

2023-24

# **Student Handbook**

## **Center for Advanced Learning**

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CENTER FOR  
**ADVANCED  
LEARNING**

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# School Year Calendar

## CAL CALENDAR

2023-2024 School Year

JULY 2023					JANUARY 2024					NOTES
M	T	W	TH	F	M	T	W	TH	F	
					1/H	2/NS	<u>3/A</u>	4/B	5/A	<b>Symbols Key</b> CE - CAL Event, see key date for specific event ST - State testing EC - Possible Make-up Days for Emergency Closures E - Exams G - Grading Day/No Students H - Holiday/No school I - In-Service/No Students NTI - New Teacher Inservice/No Students SI - State In-service/No Students M - Make-up Finals (by appt. with the instructor only) NS - No School PC - Parent conference/No school SS - Special Schedule SRE - Senior exams JRE - Junior exams — (Underlined dates are Late Start days)
					8/B	9/A	<u>10/B</u>	11/A	12/B	
					15/H	16/A	<u>17/B</u>	18/A/E	19/B/E	
					22/MF	23/MF	24/I	25/I	26/G	
					29/A	30/B	<u>31/A</u>			
AUGUST 2023					FEBRUARY 2024					
M	T	W	TH	F	M	T	W	TH	F	
								1/B	2/A	
					5/B	6/A	<u>7/B</u>	8/A/CE	9/B/CE	
					12/A	13/B	<u>14/A</u>	15/B	16/A	
					19/H	20/B	<u>21/A</u>	22/B	23/A	
28/NTI	29/I	30/I	31/I		26/B	27/A	<u>28/B</u>	29/A		
SEPTEMBER 2023					MARCH 2024					
M	T	W	TH	F	M	T	W	TH	F	
				1/NS	4/A	5/B	<u>6/A</u>	7/B	8/G	
4/H	5/I	<u>6/SS</u>	7/A	8/B	11/A	12/B	<u>13/A</u>	14/B	15/A	
11/A	12/B	<u>13/A</u>	14/B	15/A	18/B	19/A	<u>20/B</u>	21/A	22/B	
18/B	19/A	<u>20/B</u>	21/A	22/B	25/NS	26/NS	27/NS	28/NS	29/NS	
25/A	26/B	<u>27/A</u>	29/B	29/I						
OCTOBER 2023					APRIL 2024					
M	T	W	TH	F	M	T	W	TH	F	
2/A	3/B	<u>4/A</u>	5/B	6/A	1/A	2/B	<u>3/A/ST</u>	4/B/ST	5/A/ST	
9/B	10/A	<u>11/B</u>	12/G	13/SI	8/B	9/A	<u>10/B</u>	11/A	12/B	
16/A	17/B/CE	<u>18/A</u>	19/B	20/A	15/A	16/B	<u>17/A</u>	18/B	19/A	
23/B	24/A	<u>25/B</u>	26/A	27/B	22/B	23/A	<u>24/B</u>	25/A	26/G	
30/A	31/B				29/B	30/A				
NOVEMBER 2023					MAY 2024					
M	T	W	TH	F	M	T	W	TH	F	
		<u>1/A</u>	2/B	3/A			<u>1/B</u>	2/A/CE	3/B	
6/B	7/A	<u>8/B</u>	9/A	10/H	6/A	7/B	<u>8/A</u>	9/B	10/A	
13/B	14/A	<u>15/B</u>	16/A	17/B	13/B	14/A	<u>15/B</u>	16/A	17/B	
20/A	21/PC	22/G	23/H	24/NS	20/A	21/B	<u>22/A</u>	23/B/CE	24/A	
27/B	28/A	<u>29/B</u>	30/A		27/H	28/B	<u>29/A</u>	30/SRE	31/SRE	
DECEMBER 2022					JUNE 2024					
M	T	W	TH	F	M	T	W	TH	F	
				1/B	3/B/M	4/A/M	<u>5/B</u>	6/JRE	7/JRE	
4/A	5/B	<u>6/A</u>	7/B	8/A	10/M	11/M	12/I	13/I	14/G	
11/B	12/A	<u>13/B</u>	14/A	15/B	17/EC	18/EC	19/H	20/EC	21/EC	
18/A	19/B	20/NS	21/NS	22/NS	24	25	<u>26</u>	27	28	
25/NS	26/NS	27/NS	28/NS	29/NS						

