



# Student & Parent Handbook

## 2022-2023

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## **DISCLOSURE**

This school handbook represents Encore Academy programs, procedures, and policies in place at the time of this printing, and reminds and informs parents and students of the basic agreements between them and the school. Encore Academy may also be shown from this point on as “EA”. Though conscientious effort has been made to be accurate, the school administration reserves the right to make changes if errors are identified, or when necessary to clarify material or to improve services to parents, students, and staff. Failure on the part of parents or school officials to adhere to the policies and procedures noted in any section or paragraph in this handbook does not affect the applicability or enforceability of any other section or paragraph. The effective date of this handbook is 07/12/2021. A copy of this handbook is also available on the web at [www.encoreacademy.com](http://www.encoreacademy.com). This handbook remains current and in effect until a new edition is published.

***Notice Of Nondiscrimination:*** *Encore Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship, and athletic and other school-administered programs.*

## **WELCOME**

Welcome to Encore Academy! Learning is a great adventure: one moment in a classroom, on the dance floor, or talking things over with a teacher, can change the course of a lifetime. We’re excited to be part of this kind of school community with you, and are enthusiastic about working together. Our hope is that you will find the information in this Handbook helpful in describing the policies and procedures by which our school community functions. If you need clarification or help, give us or the school office a call and we’ll be glad to assist. We do ask that parents and students take time to read this Handbook carefully and ensure that each understands our school’s aspirations, commitments, and standards; we ask for that commitment to

understanding each year. Each student and family can be a great blessing to all of us here, and to one another as we “do school” together. We expect great things this year and each year, and anticipate a year together of blessing and purposeful life and learning.

## **MISSION**

Encore Academy's mission is to proudly serve our community by providing an innovative opportunity for learning that integrates traditional PreK-12 curricula with performing arts education, and by offering a creative choice for families that prepares our students for academic achievement in higher education led by our qualified, dedicated, and inspired educators.

## **PHILOSOPHY OF EDUCATION**

Encore Academy meets the requirements for graduation of the Oregon State Department of Education. Acceptance by the Oregon University System guarantees that Encore Academy's graduates will have full access to the college and/or university of their choice.

## **HONOR AND INTEGRITY**

1. Respect for honest academic achievement: Cheating in any form, or plagiarism (presenting someone else's work as if it were your own), are both serious offenses against the honor and importance of the educational process, as well as serious violations of the student's character. Students are expected to do their best work, and their own work, at all times, and to be careful to correctly acknowledge the work of others used in student research and learning.
2. Respect for truth: Students are expected to be truthful and to promote truthfulness at all times and everywhere.

## **GENERAL INFORMATION**

### **ADMISSIONS**

Admission to the school begins with an application and interview. The Admissions Office is always happy to assist parents who are interested in enrolling their students! New students may be tested for academic placement, as well as performance arts skills testing and will receive help evaluating previous educational experience and planning for classes.

## **CAMPUS HOURS & DAILY OPERATION**

The school buildings are generally open from 8am to 3:30pm. Students in extracurricular activities who are staying on campus past 3:30pm need to be sure to make arrangements with our after-school program. Changes made to the start time will be communicated to parents via text message and posted on the school website.

## **SCHOOL CLOSURES**

The decision to hold school or to delay its opening during unusual weather conditions is generally made between 6:00 - 6:30 a.m. Because of our geographically large service area, if the public school in a student's area is delayed or cancelled, we will follow the recommendations of the Warrenton School District that day. Parents are always trusted to make decisions about the safety of sending their child to school, or not, when the weather is inclement.

## **VISITORS**

Visitors must check in with our front office and be signed in. They must wear and display their Visitors badge at all times when on campus. All visitors must be escorted when on campus either by a faculty or staff member.

## **CLOSED CAMPUS**

Encore Academy is a closed campus. Students are expected to remain on the campus from their time of arrival until the end of the day. Students who need to leave the school grounds during regularly scheduled school hours for any reason, including illness, must sign out in the office. Leaving campus for any reason requires parental permission in advance of leaving (letter, note, phone call, text). Any exceptions to this policy will require administrative approval. Students who fail to sign out will be considered absent & the absence unexcused. Any student leaving and then returning to school during the school day must sign back in at the office upon returning to school.

## **BREAKFAST & LUNCH**

Please send your student a morning breakfast or snack. Students must bring lunches from home. A hot lunch program may be available, please ask. EA does not provide food/drinks and it is the responsibility of the parent to send healthy food options and supplemental snacks for the student daily. In keeping with our closed campus policy, all students are required to remain on campus during the lunch hour.

Exceptions might include an off-campus lunch as a club or class activity with the teacher or sponsor, or lunch with the student's own parent(s). Parents who wish to take their student to lunch should make arrangements through the office. Parents may only give off-campus lunch permission for their own students.

## **WEEKLY ANNOUNCEMENTS**

Announcements are emailed every Friday. The weekly announcements are our official notification for deadlines, schedule changes, and special events; Students will want to be attentive to them.

## **LOST & FOUND**

At the end of each month, unclaimed items in our lost & found will be donated.

## **EMERGENCY MANAGEMENT**

Encore Academy has developed emergency response plans and protocols in case of an emergency affecting part or all of the school campus. The school conducts drills each year in order to help ensure that students and staff are prepared to act calmly and appropriately in an emergency situation. These drills include monthly fire (evacuation) drills, and from time-to-time, earthquake, tsunami as well as lockout or lockdown drills. Any visitors on campus during an emergency or emergency drill will be expected to participate in the drill or comply with all emergency procedures.

### **FIRE (EVACUATION)**

When the building fire siren sounds, students should walk immediately to the nearest outside exit. All students and staff must leave the building regardless of what they are doing. Students are to follow exit routes and staff directives. Evacuation maps are posted at all emergency exits. Meeting point is next door at Skipanon RV's back parking lot.

### **EARTHQUAKE/Tsunami**

When the City's tsunami or earthquake sirens sound, students should shelter in place for earthquakes. This means getting under desks, away from windows and door jams. Once the earthquake has passed, we will follow our tsunami warning evacuation plan. For a tsunami, students will exit the building and follow all staff directions to our first staging area of Fred Meyer parking lot any students not collected from the first staging location will be taken to the safe destination of the Costco parking lot on Ensign Lane.

## **LOCKOUT OR LOCKDOWN**

When instructed to do so, students and staff will practice locking down in their classrooms or offices, or for a lockout, simply secure all the exterior entrances to a building. Parents may not be able to enter school buildings during the drill or in case of an actual emergency.

## **ILLNESS / SICK ROOM**

Students who become ill at school should go to the office and make arrangements to go home. Parents or the listed emergency contact will be called to arrange transportation home and to receive permission to leave the campus.

## **ILLNESS AND PRESCRIPTION MEDICATIONS**

Prescription medications used by students should be filed in the office. Any medication in a student's possession is required to have proper identification, dosage, and expiration dates relevant to the student. Depending on the medication, the student may be required to keep prescriptions in the director's office or the main office.

## **CLASS FIELD TRIPS (SPORTS/DANCE TRIP, MUSIC TRIP,ETC.)**

Release from school for a school sponsored activity is covered by the Parent Permission slip signed at the start of the year. These groups do not require an individual sign out.

## **WITHDRAWALS**

If the student or parent wishes to withdraw from our program at any time, they must submit their withdrawal in writing to the office. The family is responsible for any and all required costs associated with yearly tuition as acknowledged in EA's financial agreement. If there are extenuating circumstances, they will be evaluated on a case-by-case basis by EA faculty.

