record.

If a student is in non-attendance for 10 consecutive days, the student will be dropped from ACCS enrollment. The student will remain on ACCS' dropped list until; they enroll in another program or reach their 6th year of high school. ACCS will continue to reach out to parents and guardians until the student is no longer on ACCS dropped list.

Mandatory Home School Enrollment

Students who plan on dropping must enroll in Home School until ACCS receives a transcript request from another school. Team leaders will handle this process.

Parents should be sure to print their Registration Confirmation and keep one for themselves and drop one off ACCS or email a copy to the Office Manager office@armadillocharter.org.