### NOTES

**Symbols Key**  
 CE - CAL Event, see key date for specific event  
 ST - State testing  
 EC - Possible Make-up Days for Emergency Closures  
 E - Exams  
 G - Grading Day/No Students  
 H - Holiday/No school  
 I - In-Service/No Students  
 NTI - New Teacher Inservice/No Students  
 SI - State In-service/No Students  
 M - Make-up Finals (by appt. with the instructor only)  
 NS - No School  
 PC - Parent conference/No school  
 SS - Special Schedule  
 SRE - Senior exams  
 JRE - Junior exams  
 — (Underlined dates are Late Start days)

**Student Last Days**  
 Last day for Seniors: May 31st  
 Last day for Juniors: June 7th

**Important Dates**

Sep 4	Labor Day Holiday - NS
Sep 5	In-service
Sep 6	Junior-only orientation
Sep 29	Staff Inservice - NS
Oct 12	6 Week Grading Day - NS
Oct 13	Statewide In-service Day NS
Oct 17	Community Night
Nov 10	Veterans Day Observed - NS
Nov 21	Parent Conferences - NS
Nov 22	12-Week Grading Day
Nov 23-24	Thanksgiving - NS
Dec 20 - Jan 2	Winter Break - NS
Jan 3	School Resumes
Jan 15	Martin Luther King Jr Day - NS
Jan 22-25	Semester Exams
Jan 26	Sem. One Grading Day - NS
Feb 8 + 9	Fast Tracks
Feb 19	Presidents' Day - NS
Mar 8	6-Week Grading Day - NS
Mar 25-29	Spring Break - NS
Apr 3, 4, 5	SBAC Testing (Language Arts)
Apr 26	12-Week Grading Day - NS
May 2	Incoming Juniors Preview Night
May 23	CALebration
May 27	Memorial Day - NS
Jun 14	Sem. Two Grading Day - NS
Jun 17-21*	Emergency Closure Makeup Days

\* In the event that we need to utilize emergency closure make-up days, no school will be held on June 19th in observance of Juneteenth.

The calendar is subject to change at any time.  
 Updated 6/1/2023

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## Bell Schedules

### Regular Schedule

Bell Schedule (Monday, Tuesday, Thursday, Friday)

Period	Begin	End	Length
Breakfast	7:45 AM	8:00 AM	15 mins
Period 1/5	8:05 AM	9:25 AM	80 mins
Passing			5 mins
Period 2/6	9:30 AM	10:50 AM	80 mins
Lunch	10:55 AM	11:40 AM	45 mins
Kitchen Opens	10:50 AM	12:05 PM	
Period 3/7	11:45 AM	1:05 PM	80 mins
Passing			5 mins
Period 4/8	1:10 PM	2:30 PM	80 mins

### Late Start Wednesdays

Bell Schedule (Wednesday, 1-hr Late Start)

Period	Begin	End	Length
Breakfast	8:45 AM	9:00 AM	15 mins
Period 1/5	9:05 AM	10:10 AM	65 mins
Passing			5 mins
Period 2/6	10:15 AM	11:20 AM	65 mins
Lunch	11:25 AM	12:10 PM	45 mins
Kitchen Opens	11:15 AM	12:15 PM	
Period 3/7	12:15 PM	1:20 PM	65 mins
Passing			5 mins
Period 4/8	1:25 PM	2:30 PM	65 mins

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## 2-Hour Late Start

Bell Schedule (Inclement Weather)

Period	Begin	End	Length
Period 1/5	10:05 AM	10:58 AM	53 mins
Passing			5 mins
Period 2/6	11:03 AM	11:56 AM	53 mins
Lunch	12:01 PM	12:34 PM	33 mins
Period 3/7	12:39 PM	1:32 PM	53 mins
Passing			5 mins
Period 4/8	1:37 PM	2:30 PM	53 mins

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## Transportation

Due to limited parking availability, transportation will be provided to all students from our partner high schools to CAL and back. **Bus schedules will be sent via email once they are available from the home high schools.**

Students may also take public transportation if they so choose. The Civic Drive MAX station stops across the street from CAL. For more information, please visit the Trimet website at <https://trimet.org/>

Parking permits are available for purchase at the front office for \$10.00. Students without parking permits and/or parking violators will be given one warning for first-time offenses in the form of an adhesive warning sticker. Upon the 2nd offense, vehicles will be towed at the owner/driver's expense.