## **ACADEMICS**

Learning is a great joy, and a fantastic adventure of growing awareness and ability! The even greater joy of learning in a performing arts school is the sense of accomplishment when allowed to express oneself. This foundation of wonder and purpose gives every school day the possibility of greatness as we pursue together the fundamental purpose of Encore Academy: truly excellent education that will prepare and equip our students for all that the world has for them now and in years to come. We expect as students adopt and personalize this vision, each will make it his or her commitment to pursue high achievement in each class to the best of his or her ability.



Teachers can provide thorough curriculum, excellent presentation, and additional coaching and help when needed, but it is each student's responsibility to learn and to diligently invest in his or her daily experience at school and preparation for future endeavors.

## **GRADING SCALE**

Jr. High & High School students are awarded as follows:

- A~ Exceeds mastery of concepts 90 to 100 (4.00)
- B ~ Mastery of concepts 80 to 89 (3.00)
- C ~ Familiarity with concepts 70 to 79 (2.00)
- D ~ Lacking familiarity with many concepts 60 to 69 (1.00)
- F ~ Insufficient familiarity with concepts 0 to 59 (0.00)
- I ~ Incomplete N/A N/A P
- P ~ Pass N/A N/A WP
- Withdraw/Passing at time N/A N/A WF
- Withdraw/Failing at time N/A N/A

## **HOMEWORK**

Homework is something we would prefer to rarely assign. However, in some cases, we feel it is important to give students additional opportunity for practice, increased understanding or project completion, and this varies between courses and between students. Students who use in-class time and study-hall time in the most productive manner will have less work or no work at home.

*Typically, parents and students can expect homework times to be roughly as follows:*

- Junior High- 45-60 minutes per day. About 10-15 minutes of outside homework per class.
- Senior High – 90-120 minutes per day. About 20-30 minutes of outside homework per academic class.

In keeping with our belief that academic work is the primary “vocational” task of students enrolled at Encore Academy, parents and students are encouraged to give class and homework appropriate priority, and to be discerning with scheduling evening and weekend events. Parents who develop a concern that a student's life is consistently out of balance are encouraged to meet with teachers and the director.

## **LATE WORK**

Late work is schoolwork that is turned in after the assigned due date, but not due to missing class, (the student is just late turning something in); OR it is work that was not turned in because the student was absent, and the time limit for turning in the work without penalty has expired. Turning work in past the due date is governed by the following policies:

1. If the student has contacted the teacher prior to the due date, and has a legitimate reason for extension:
  - a. Teacher grants extension or not at his/her discretion.
  - b. New due date applies.
  - c. No further extensions are permissible

## **STANDARDIZED AND COLLEGE TESTING**

Placement testing for grades 7 through 12 occurs each fall and spring. Test data is used to inform curriculum and teaching-practice decisions, as well as to give students and parents more information on the student's progress, so students are encouraged to do their best so that everyone has good data to work with. In addition to in-house standardized testing, high school students also typically take the following assessments in preparation for college or other career interests: The PSAT (Pre-Scholastic Abilities Test) is given on campus to freshmen, sophomores and juniors in October. The National Merit Scholarship is based on the results of the PSAT in the junior year. The ASVAB Interest, Ability, and Occupation Test is given on campus to juniors, generally in October. The SAT (Scholastic Abilities Test) and ACT (American College Testing) tests are widely available in the area on multiple testing dates each year.

## **ACADEMIC AWARDS**

High school academic awards are given at the annual awards assemblies held each spring, or at the graduation ceremonies, and can include departmental, citizenship, leadership, college scholarship recognition, or other academic-related awards. Local, state and national organizations also give awards at this time. In junior high, academic awards are presented in classes at the end of the school year. To be eligible for any award, a student must meet the criteria for the award and be a student in good standing. Annual academic awards also include High School Students with 4.0 GPA.

### **HONOR ROLL**

Roll is compiled at the end of each grading period. Students who earn a 3.5 or higher GPA are recognized.

### **HIGH SCHOOL HONORS GRADUATE**

Seniors who have maintained an accumulated GPA of 3.5 or higher at the completion of seven semesters (grades cannot be rounded up), will be listed as "honor graduates" and are entitled to wear the honor cord during the graduation ceremony.

## **VALEDICTORIAN / SALUTATORIAN**

Students who have earned all “A’s” for seven semesters of high school work will constitute the pool of candidates for the Valedictorian and Salutatorian honors. Those students with a 4.0 GPA not selected as Valedictorian or Salutatorian are honored at the graduation ceremony. The title of class Valedictorian is awarded to the student with outstanding character and the highest academic scholarship record for all classes during their high school studies. The Salutatorian will be the exemplary character student with the second highest academic scholarship record. Ranking is completed at the end of the first semester of the student’s senior year. Criteria for determining scholarship ranking will include:

1. The initial pool of candidates will include all students with an accumulated GPA of 4.0 for their entire high school course work at the end of the first semester of their senior year.
2. This initial pool of candidates is ranked by computing an accumulated percentage average for high school courses taken during these first seven semesters. Courses taken, but not given a numeric grade (i.e., athletic participation, transfer courses, etc.), or numerically graded courses taken outside of Encore Academy, will be counted towards the GPA determination, but not cumulative average.
3. The student with the highest accumulated percentage average will be declared the Valedictorian, and the second highest will be the Salutatorian. Where multiple students have 4.0 GPAs and very high accumulative averages, school directors may name multiple award winners.
4. All eligible students must have completed a rigorous course of study.

## **PROGRESS UPDATES**

Progress reports will be sent home three times per year: November, February & May. Teachers may also send emails or occasionally make phone calls to let parents know how students are doing, especially if a concern is developing. Parents who have any concerns about student progress should not wait – please contact the teacher so that the concern can be addressed right away.

## **PARENT/TEACHER CONFERENCES AND PARENT VISITS**

Encore Academy offers Parent/Teacher Conferences in November and March. Our office will send an email so you may select the day and time that works best for you.

## **REPEATING A CLASS**

Any student at EA who fails a required course for a semester will be required to recover the credit needed for that semester of the course. Various options for recovering credit exist. If a student retakes a class, the original class grade is replaced with an “R” on the student’s transcript, and the new retake class grade is placed on the

transcript. Credit is only granted for the retake, and only the retake grade is used to calculate GPA. A fee may be assessed.

## **JUNIOR HIGH COMPLETION REQUIREMENTS**

A certificate of completion is awarded at the end of 8th grade to those students who have successfully completed all Junior High classes with passing semester grades. A certificate of completion allows the student to proceed to 9th grade at Encore Academy. Students who earn failing semester grades in Junior High classes during any semester of their 7th or 8th grade years may be required to complete additional projects or class assignments.

Or, to enroll in credit recovery classes in order to receive a Certificate of Completion at the end of their 8th grade year. A fee may be assessed to cover the costs of teacher time required for additional instruction or oversight of class projects.

## **HIGH SCHOOL GRADUATION INFORMATION**

Commencement exercise at Encore Academy is a special time to honor students who have achieved all the requirements for the high school diploma. To ensure that we maintain high standards for each graduate, the following policies apply:

1. Students may not participate in commencement ceremonies until, and unless, the final check-out process is complete, including ensuring that all school accounts have been paid in full, or satisfactory arrangements made with the finance committee.
2. Students are required to attend all practices and services connected with Commencement unless the student presents compelling (usually emergency) reasons for not attending.
3. An otherwise qualified student could be excluded from the graduation ceremonies for disciplinary reasons.
4. Students may not participate in graduation ceremonies unless all requirements for the diploma have been met. Parents who feel there are extreme extenuating circumstances may appeal in writing to the school director for an exception to this policy.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Diplomas are awarded to students who have satisfactorily completed the credit requirements for graduation. The minimum requirement for graduation is 24 credits, divided among the various academic disciplines as noted and listed below. One unit of credit is earned for the satisfactory completion of a full year course; ½ credit for satisfactory completion of a semester. Graduation from EA with honors requires a 3.5 cumulative GPA.