### Purchasing a Parking Permit

- Fill out this online form: <https://forms.gle/1WZVCvR54TSf82oz6>
- Bring cash or card to the front office to pay and receive your permit

### Student Parking

The CAL parking lot is a gravel lot accessible from 15th Street. To support our local businesses, CAL students may not park on Civic Drive or in parking lots connected to nearby businesses. The Gresham Police write tickets for illegal parking, and businesses have vehicles towed at the owner's expense.

Parking tickets received from the Police Department are the students and their family's sole responsibility.

Please note: The paved parking lot behind CAL is for staff and visitors of our school and our neighbor, Mount Hood Community College's Bruning Center. Students are not permitted to park in this lot at any time. Cars will be towed at the driver's expense.

Though we take precautions to help protect students and their valuables, it is always important to follow these law enforcement guidelines for the prevention of theft when leaving your car unattended:

- Close all windows and lock all doors
- Keep your tag number and vehicle identification number in your wallet
- Do not leave valuables in plain view. Lock them in your trunk
- Do not leave GPS mounts or radio faceplates or other technology attached
- Be sure to have your keys in your hands before locking the car doors

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## Dress Code Policy

We want the clothing choices of CAL students to be a non-issue in our classrooms. We want students to understand how their dress affects their learning environment and how they are perceived by our partners and the local community.

### Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities: science labs, shop, and other activities where unique hazards exist. These clothing requirements typically apply to the Medical, Dental, and Manufacturing cohorts.

### Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

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## Student and Parent Agreements

CAL students have the privilege of working with highly qualified instructors, motivated peers, and state-of-the-art lab spaces. Additionally, being a student in the modern world means navigating a number of complex systems, and schools have grown to encompass many activities and aspects of a student's daily life.

That is why the rest of this handbook outlines a series of statements, agreements, and release forms that both the CAL student and their families need to be aware of and/or approve of to take the best advantage of being a CAL community member and student.

Families are required to read through the following documents (which are included in the second half of this handbook):

- Academic and Personal Integrity Policy
- Student Discipline and Consequences Policy
- Tech Use Policy
- Cell Phone Use Policy
- Media Release Form
- Local Field Trip Form



Families will need to [click this link](#) to acknowledge and agree to the policies and forms listed in this handbook

**Families that fail to acknowledge/agree to the policies and forms listed here may result in their student's inability to engage in field trips, lab work, or use of CAL technology.**

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## Academic and Personal Integrity Policy

CAL's statement on academic and personal integrity. It articulates the expectation of students as CAL community members to maintain the highest standard in academic work and personal development.

- Students, both individually and collectively, will hold their academic work to high ethical standards.
- Students will not receive aid in examinations or summative projects; and will not give or receive unpermitted aid in class work, in the preparation of reports, or any other work that is to be used by the instructor as the basis of grading.
  - Examples could include, but not be limited to: submitting others' work as your own, accessing others' work without their consent, or intentionally violating a teacher's instructional process or physical space with the intent to seek out answer keys or unauthorized aid to a given task.
- Students will ensure the physical and emotional safety of themselves, their peers, and all school staff. CAL believes authentic and meaningful learning can only occur when students feel safe and respected. Students will respect the physical and emotional boundaries of other students. **Students risking the safety of anyone in the CAL community will be subject to consequences and, in some cases, may not remain CAL students.**
- Students at CAL respect morality, personal honor, and the rights of others, as is demanded of good citizens.
  - Students are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or socioeconomic status.
  - Students are expected to uphold the integrity of the CAL community in which free speech is available to all and intellectual honesty is demanded.
  - Students are expected to respect school policies and state and federal law.

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## Use of Generative A.I. Tools (Official Language)

### Introduction

In an era where technology constantly evolves and integrates into our daily lives, the classroom is no exception. Generative A.I. (AI), an emergent branch of artificial intelligence, holds the capability to generate content, solutions, and ideas based on the patterns it learns from vast amounts of data. This presents a world of potential to revolutionize educational methodologies, allowing students to benefit from personalized learning experiences and instantaneous feedback. As with any novel technology, while it offers numerous advantages, it also carries with it unique challenges and considerations. It becomes essential, therefore, to understand what generative A.I. is, its potential, and the boundaries within which it should operate in an educational setting.

### Purpose

AI tools should be used to enhance or extend student learning and demonstration of knowledge, skills, and creativity. As an institution we believe that these tools have the potential to greatly enhance student learning and are tools that will be used by future professionals. However, just like with any new technology it is important to learn how to use it appropriately, effectively, and responsibly. Additionally, we believe there is a risk of becoming over-reliant on AI and we want to ensure that students still develop core skills independently. This policy is designed to provide clarity on the appropriate and responsible use of generative A.I. tools in the classroom, ensuring that while students remain at the forefront of technological advancements, they also uphold the principles of academic integrity, critical thinking, and respect for privacy. Through this framework, we aim to foster an environment where generative A.I. complements the educational journey rather than replaced essential elements of learning and understanding.

### Policy Guidelines:

1. Permission and Supervision:
  - a. Students may only use AI with explicit teacher or educational institution permission. Explicit permission will come from the following: documented on an assignment handout, noted in Google Classroom, or orally given by the teacher in class.
  - b. Programs, teachers, or designated staff shall provide guidance and oversee the use of AI to ensure its appropriate usage.
2. Academic Integrity:
  - a. The use of generative A.I. should not hinder the assessment and recognition of students' individual growth, understanding, and mastery of subject matter.
  - b. Generative A.I. tools should not be used to replace or diminish the importance of students' original thinking, creativity, and critical engagement in their learning process. CAL promotes a culture where students are encouraged to ask questions and clarify the appropriateness of AI usage for specific assignments.
  - c. Students must adhere to their CAL's policy on academic integrity when using AI.

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- d. If students use generative A.I. tools when explicitly told not to for an assignment, the generated work will be considered plagiarism or a form of cheating. Plagiarism or any form of cheating using AI is strictly prohibited. Please see the plagiarism policy for more details on the consequences of plagiarism at CAL.
  - e. Students should appropriately cite any information obtained from AI, just as they would for any other source. The student should consult with the teacher about appropriate citations for their given task.
3. Responsible Use:
    - a. Students should use AI for educational purposes only, relevant to their coursework or assignments.
    - b. Inappropriate or harmful content shall not be generated using A.I.
    - c. Content generated for the purpose of spreading misinformation or deceiving others is not allowed.
    - d. Students should exercise critical thinking and evaluate the information provided by AI, considering its limitations and potential biases as well as its tendency to generate incorrect or factually inaccurate information.
  4. Program or course-specific Policies
    - a. Teachers and programs may supplement this policy by providing explicit or even course-specific examples of appropriate and/or inappropriate uses of AI.
    - b. CAL teachers will include and review any additional course or program specific supplements in their syllabus and/or on specific assignments.
  5. Privacy and Confidentiality:
    - a. Students should not share any personal, sensitive, or confidential information when interacting with AI.
    - b. Conversations with AI should be considered public and non-private; students should avoid sharing personally identifiable information.
  6. Technical Limitations:
    - a. Students should be aware of the limitations of AI. Users need to check the accuracy of the information it provides, the inability to generate original knowledge, and not rely solely on its responses as the final authority.
    - b. It is essential to cross-reference information from AI with credible sources to ensure accuracy and reliability.

## **Conclusion:**

### **Consequences of Policy Violations:**

Failure to comply with this policy may result in disciplinary action, as determined by CAL. Consequences may include but are not limited to, warnings, loss of AI privileges, academic penalties, or other disciplinary measures consistent with CAL policies. Initial violations will result in student and teacher conversations. However, repeated or especially severe violations will result in meetings with the Student Support Coordinator and/or the Director.

### **Review and Amendments:**

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This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary, and any changes will be communicated to students, teachers, and relevant stakeholders.