Students and parents are encouraged to begin planning for life after high school at the beginning of the freshman year; the Director, instructor, arts faculty, and office staff are all ready and willing to help with discussions and information about planning for the next step. This list is required for a diploma from Encore Academy, however, requirements for entry into specific post-high school programs or courses of study may have additional requirements. For example, \*2 years of the same Foreign Language is required for admission to any of the four- year schools in the Oregon University System. Also, many four-year colleges and universities require students to earn a grade of C or better in core classes in order for a course to count as meeting part of the subject area requirement for college admittance.

Encore Academy Freshman:

- Language Arts (1) Required
- Math (1) Required
- Science (1) Required
- Social Studies (1) Required
- Dance Education Elective Required (1)
- Drama, Theatre, and Visual Arts (1)
- Foreign Language I (1) or an alternate educational elective (1)

Encore Academy Sophomores:

- Language Arts (1) Required
- Math (1) Required
- Science (1) Required
- Social Studies (1) Required
- Dance Education Elective Required (1)
- Drama, Theatre, and Visual Arts (1)
- Foreign Language I or II (1) or an alternate educational elective (1)

Juniors need (at least 6 credits):

- Language Arts (1) Required
- Math (1) Required
- Science (1) Required
- Social Studies (1) Required
- Dance Education Elective Required (1)
- Drama, Theatre, and Visual Arts (1)
- Foreign Language I or II (1) or an alternate educational elective (1)

Seniors need (at least 6 credits):

- Language Arts (1) Required
- Dance Education Elective Required (1)
- Math (1)
- Science (1)
- Social Studies (1)
- Foreign Language I or II (1)
- Additional Electives (1)

Credits Needed	Subject	9th, 10th & 11th Grades	12th Grade
4	English		
3	Math		
3	Science		
3	Social Studies		
3	Foreign Language The Arts, and/or Career & Tech Education		
2	Health (1) Physical Education (1)		
6	Electives		
<b>24</b>	<b>Total Credits</b>		

As students begin to determine post-high-school plans, each is encouraged to be in contact with those institutions or organizations to determine specific entrance requirements. Where the destination remains unknown, students are encouraged to take as rigorous a course of study as possible in order to prepare for the widest possible number of opportunities and open doors following graduation.

The following ideas may also be helpful as students begin to plan for life after high school:

1. A high school program which may meet minimum college entrance requirements may not necessarily prepare you well for college success. Plan a high school program which will be challenging and give you the best possible chance for success in college.

2. Entrance requirements for colleges vary from one college to another. Make sure you are meeting the requirements for the school you want to attend by checking with the school's website or admissions counselor.
3. Since most students do not know what specific college they will attend, some general advice is offered by college admissions counselors:
  - a) The skills most needed by entering freshman are reading and writing. You are advised to prepare yourself as well as possible in these areas.
  - b) Most colleges recommend four years of math for students planning a scientific, math or technical major. Community college entrance requirements in Oregon are satisfied by the completion of an EA diploma.

### **FOUR YEAR COLLEGE REQUIREMENTS**

For admission to an Oregon state four-year college or university, high school graduates must have completed fifteen units of college preparatory work, and have a minimum GPA (this varies according to college or university). Students must earn a grade of C or better in order for a course to count as meeting part of the Oregon University System (OUS) subject area requirement.

1. English (4 units) – Includes the study of the English language, literature, speaking, listening, and writing with emphasis on, and frequent practice in writing expository prose during all four years.
2. Mathematics (3 units) – Includes Algebra 1 and two years beyond college preparatory mathematics. One unit is highly recommended in the senior year.
3. Science (3 units) – Includes one year each in two laboratory classes, such as biology, chemistry, physics, or earth and physical science, and one additional credit of lab or elective Science.
4. Social Studies (3 units) – Includes one year of U.S. History, one year of Global Studies, and one semester of both Government and Economics.
5. Second Language (2 units) – Two years of the same second language are required for admission to the state colleges or universities of Oregon. Demonstrated proficiency in a second language on a nationally recognized test is also acceptable.

## **EXPECTATIONS FOR ARTS PARTICIPANTS**

Eligibility guidelines reflect our premise that extracurricular, and some co-curricular, activities necessarily take a secondary position to the student's character and academic development. With that in mind, there are two foundations for determining eligibility for these activities: [Citizenship](#) and [Academic](#). [see below]

Consistent with the goals noted, student athletes at EA are expected to generally exhibit and be growing in the following attributes:

1. *Dependability*: Be at all practices and competitions unless excused by your coach. Do what is expected of you in all situations.
2. *Punctuality*: Be on time - to class, to practices, and meetings.
3. *Commitment*: As a member of a team, athletes make a season-long commitment to dedicate significant time and effort toward that endeavor. We expect that athletes will both honor that commitment, and realize the value of other equally important commitments such as family and school work. Where student-athletes are experiencing conflict between commitments, the expectation is to honor the commitment made whenever and wherever possible.
4. *Self-Control*: Make good decisions regarding your words and actions.
5. *Obedience!*
6. *Intensity*: Give everything you have at all times. Focus your total attention upon the job at hand and put forth your best effort to complete it.
7. *Endurance*: You must be able to withstand stress, hard work and the problems that all athletes experience.
8. *Attendance*: Attendance at school affects eligibility to participate in athletics. Student athletes will miss classes from time-to-time due to athletic schedules. Staying caught up in each class is the responsibility of the individual athlete.

## **CITIZENSHIP ELIGIBILITY**

Good citizenship in keeping with the ideals and policies of Encore Academy is a requirement for participation in co-curricular activities (i.e., dance team). Attitudes and behaviors inconsistent with our school's ideals or in violation of school policy may adversely affect a student's eligibility. At the discretion of the administration, students may be declared ineligible for practices, performances, or other activities due to the student's violations of behavioral or community standards or policies. An administrative decision for ineligibility based on citizenship standards is independent of the weekly academic evaluation, may be effective immediately, and may last for as long as is deemed effective. Suspensions from school for disciplinary reasons automatically include a period of ineligibility to be determined at the time of suspension.

## **ACADEMIC ELIGIBILITY**

1. Students with a weekly grade average of "D" in more than two classes will be ineligible.
2. Students with a weekly grade average of "F" in any one class will be ineligible.
3. Students become ineligible when they appear on the list for two or more consecutive weeks.
4. Consequences for ineligibility are renewed each week the list is published until the standards are met.



## **DANCE TEAM**

1. Ineligible students may attend dance team practices as usual. They may be asked to forfeit their elective dance classes until their grade raises or missing assignments are complete.
2. Students who are ineligible for 2 weeks or more and who wish to remain on a team will need to petition for that privilege. The director and teachers will consider the petition, and whether the student is making academic progress and/or is showing evident intent and effort to improve his or her grades. Following a decision to allow the student to remain on the team, the student must demonstrate consistent effort toward academic improvement; continuing ineligibility with no sign of tangible efforts to improve grades would result in being removed from the team for the remainder of the season.

## **SPORTSMANSHIP**

Following our expectations for consistent respect, courtesy, and strong character for our student athletes, some additional specific elements of our athlete's, team's, and coaches' good sportsmanship include the student must develop such qualities as self-discipline, team work, fair play, acceptance of common rules, equality, and sacrifice for the good of the group in the form of team loyalty.

1. Sportsmanship begins with respect for our opponent. We will treat others as we want to be treated.
2. Profanity is not tolerated in competitions or rehearsals.
3. Losing is part of competition: EA athletes are gracious in defeat, and modest in victory. We always congratulate the opponent after the event with genuine appreciation and appropriate congratulations when another individual or team wins.
4. EA athletes do not show displeasure with a teammate such that spectators become aware of it.
5. We respect the judgment of the officials. An error in interpretation of the rules may be questioned as permitted by the rules of the activity, but only by the person(s) whom the rules authorize.
6. EA athletes promote team and school loyalty. We are appropriately proud of our team and school: not because we are the "best," but because we work hard together to be a place of excellence, confidence, accomplishment, and hope for everyone in our school community. We believe in all the things we stand for, so we are proud of our school.
7. EA athletes will remember at all times that because of their public position as an athlete, their attitudes and behaviors are noticed and often emulated, especially by younger students. EA athletes will strive to be positive role-models and examples for the well-being of the entire school community.

## **TEAM TRIPS, PUBLIC PLACES, AND OPPONENT BUILDINGS**

All are venues where our athletes demonstrate in word and deed that we respect and care for one another and the others around us. Specific elements of this include:

1. Athletes will display a professional student appearance in keeping with the school's appearance, policy,

and any additional directives from the coach or director.

2. Athletes will be remarkable for their levels of courtesy and respect toward other teams, other coaches, judges, instructors, and staff at restaurants, hotels, gas stations, etc.
3. Athletes will demonstrate love and concern for others by treating other's facilities, participants, and spectators with unwavering courtesy and respect.

## **SCHOOL RULES AND POLICIES**

All students and parents, by virtue of their enrollment at Encore Academy (and noted by their signature(s) on the enrollment and acknowledgement form) agree to abide by and uphold the policies and rules of the school. It is the expectation of the school community that each member will honor that agreement, do their best to obey the rules and policies of the school, and receive correction in a humble and respectful manner if necessary.

### **ATTITUDE AND BEHAVIOR**

Attitudes and actions have a very powerful influence in our lives.

1. Respect for others' person and dignity is expected at all times.
2. Respect for school staff is expected at all times. Students are expected to relate to and respond to adults at school with appropriate deference and respect.
3. Respect for others' property at all times: if it is not yours, do not touch it unless you have permission first.
4. Respect for everyone's security and safety: ensuring that all students feel welcome at school and that no student feels threatened or endangered at any time is the responsibility of every student at EA.

### **ATTENDANCE AND PUNCTUALITY**

Significant presentation, practice, and preparation take place every day in every class, so daily, on time attendance in each class is essential for each student's short-term success and long-term growth and learning. Absences from school are sometimes unavoidable due to illness or other circumstances, but parents and students are encouraged to make daily attendance in every class a top priority. Coming in late to class disrupts the learning that has already begun, so students are expected to make timely arrival in every class a priority every day. When a student does need, or chooses, to be absent or late to class, the following policies apply:

1. A student is late to class if not seated and prepared for class.
2. Persistent and unresolved lateness may eventually result in loss of extracurricular activities such as dance team or performances.

## ABSENCE, EXCUSED

Oregon State law specifies that children in private schools must attend school regularly in a similar manner to children in public schools in order to comply with state school attendance requirements. (ORS 339.030) However, absence from school may be excused when parents determine that the student has a legitimate need to miss school due to illness, emergency, bereavement, other family needs, or scheduled medical or dental appointments.

### 1. Standards for excused absences:

- a. The school office will consider absences excused when notified by parents in a timely fashion that the student is ill, there is a family or student emergency, the family has suffered bereavement, or the student has a medical or dental appointment that could not be scheduled outside of school hours. If the student will be driving himself or herself home or to the appointment, the parent should notify the office.
  - b. The office director may also excuse for other family reasons if consulted in advance of the absence. This could include family trips, an occasional lunch “date” with a parent, etc. c. Absences generally cannot be considered excused when students are missing school for reasons that:
    - i. Violate the “closed campus” standard at lunch or break times,
    - ii. Are for reasons generally considered controllable by parents and students, such as hair appointments, entertainment events, oversleeping, shopping, etc.
2. To excuse a legitimate absence during a particular school day, parents must call the school office prior to 8:30 AM. This policy helps ensure our students’ safety by confirming where our students are: we do not want to assume that students are with parents while parents are assuming students are at school.
  3. For the safety of our students, the school office will begin calling absent student’s parents after 8:30 AM if parents have not made the call. If parents do not know the location of their student, the school will consult with parents as to how to best help locate the student; the student’s absence at that point will be noted as unexcused.
  4. To seek an excused absence for something like a family trip, parents and students should use the Pre-Arranged Absence form. [see [Absence, Pre-Arranged](#)]
  5. Work Missed: Please see [Absence, Missing Work](#).

## ABSENCE, UNEXCUSED

1. Any absence from school or from a class not excused by parents, or not meeting the school’s standards for an excused absence, is an unexcused absence, and is a violation of school expectations and standards that warrants correction.
2. Tests, quizzes, student presentations, labs, or other activities that occurred during class while the student was absent (unexcused) may not be made up and will be recorded as a zero. Students should note that a

single zero on a major assignment may result in a grade reduction of as much as a letter grade of more. Homework or projects assigned prior to the unexcused absence and turned in afterward will be accepted, but penalized at 50% of the final grade.

3. Due dates remain as assigned; no additional time is permitted for completing assignments following an unexcused absence.
4. Detention will be assigned following each unexcused absence; repeated violations may result in additional corrective measures.

### **ABSENCE, PRE-ARRANGED**

While the importance of being in school on a daily basis cannot be overemphasized, there are times when we recognize unique opportunities that students and families may have for travel or the like, or unavoidable but pre-arranged reasons for missing school such as medical appointments. When parents know in advance that the student will be missing school, we ask students to:

1. Obtain a Pre-Arranged Absence form from the office at least two days in advance of the absence;
2. Complete the form noting the date(s) the absence will occur;
3. Have parents sign the form;
4. Carry the form to teachers at least the day prior to the absence (earlier is recommended) to have teachers review work that will be missed so that the student can develop a coherent plan for staying caught up, and;
5. Return the form to the office no later than the end of the school day prior to the absence so that the school is aware of the family's plans.
6. Work missed: Please see [Absence, Missing Work](#).
  - a. Since the absence is planned in advance, students are strongly encouraged to complete as much work as possible prior to the absence.

### **ABSENCE, EXCESSIVE**

Students who miss more than ten days (or more than 10 sessions of any one class) in any one academic quarter are excessively absent. Though some students may be able to stay caught up in spite of excessive absence, others may not, and in any case, the student who is absent an excessive number of days is missing a great deal of experience, learning, discussion, practice, and encouragement in each classroom.

Students also have obligations to others at school: commitments to project teams in class, dance teams, or being a reliable friend to classmates are just some of the ways in which each student contributes to the community. These contributions are lost when students miss an excessive amount of school. For all these reasons, the following policies apply to excessive absences:

1. School-sponsored events or trips off campus are not absences and so are not part of any policy related to absences.
2. More than 10 unexcused absences in any one quarter are automatic grounds for suspension and a recommendation for expulsion.
3. More than 10 excused absences due to illness requires consultation with teachers and the director to determine plans for staying caught up as much as possible. Plans will be individualized for each student. Parents and students should note that missing that much class may result in natural reductions in learning and subsequent points earned; it simply may not be possible to make up for everything that has been missed, and though the student may do his or her best, the likelihood of the natural consequence of a lower grade due to missed knowledge or practice is high.
4. More than 10 excused absences due to pre-arranged matters such as a family trip, mission trip, or other instance requires consultation with teachers and director to determine plans for staying caught up as much as possible. Plans will be individualized for each student. Parents and students should note that missing that much class may result in natural reductions in learning and subsequent points earned; it simply may not be possible to make up for everything that has been missed, and though the student may do his or her best, the likelihood of the natural consequence of a lower grade due to missed knowledge or practice is high.
5. Work missed: work missed is governed by policies for excused or unexcused absences. [see [Absence, Missing Work](#)]
6. When the number of absences exceeds ten days or ten sessions of any one class in any one academic quarter, the school or a teacher may determine that the student is unable to pass the class and therefore cannot be awarded credit for the class. A conference with parents is required if such a decision is considered.