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## Rules for Using A.I. (Student Language)

We understand that the A.I. policy above is long and written for adults who run schools. We also wanted to write a policy that had the same information, but was easier for students to read and refer back to. The following are the important key takeaways that students should refer to when trying to determine when it is appropriate to use AI:

### General Rules

Permission:

- Only use A.I. if your teacher says it's okay.
- If you are not sure, check your assignment sheet, Google Classroom, or ask your teacher.

Be Original:

- A.I. shouldn't replace your own thoughts or creativity
- If you use A.I. when you shouldn't, it will be considered plagiarism
- Always cite your sources, even AI! Work with your teacher to determine how to do that

Safe Use:

- Only use A.I. for schoolwork when at school or using school tech
- Don't make or share wrong or harmful content with A.I.
- Think critically about what A.I. tells you. It's not always right!

Class Rules:

- Some teachers and programs may have additional rules for using AI
- Check your syllabus or assignments for more info about these specific rules

Keep Personal Stuff Private:

- Don't share personal information with A.I.
- Anything you say to A.I. is public. Be careful!

Know A.I.'s Limits:

- A.I. isn't perfect. Double-check the info it gives you

### What happens if I break the rules?

First, you'll talk to your teacher. If you are not able to resolve the issue with your teacher, you might meet with the Student Support Coordinator and/or the Director.

**Note:** This A.I. policy might change from time to time to keep up with the technology. We'll let you know if it does!

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## Discipline/Consequences Policy

It is the policy of the CAL to provide schools that are free from discrimination, ethically wholesome, safe, and healthy. Each student is entitled to come to school in an environment in which learning is valued and disruptions are minimized. Discipline in the school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and function successfully in their educational and social environments. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of this policy is to teach the following fundamental concepts for living: 1. Understanding and respect for individual rights, dignity, and safety; 2. Understanding and respect for the law, Board policies, administrative regulations, and school rules; 3. Understanding of and respect for public and private property rights.

Regulations shall provide for: 1. Procedures that focus on changing the behavior of students who interfere with the rights of others, disrupt the educational setting, or endanger the safety of others; 2. Procedures that focus on changing the behavior of students who are not achieving the highest level of reasonable expectations for their own learning; 3. A range of consequences for misbehavior that allow for professional judgment in best meeting the needs of the individual student by offering corrective counseling and are subject to disciplinary sanctions that are age-appropriate, and to the extent practicable, use approaches that are shown through research to be effective; and 4. Appropriate consideration of due process procedures whenever applicable.

**A student whose conduct or condition is seriously detrimental to the school's best interests CAL and the student's home high school administration will determine discipline/consequences which could include suspension.**

**CAL in partnership with our home high school partners will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.**

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## Attendance Policy

**CAL Attendance Line:** (503) 667-4978, ext. 3399

**Students arriving or leaving CAL MUST check in and out at the front office.**

**If you are absent or late due to:**

### Home High School Event:

- Parent(s) or Guardian(s) must email [attendance@calcharter.org](mailto:attendance@calcharter.org) or call CAL to excuse you. Please include the following information:
  - Date & time of absence(s)
  - Event you are attending
  - Home high school
  - ***Student encouraged to notify their CAL teachers***

### Personal/Family Needs:

- Parent(s) or Guardian(s) must email [attendance@calcharter.org](mailto:attendance@calcharter.org) or call CAL to excuse you. Please include the following information:
  - Date of absence(s)
  - Time you will be arriving/leaving CAL (or all day absence)
  - Reason for absence
  - ***Student encouraged to notify their CAL teachers***
- Parent/Guardian: Excuse a student's absence within 48 hours via:
  - Email: [attendance@calcharter.org](mailto:attendance@calcharter.org)
  - Call: 503-667-4978
  - Parent Square

### Illness or Unexpected Illness:

- Inform the instructor that you will be going home
- Call your parent/guardian at the front desk and inform them you need to leave campus
- Parent/guardian must verbally confirm the student is cleared to leave with a staff member at the front desk
- Sign out at the front desk

### Tardies

Students will be marked tardy if they arrive after the start of class.