### **ABSENCE, MISSING WORK**

Missing work is schoolwork that is not turned in on the assigned due date because the student missed class time prior to or on the day of the due date. Missing class makes learning more difficult; having to both keep up with class while making up for an absence makes the difficulty even more challenging, so our policy is to limit the amount of time for getting caught up so that students who have been absent can quickly get back to a normal pace in each class.

1. In cases of Excused Absence: illness or parent pre-arranged:
  - a. Students are responsible for making up all work missed during an excused absence. Assignments are emailed to the student; teachers will provide guidance and help, but the student is responsible for getting the assignments and completing the work. Work is made up without penalty, as long as it is turned in within the time frames noted below.

- b. Students generally have two days to make up work for each day missed, with the following limits:
    - i. The first day back is the first of the two days or more days. For example, a student missing school on Monday must have all work made up by the end of the school day on Wednesday.
    - ii. The limit is one complete week, beginning with the student's return: A student missing Thursday, Friday, Monday, Tuesday must have all work made up by the end of the school day of the Wednesday one week following the student's return.
    - iii. Long-term projects, such as major research papers or group presentations, that were assigned well before the excused absence occurred, are generally still due as scheduled upon the student's return. Teachers may make exceptions for extenuating circumstances, but students should plan to have long-term projects finished when originally due unless they have made arrangements with the teacher.
    - iv. Work turned in later than required is penalized for being late, according to the teacher's normal procedures for late work in the class.
  - c. Students who miss more than four consecutive days of school, or who are in and out of school for illness or other medical reasons over more extended periods of time, should consult with teachers and the director to establish plans for staying caught up as much as possible. In such cases the limits and plans may be individualized for the student.
2. In cases of Unexcused Absence:
- a. Any absence not excused by parents, or not meeting the school's standards for an excused absence, is an unexcused absence, and is a violation of school expectations and standards that warrants correction.
  - b. Tests, quizzes, student presentations, labs, or other activities that occurred during class while the student was absent unexcused may not be made up and will be recorded as a zero. Students should note that a single zero on a major assignment may result in a grade reduction of as much as a letter grade of more. Homework assigned prior to the unexcused absence and turned in afterward will be accepted, but penalized at 50% of the final grade.
  - c. Due dates remain as assigned; no additional time is permitted for completing assignments following an unexcused absence.
  - d. Detention will be assigned following each unexcused absence; repeated violations may result in additional corrective measures.
3. Absence due to school activity: missing one day or less (including leaving early for sports or other)
- a. Work is due prior to the planned school activity whenever possible, including taking tests or quizzes ahead of time. Students should check with teachers before the absence.
  - b. Work is due the day after the planned school activity if not done ahead. This is all inclusive:

- homework, tests, quizzes, projects, etc., unless the teacher grants an exception.
- c. Late penalties will apply if work is not turned in the following day.
4. Absence due to school activity: missing more than one day (sports, other)
- a. Work is due prior to the planned school activity whenever possible, including taking tests or quizzes ahead of time. Students should check with teachers before the absence.
  - b. All work is due within one week of the return to school if not done ahead of time. c. Late penalties will apply if work is not turned in within one week.

#### **ABSENCE, PARTIAL DAY**

Students who need to stay home due to illness are not well enough to participate in extra-curricular activities either. A student must complete their required academics of the day in order to participate in their “arts” classes (unless pre-excused).

### **PROFESSIONAL STUDENT APPEARANCE (DRESS) POLICY**

The appearance policy at EA helps us establish a school community that affirms that students at Encore Academy are pursuing significant learning and life preparation on a daily basis. Just as professional or commercial environments will have standards of dress oriented toward the goals of those communities, EA has a standard of dress reflecting our intent to encourage our students to invest diligently and purposefully in their personal growth and learning each day at school. The governing idea: clothes and appearance should be appropriate for the classes and activities of the day, and be reflective of a purposeful, committed approach to the business of school and learning. Footwear should be appropriate to the day and remove hats or hoods in school. Undergarments and skin around the midriff should not show during academic hours. No sleepwear, slippers, trench coats, and blankets.

No messages on clothing or on personal items that promote drug or alcohol use, hate organizations, gangs or other criminal activity, occult or death symbols or messages, or sexual promiscuity.

#### **PERFORMANCE ARTS DRESS CODE**

When the students are participating in their performance arts classes, they are required to be dressed in the appropriate attire. This dress code will be enforced at the door to class. If the student is not following the dress code, they will be asked to not participate in class.

If they are unable to participate in 2 classes due to dress code violation, charge for the appropriate attire will be charged to the account.

The dress code for each class is listed below:

- Ballet/Pointe - basic leotard, pink tights, ballet shoes and an optional ballet skirt/short
- Jazz - basic leotard, tan tights, jazz shoes and optional shorts or leggings
- Tap - basic leotard, tan tights, tap shoes and optional shorts or leggings
- Tumbling - basic leotard, bare feet and optional shorts or convertible tights (to expose bare feet)
- Hip Hop - basic leotard, hip hop shoes, shorts/leggings and optional hip hop t-shirt
- Lyrical - basic leotard, ballet shoes, tights and optional ballet skirt or long skirt
- Cheerleading - basic leotard or tank top, cheer shoes, tan tights and shorts
- Theatre - dress code authorized by instructor
- Dance Team - dress code authorized by instructor

### **APPEARANCE FOR OFF-CAMPUS ACTIVITIES AND TRIPS**

Academic trips: The normal professional school appearance policy applies. When necessary to be appropriate to the event, more specific dress may be required. (An example might be attendance at a symphony or ballet.)

### **OTHER FIELD / OUTDOOR TRIPS**

The normal professional school appearance policy applies for all school activities and events. The instructor(s) or director will let students and parents know if there are other specific dress requirements or clothing needs.

### **DRESS POLICY VIOLATIONS**

Students not adhering to this policy will be reminded of the requirements and the school's expectations, and depending on the nature of the violation, may be required to do any or all of the following actions to address the issue:

- 1) Correct the problem at the time and return to the dress standard.
- 2) Carry a message to parents explaining the need for changes in appearance (possibly just "next time").
- 3) Wear alternate items provided by the school.
- 4) Return home for necessary changes. Teachers or directors will speak to students privately, and students and parents are expected to take care of the issue.

EA reserves the right to make decisions at any time regarding what students can and cannot wear or bring to school based on the mission and needs of the school community; whether or not the item, style, or object in question is explicitly mentioned in the school's appearance or other policies. Appropriateness and neatness apply in all matters related to student appearance, and students are expected to honor the overall spirit of this policy even when the letter of the policy seems not to specifically address the issue in question.



## **CONDUCT AND DISCIPLINE**

Encore Academy aspires to be a place of excellence, purpose, affirmation, challenge, encouragement, and hope for all of our students. In order to achieve that aspiration, our school has agreed to the expectations and standards for student attitudes, behavior, and conduct found in the following pages. Aspiring also to be a school that provides appropriate accountability and discipline with avenues for forgiveness and relational restoration, we have outlined here methods of correction used when students fall short of expected attitudes and behaviors. Students and parents both affirm support for these standards upon enrollment. Students at EA are expected to be cultivating and learning behaviors consistent with love and respect for others and authorities, forgiveness when wronged, and diligence in work. How we behave is an important part of our life and of the student's citizenship at school. Parents are expected to support the teachers and staff in front of their children, are expected to honor at all times the agreements made when applying to or enrolling in the school, and are expected to handle any issues that arise in a mature and confidential manner.

### **LANGUAGE**

Our goal at Encore Academy is that students, staff, and parents use wholesome language that is edifying and encouraging. By contrast, profanity, swearing, vulgar language, gossip, and other unkind words tear down relationships and damage the school community, and so are not permitted.

### **POSSESSIONS AND PROPERTY**

1. Respect for staff belongings: Students must have permission before entering any staff office or closet. Teacher desks and computers are off-limits to students unless the teacher to whom they belong has given specific, individual permission.
2. Respect for school safety: Students may not possess lighters, fireworks, knives, metal knuckles, straight razors, explosives, noxious, irritating, and/or poisonous gases, poisons or drugs, or any other item or substance designed or intended to cause harm to themselves or others on the school grounds or in the school building. No student shall make a threat, carry, exhibit, display, or draw any weapon capable of producing bodily harm in a manner and at a time and place that shows an intent to intimidate another, or that warrants alarm for the safety of persons in the immediate vicinity. Violations of this policy will result in immediate suspension from classes, a report to parents, and depending on the nature of the violation, a report to local law enforcement authorities.
3. Respect for our mission: No student may have in his or her possession any item that promotes values or a lifestyle contrary to the mission and purposes of EA. This specifically includes but is not limited to any drugs or drug paraphernalia; choice of messages, symbols, pictures, etc. on personal items or in lockers; and all personal items generally. This policy is understood to include any and all of the student's personal items at school. Encore Academy reserves the right to make decisions regarding what students can or cannot bring to school based on the mission and needs of the school community, whether or not the item

in question is specifically listed in any school publication.

### **SCHOOL FACILITIES AND GROUNDS**

1. Respect for school property of all kinds: Students and their parents will be financially responsible for willful damage done to the building or grounds.
2. Respect for our school environment: Students are expected in all cases to pick up after themselves and to help keep the building neat. Trash should be properly disposed of, projects cleaned up when completed, supplies returned to their proper place, etc.
3. Eating and drinking in classrooms during class is at the instructor's discretion.
4. Respect for others' activities, learning, and concentration: Disturbances (such as running, yelling, horseplay, etc.) to other's learning are not permitted. In brief, EA expects that students will be actively pursuing their academic work and extracurricular commitments to the best of their ability; cheerfully upholding and abiding by school policies and procedures; and promoting the well-being, safety, and health of all members of the school community, including themselves.

### **INVESTIGATIONS**

For the safety and well-being of all the students enrolled, as well as to promote the overall mission and integrity of the school, EA staff may need to investigate suspected or alleged violations of school policy or public law. Such investigations may include (but are not limited to) the following actions on the part of the building director, or designee(s):

- 1) Interviewing students involved in a conflict, those making allegations, and those who are allegedly guilty of a violation.
- 2) Searching of school property: desks, bookshelves, "cubbies", storage cabinets, computers, and all other rooms, furnishings, and equipment located within the school are school property even if used by or assigned to individual students and are subject to inspection or search at any time without prior notice to students or parents. No right to student privacy regarding school property exists or is implied.
- 3) Searching personal property: if suspicion warrants, students may be asked to show the investigator the contents of personal property such as backpacks, notebooks, purses, electronic devices, or travel bags. If the suspicion involves substances or items that may injure the student or others, the search may include a request for a bodily search in the presence of the student's parent(s). Parents or students unwilling to comply with the requests for searches or information will be assumed to be in conflict with the mission and purposes of the school; students may be suspended pending further resolution of the conflict.
- 4) Illegal items or other possessions judged by school personnel to be dangerous (firearms, tobacco, drugs, weapons, etc.) may be immediately seized by school officials and held indefinitely, and/or remanded to local law enforcement.

- 5) Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession. (This may include cell phones or any other electronic devices.) 6) Suspected violations of public law, or evidence of a violation of law gathered as noted above, will be referred to local law enforcement.

### **RESOLVING CONFLICT**

Even in a school committed to building an encouraging and affirming community, conflict can occur. The manner in which we work together to resolve conflict says much about our individual and corporate values, and is a key element toward maintaining a healthy school environment for all. At EA, we believe it is possible to work through and resolve conflicts in ways which honor and respect one another and contribute to wholeness for individuals, families, and our school community. With that in mind, the Encore Academy community agrees that a few basic principles govern how we work through conflict:

1. We can simply let it go. This form of reconciliation does not depend upon the other party, and we believe it should be an acceptable approach to a conflict situation. Both students and parents involved in any conflict should first ask themselves, "Is this even an issue that needs to be addressed, or can I just choose not to take offense, to forgive, and to let it go?" Many of the "conflicts" that people experience concern very temporary incidents that are not worth pursuing at any level beyond granting grace and allowing the other person room to be human.
2. We can work through it with the others involved. Sometimes we cannot let go, or sometimes the offense seems important enough or weighty enough that we must confront the issues and work through them with the other people involved.
3. We can agree to peacefully separate. Sometimes the results of conflict are truly deep and difficult, and restoration to the previous level of relationship may be a long and challenging process. In such cases a legitimate solution is to peacefully separate for a time to allow for healing, forgiveness, and ideally, renewed trust. The following sections provide some additional specifics regarding the application of these ideals to our school community.

#### **For Students**

1. Students who are having a conflict with another student should first approach that student and attempt to resolve the conflict one-on-one. Most problems can be solved by humble and honest conversation with the other person involved. If difficulties remain, the student should then consult with a teacher or the director for help in resolving the situation.
2. Students who feel in conflict with a teacher should take the same approach: they should approach the teacher privately and respectfully and explain what they believe is the problem. They must then listen carefully to the teacher's response. If difficulties remain after this step has been followed, students may

consult with the director for help. Students need to note that a disrespectful, sarcastic, or public confrontation with teachers is unacceptable and will be regarded as a discipline incident. The proper approach for resolving an issue involves proper respect and deference to the teacher's authority.

### For Parents

1. Parents who have a conflict with another parent, an instructor, or a school director, or who are helping their student resolve a conflict, should first approach the other individual(s) involved and attempt to resolve the issue.
2. If questions or difficulties still remain after talking with the other person, parents should contact the director, who will discuss the issue with the parents and the instructor and the students involved. The director will facilitate any meetings necessary to help the parties resolve the issues.

**Parents or students who resort to injurious or inappropriate methods of handling conflict may be required to leave the school community.**

### **HARASSMENT**

Since a primary value of Encore Academy is that all students will be affirmed and encouraged, harassment in any form is prohibited. This includes, but is not necessarily limited to, racial or sexual slurs; racial or sexual "jokes"; other mean-spirited "joking"; name calling; harassing of any kind; hazing of any kind; hurtful sarcasm, teasing, or gossip; and other forms of demeaning speech or action. Additional specific examples of unacceptable harassment include:

1. Sexual Harassment, which can be verbal or non-verbal, and includes, but is not limited to:
  - a. Unwanted sexual advances of any kind.
  - b. Making sexual gestures, or displaying sexually suggestive objects or images.
  - c. Verbal comments of a sexual nature, graphic verbal communications about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene notes or invitations.
  - d. Threatening reprisals after a negative response to sexual advances.
2. Physical Harassment:
  - a. Unwanted touching.
  - b. Hitting, pushing, shoving or other forms of assault.
  - c. Overly aggressive "horseplay" that offends or hurts the other.
3. Intimidation:
  - a. Threatening harm to a student's person, property, or reputation unless certain conditions are met.