**Late bussing and school-related transportation issues resulting in tardiness will not be recorded, and the student will not be held responsible.** CAL believes that arriving promptly to class is essential to student success. Chronic tardiness will result in a meeting with the school administration to support the student/family.

**All Oregon state laws and regulations regarding attendance are observed and upheld by CAL.**

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## Tech Use Policy

The purpose of this policy is to ensure the proper and safe use of the CAL's network, its and its computing resources. This policy will make users aware of what the CAL deems as acceptable and unacceptable use of its computer resources, including all student accounts, its related suite of connected tools, and general use of the Internet. CAL reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

### General Use Policy

The use of network resources at the CAL is a revocable privilege. Failure to abide by this policy may render you ineligible to use the school's computing facilities and may bring additional disciplinary action.

### Technology and the Internet

Users are expected to use the technology available at CAL in a manner appropriate to the school's academic and moral goals. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, e-mail, all other networks, etc.

Obscene, pornographic, threatening, distracting, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, social networking, and use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after or off school property (i.e., home, business, private property, etc.). Center for Advanced Learning adheres to the provisions of the Children's Internet Protection Act (CIPA).

### A. General Terms and Conditions of Use

1. Transmission of any material in violation of Federal, State, or local law and/or ordinance is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted by the school. Commercial activity includes, but is not limited to, the following:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying
3. Altering/modifying software or taking apart the computer for access to internal parts is prohibited.

### B. Acceptable/Safe Use Policy

The following rules are in effect for all CAL computers unless otherwise directed by an administrator:

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1. It is the responsibility of each user to ensure that personal files and programs do not consume hard drive space needed for instructional or educational requirements. If it is determined that files need to be deleted to conserve space, efforts will be made to work with the student to move files to an off-device location. However, the school has the right to remove any files that are on devices without notifying the student.
  2. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including (but not limited to) screensavers, backdrops, and/or pictures, are prohibited.
  3. Downloading, uploading, or importing music and videos, games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times. This includes peer-to-peer file sharing/transfer services like bittorrent.
  4. Illegal use or transfer of copyrighted materials to a school-owned computer is prohibited.
  5. Users are not allowed to connect a home computer to Ethernet jacks in the school.
  6. Additions, modifications, or deletion of files, except in the student's private directory are prohibited.
  7. Users are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords directory secure and private.
  8. Users are prohibited from accessing login information of a student or staff member. Violations of this regulation will result in serious disciplinary action and may result in expulsion from CAL. If an action taken is in violation of Federal, State, or Local law or ordinance, criminal charges may result.
  9. Users should not knowingly introduce or knowingly allow the introduction of any computer virus to any school computer.
  10. Putting non-school-related material (files) on a school file server is prohibited.

### **C. Personal Responsibility and Integrity**

Access to the school's computing facilities are granted with your computer account. Accounts are assigned to individuals and are not to be shared. You, the user, are responsible for all activity performed from your account. Activity on your account will be monitored and recorded. **It is a violation of the Acceptable Use Policy to allow others to use your account or to use another person's account, with or without that person's permission.** All who use CAL's technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. To protect Users while at school and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a filtering system provided by Multnomah Education Service District. All Users are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only;
2. Revealing unauthorized personal information about yourself or others is prohibited;

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3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, USB thumb drives, mail, server space, personal folders, etc.) without the user's permission;
  4. Refrain at all times from cyberbullying (the use of sensitive, derogatory or threatening messages and/or images in an effort to ridicule another)

## **D. Security**

Security on any computer system is a high priority. An attempt of a user to log on to the CAL's network using another's identity is prohibited. Bypassing or attempting to bypass the school's filtering software is prohibited. All security problems must be reported to the CAL administration.

Scanning and enumeration of internal CAL system resources are not permitted and will be considered the pretext for a potential attack. Students are not allowed to probe for vulnerabilities. If a student finds a potential vulnerability or flaw they are instructed to stop what they are doing and immediately report their findings to the Director ([director@calcharter.org](mailto:director@calcharter.org)) who will work expeditiously with the technology department to resolve the issue.

## **E. Privacy/Copyright**

The illegal use, distribution, or transfer of copyrighted material on school computers is prohibited.