- b. Attempts to coerce behavior that the other student does not wish to engage in.
- c. Creating a hostile environment.

## **DISCIPLINE AND CORRECTION**

While discipline is basically positive training in the right direction, it is also appropriate that corrective measures apply when students have violated the standards of community respect and appropriate behavior and attitude to which we aspire as a school. Most corrective action happens at the classroom level, and is typically verbal upon the first offense, though teachers and school administration may use a number of disciplinary methods.

Generally, discipline and correction involve bringing the problem to the student's attention and requesting a change in attitude or actions. Assuming the student cheerfully and promptly complies, the issue is then resolved. Failure to cheerfully and promptly comply requires additional levels of correction, which are further explained in detail below.

### **Staff Discretion in Discipline**

While it is a reasonable expectation that a student struggling with attitudes or behavior would generally have the opportunity to progress through various types of corrective action, nothing in this section may be interpreted to mean that school staff must use corrective actions in any particular order. No required series of disciplinary steps is implied or required, and depending on the offense, directors may choose any one or series of corrective actions in any order, up to and including immediate indefinite suspension or expulsion. Some offenses, such as theft, possessing or distributing illegal drugs (including, for students, alcohol and marijuana), fighting, endangering or attacking other students, making threats against others, etc., typically result in immediate suspension or expulsion. It is not possible or desirable to attempt to list every possible infraction and matching consequences. The foundational principle is that students are expected to honor the people and policies of the Encore Academy community by cheerfully encouraging one another and focusing on and doing the right things. The intent of this section is simply to note typical school responses to inappropriate or unacceptable behavior, and give a general sense of the structure of corrective actions used. Parents and students alike agree upon enrollment and by virtue of enrollment to uphold the policies and practices of the EA community.

Appropriate response to student misconduct in connection with school rules or broad moral principles (honesty, respect for authority, morality, respect for others, etc.) is viewed as necessary to assist with the character development process.

Parents or students who are enrolled, but give repeated evidence that they are not willing to work within our framework for behavior, and who give no evidence of willingness to change, will be asked to withdraw from the school community, or may be involuntarily withdrawn at the discretion of school administration.

### Classroom Discipline

In addition to the general guidelines for all students, teachers may establish specific rules and procedures for their classrooms that students are expected to follow. Teachers may use a variety of means to correct inappropriate behavior in the classroom, including counseling, verbal warning, verbal reprimand, loss of privileges, loss of reward, time outs, additional classroom work, additional special projects, detentions after school, etc.

#### *LOSS OF PRIVILEGES*

The privilege of participation in classroom or extra-curricular activities may be curtailed as a disciplinary measure. Time out from classroom activities, practices or performances, certain events, or leadership roles or privileges may be used as disciplinary measures when a teacher or director believes such action is a proper response to inappropriate student behavior or attitude. Time out from classroom or extra-curricular participation may or may not be used in conjunction with detentions or other disciplinary measures; loss of the privilege to participate is usually part of the suspension process.

### Detentions

Teachers and the school director may use after school detentions as a corrective tool. Detention means that the student is required to stay after school for 30-60 minutes. Typically, students serving detention will be with the detention teacher and may work on homework or study, however, the director may also assign a work task such as sweeping and/or other basic cleaning chores, etc. The following policies govern detention:

1. Students receive a written notice of their detention at least one day in advance. The notice will include the date and time for the detention; students are expected to notify their parents. Detentions are also emailed a notice, so failure on the student's part to notify parents does not affect the detention.
2. Detentions must be served on the date assigned. Parents are asked to honor the school's efforts to correct their child's behavior by requiring the student to serve the detention on the date the school assigns.
3. Detention typically runs from 3:15 to 3:45, though longer detentions may be assigned. Students not arriving on time will not be admitted to detention, will have a new detention date assigned, and an additional detention awarded for being late. Failure to serve a detention at all results in automatic additional detentions or suspension at the director's discretion.
4. Students who are absent from school on the day a detention was assigned must make up the detention.
5. Students who earn more than four detentions in any one semester for any combination of reasons may be required to meet with the director, have a conference with the director and parents, be placed on probation, referred for Saturday school, or suspended for one-half day or more as a next corrective action step.

### Suspensions

The director may use suspension from school as a further corrective action. Suspensions may range from ½ day in-school to multiple or an indefinite number of days out of school, at the director's discretion and depending on the nature of the problem. Additional policies governing suspensions include the following:

1. Suspension includes the regular school day, after school sports practices and games, and all other extra or co-curricular activities, including class trips, etc. If the suspension occurs on a Friday, the student shall not participate in any school activities on that weekend.
2. Class work missed during any suspension is due immediately upon the student's return to classes unless alternate arrangements have been agreed upon with the teacher and director.
3. Re-entry following a suspension may require a parent/student conference.
4. Following a suspension, a student may be placed on continuing probation if the director wishes to continue following up with the issues at hand.
5. Students who return to school following a suspension and then continue in the same pattern of unacceptable behavior will receive additional suspension. Parents, the student, and the director will consider whether a recommendation for expulsion is appropriate at that time.

### Disciplinary Probation

A director may place a student on disciplinary probation for a specified length of time as a way of completing a disciplinary process, following up with specific assignments for the student, verifying that behavior has changed, etc. The probation may include a specific plan for corrective action. A parent conference will be scheduled as part of the process. Continued behavioral or attitude 45 problems while on probation would typically result in suspension or a recommendation for expulsion.

### Involuntary Withdrawal / Expulsion

Students who give evidence by their speech, actions, attitudes, or repeated offenses that they no longer choose to work cooperatively within the framework of the community of Encore Academy will be expelled. While expulsion is viewed as an undesirable last resort, it is important to note that EA is a private school of voluntary association – no right to attend is granted or implied. Rather, attendance is a privilege that can and will be revoked if students or parents are not supportive of the school and its personnel, policies, or community expectations. Additional policies governing expulsion include:

1. Directors may recommend expulsion to a certain date or to happen immediately. Recommendations for expulsion require the approval of the Superintendent, and following agreement to expel, the normal withdrawal procedure is used.
2. The Superintendent has the authority to expel any student at his or her discretion for behavior or attitudes that in his or her sole judgment warrants such action.

3. For involuntary withdrawals, tuition remains due through the end of the month in which the student was last enrolled.

### Appealing a Disciplinary Decision

While parents and students pledge to be supportive of school staff, we recognize that parents or students may wish to appeal a disciplinary decision. In keeping with our commitment to relationships, and to our guidelines for resolving conflict (please see that section), we ask that appeals be made and considered in an atmosphere of mutual desire to assist the student in good character development and correction of wrongdoing, considering both the individual student and the needs of the school community as a whole. To appeal a disciplinary decision, students or parents should:

1. Contact the person who made the decision and respectfully make an appeal. Include any information you would like that you believe has a bearing on the circumstances at hand.
2. If you do not feel that your appeal was properly heard or considered, or you would like a further level of appeal, contact the director. The director will review the original decision and all the other information available, and make a decision.