## **F. Alteration of Hardware or Pre-Installed Software**

Altering/modifying the pre-installed software is prohibited. Examples include, but are not limited to the following:

- Loading/installing any software applications
- Changing the computer name
- Changing or removing operating system extensions
- Altering security software
- Altering the pre-loaded operating system or applications
- Taking apart the computer for access to internal parts.

Violations of these regulations will result in serious disciplinary action, such as expulsion from CAL, and may also result in criminal charges if the violation of the regulation is also a violation of Federal, State, or Local law or ordinance. Examples of such dual violations are

- computer hacking or trespassing,
- harassment, threats, or cyberbullying via computer, and
- computer fraud.

**Ignorance of these regulations will not excuse an infraction.**

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## Cell Phone Use Policy

CAL values the positive relationships students form with each other and staff. Cell phones are an exceptional tool for education and communication. Students at CAL are expected to use their phones in a professional manner, such as to address a family emergency. Conversely, research indicates that cell phone use can be problematic. Student addiction to cell phones is on the rise; phones increase anxiety and academics are negatively affected by phones (Lepp, Barkley & Karpinski, 2014).

### **Expectation:**

**Phones may not impact or disrupt student learning. All phones are set to silent while at CAL. When a student enters a classroom, their phone is to be stowed out of sight.**

Teachers may allow students to use phones at the teacher's discretion (ex. academic purposes).

Students who do not follow the school-wide expectation will be subject to the following steps:

- 1st offense: Student will be asked to put their phone away.
- 2nd offense: The teacher will call home or email.
- 3rd offense: The phone will be turned in to the front office for a parent or guardian to pick up.

### **Source Cited:**

Lepp, H., Barkley, J., Karpinski, A. (2014). The relationship between cell phone use, academic performance, anxiety, and Satisfaction with Life in college students. *Computers in Human Behavior* 31. 343-350. Retrieved from <https://www.sciencedirect.com/science/article/pii/S0747563213003993>

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## Media Release Form

Throughout the school year, students may be highlighted in efforts to promote Center for Advanced Learning (CAL) activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through newspapers, radio, TV, the web, social media, displays, brochures, and other types of media.

I, as the parent or guardian of my student, hereby give CAL and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, and printed media.

- This is with the understanding that neither CAL nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my student's participation.
- I further release and relieve CAL, its Board of Directors, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

By agreeing to this waiver you have certified that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

**Please understand that failure to agree to this release by October 1, will constitute approval of the above requests.**

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## CAL Locality Field Trip Form

This field trip form allows the parent/guardian to approve the opportunities for their student to participate in learning walks, seminars, etc., within the CAL community (Gresham Station and City Hall areas) throughout the school year. These experiences are extensions of learning that go beyond the classroom.

Examples of community extensions: students may participate in a seminar at Starbucks, visit with members of the City Council or attend one of their meetings, discuss community health issues with one of our local health care providers, visit the city library, or Digital Media and Design students may film around the CAL community.

Anytime students leave the CAL campus during school hours, we always require the student to sign out, state where they are going within the community, and to sign back in when they return. This Open Field Trip form is a notification to families that students periodically participate within our local community.

### Off-Campus Procedures:

- Students must prearrange absence with instructors for any classes missed prior to going off campus.
- Students must have this Field Trip Permission Form signed and on file with the front office by October 1st
- Students must check in with instructors before leaving campus.
- Students must sign in/out at the front office at all times.

Students will be marked ABSENT from class when they are gone. If students follow this procedure correctly, the absence will be marked as FIELD TRIP (FT). If students DO NOT follow this procedure correctly, the absence will be marked UNEXCUSED.

By agreeing to this form, I hereby give my student permission to participate in any local field trips with their instructors within walking distance of CAL. This includes Gresham Station, City Hall, and the Gresham-Barlow School District Office.

I release the Center for Advanced Learning (CAL) and waive all claims of any kind arising out of the trips taken as provided here. I also authorize CAL and its employees to secure the services of a physician or hospital and to incur the expenses for the necessary services in the event of an accident or illness and I will provide for the payment of these costs. I understand that the permission granted above does not release CAL or its employees where gross negligence is established.