### **TECHNOLOGY**

EA provides access to the internet and printers. Given the nature of some content on the Internet, the state of our culture, and the fact that these devices can and do have multiple uses, the following policies govern the use of technology at the school, and in some cases, away from school under the umbrella of the broad agreement that parents and students make to uphold the mission and intent of the programs at EA. These policies also govern the use of personal electronic devices such as personal computers, cell phones, PDA's, tablet PC's, handheld computing and calculating devices, etc. Permissible Activities:

- Students may and are encouraged to use computers at school to accomplish schoolwork assignments or related research or communication when directed by their teacher or permitted by the guidelines for the assignment.

College searches and information related to college admissions exams and other parts of the college admissions process are all considered school-related, as are other options for post-high school training or employment.

- 1) Students may bring personal laptops or other personal computing devices (computers) to school and use the EA student wireless system.
  - a. Students who do bring computers are specifically agreeing to apply all the computer policies at school to the use of their personal computer, except they are not required to share the computer with others.



- b. Personal student computers may not be configured to access SCS secure networks not intended for student use.

Students may print assignments or school-related items on office, lab, or library printers for free. Please conserve paper by not printing until you are reasonably sure you have a final copy. Any personal items (personal email, letters, printed web pages for personal use, etc.) cost \$0.25 per page. Payment is on the honor system and is made where the printer is located.

### **Best Practices**

1. Students should save all work to USB drives or the Google drive associated with their school email address.
2. Users are expected to remain within allocated disk space and delete email or other material which take up excess storage space.
3. Computer questions arising in connection with a specific class assignment should be directed first to that teacher.
4. General questions about computer or software use at school should be directed to the student's teacher then to the director.
5. EA reserves the right to structure its network and related technologies in ways that contribute toward the overall mission of the school. This may include blocking websites without warning.
7. EA's network is private and intended for the school community and authorized guests only.
8. EA reserves the right to modify policy concerning the use of computers and other technology on campus at any time. The use of computers and other technology at school will be governed by the most current policy.

### **Prohibited Activities**

1. No food or drink is permitted around school technology equipment.
2. Students may not alter the BIOS, chipset, OS, or IP settings, or other network protocols or settings, or tamper with or change any other machine or network settings on any school computer or related equipment. Anyone tampering with such settings, or attempting to gain or gaining entry to folders, systems and/or networks for which they are not authorized, will be subject to school disciplinary measures as well as any applicable criminal or civil penalties.
3. Students may not alter the settings of software installed on school computers without permission.
4. Students may not pirate or use pirated software on school computers or on personal computers at school.
5. Students may not load any software onto any school computer without authorization.
6. Students may not download software from any school computer for personal use, unless such software is Open Source and intended to be freely available.
7. Students are prohibited from using the school computers or personal computers or other personal

electronic devices at school or away from school for creating, viewing, downloading, storing, or re-transmitting sites, messages, or images that contain or promote inhumane or immoral material such as (but not limited to) sites, messages, or images that contain or promote pornographic, gratuitously violent, racist, or hate-motivated material; that 28 denigrate or defame others; that are primarily oriented around gambling; that promote the use of illegal or under-age legal drugs; or any site, message, or image whose primary intent and message is contrary to the mission and principles of EA.

- a. Cruel, inhumane, or immoral material such as that noted above is a violation and is against EA's school mission and policy.
- b. Such inappropriate use will subject the student to disciplinary action. Students' personal devices are included in this prohibition, since it is assumed that students and parents have been honest in their commitment (signed upon application or re enrollment) to support the mission and intent of the school. Students found to be engaging in these activities from their personal or family devices in school are subject to school disciplinary action. It should be noted also that public laws governing the distribution of pornography and defamation or harassment of others have been applied to students' personal devices, and that students who engage in such activity may be subjecting themselves to civil or criminal penalties as well.
- c. We wish to specifically note that students who use technology devices and means in or out of school to bully, threaten, harass, defame, insult, slander, or otherwise harm another student, staff member, or parent from the school are subject to school disciplinary procedures and may be subject to civil or criminal penalties as well. Students should be careful to be encouraging, uplifting, and discreet with emails and posts on social networking sites. Any student or staff member who believes they are the victim of such use should report the matter to the director immediately with applicable evidence if possible.
- d. Users who inadvertently access such sites or images should close the site immediately and notify their teacher or the building director right away.

## **SUPPLEMENTARY SCHOOL POLICIES**

### **AUTOMOBILES**

Students are permitted to drive motor vehicles onto the campus and to use the parking spaces designated for students. Students who drive motor vehicles on campus have the following responsibilities:

1. Students may park in the student approved parking spaces.
2. Students may not loiter in cars during the school day or before or after school. Students who need access to their car during the school day must check in at the office before going to the parking lot and check back into the office when they return.

3. Extreme care is required when arriving at or leaving school. Other students, small children, parents, and staff may all be present in our parking lots and need to be respected and protected.
4. Students driving students: In order for students to leave campus together during school hours and ride with another student (other than a sibling), the EA office must have prior written parent permission from BOTH the student driver's parents and the student rider's parents expressing clear understanding who the driver and the rider are.

### ACCIDENTS

A student who witnesses an accident, or who is injured on campus, should report it immediately to a teacher who will make a written report to the office. If no teacher is available, the accident should immediately be reported to the office. Students should not attempt first aid on their own unless no staff member is available.

### CELL PHONES

High School Phones in the classroom can be both a major asset to the educational process, and a major distraction. The teacher will provide guidelines for the use of phones in each class, but generally, phones must be off or silenced during class unless the teacher has specifically called for their use for research, quizzing, or the like. Disruption of the class through inappropriate phone use is a discipline issue much like any other; students may be required to surrender their phone for the class period or remainder of the day, conference with parents, etc. High school students will want to take pictures of friends and activities at school. Photography and videography are acceptable as long as everyone knows they are being photographed, and do not indicate an unwillingness to being image-captured. Requests to stop image capturing must be immediately honored. No "surveillance" type photography or videography (in which the subject does not know he or she is being filmed) is permitted. The same guidelines apply to audio recording, including that students must ask for and receive specific permission each time before recording classes or segments of classes.

Cell phones or other devices may or may not be used with earphones at the discretion of teachers and others in authority, depending on the situation at hand. Students are expected to cheerfully honor the guidelines given at any time by any school personnel or volunteer regarding earphone use.

Junior High Cell phones should be kept in backpacks and set to "silent" during the school day, and are only to be used in case of a serious and urgent need to contact a parent. If that need arises, students should first get permission from their teacher to remove their cell phone from their backpack and, with permission, use it and return it to their bag. Any cell phone use during school hours, including the lunch hour, other than communicating with parents with permission, is prohibited. Parents who have an urgent need to contact their student during the school day should call the office and have a message delivered.

Calls or text messages during class time are quite distracting for everyone, and school personnel can quickly deliver your message discreetly without notifying or distracting the rest of the class. ***Parents: please call the office!***

#### **Emergency or Routine Contact**

Due to varying use and rules governing the use of cell phones during the school day, students may or may not be able to receive messages from parents directly. Also, it is very distracting to the student and other students near-by when messages arrive during class. For these reasons, parents who need to get in touch with their students during the school day are asked to call the school office at: ***503-861-1637***. The office will deliver messages to students, or in case of an emergency, can quickly retrieve a student from class without disturbance.

#### **DISTRIBUTION OR POSTING MATERIALS**

Handbills, leaflets, and other material require approval of the director before being distributed or posted on campus. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual.

# **STUDENT AND PARENT ACKNOWLEDGEMENT**

## **ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF HANDBOOK**

I acknowledge that I have received and read a copy of the Encore Academy Student & Parent Handbook. In acknowledgement, we as a family and as individuals will do our due diligence to adhere to the standards presented. My signature below also indicates a full review of this acknowledgement page.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Name PRINTED \_\_\_\_\_

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent Name PRINTED \_\_\_\_\_