



**ace**  
**academy**  
architecture construction engineering

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## Student/Parent Handbook 2009-2010

The ACE Academy is located in the Pacific Northwest Carpenters Institute and utilizes their training facilities as well as those of our other Campus Training Partners. Together we provide students with top quality equipment, tools, technology, workspace and instruction to further their hands-on, problem-solving education.



Sponsored by the Oregon Building Congress

## Mission Statement

The mission of ACE (Architecture, Construction and Engineering) Academy is to provide a contextual educational experience within the architectural, construction and engineering disciplines, leading to the achievement of rigorous academic benchmarks and additional post-secondary education for a diverse high school student body.

## Academy Objectives

- 1) Increase student learning and achievement through the integration of academic and technical courses.
- 2) Increase choices and accessibility of learning opportunities for students.
- 3) Better meet individual student academic interests and needs with hands-on learning. In addition, students will be prepared to either enter apprenticeship or college depending on their own career goals.
- 4) Build stronger working relationships among educators, parents and other industry and community members. Because students will connect with viable employers during high school via internships and mentorships, they will be better positioned to earn family-wage jobs in industries facing future labor shortages.
- 5) Encourage the use of different and innovative learning methods.
- 6) Provide opportunities in small learning environments for flexibility and innovation. Students will frequently have the same teacher for their academic and their technical courses and will be well-known by both the faculty and administration.
- 7) Create new opportunities for students, using the successful “Project Lead The Way” curriculum and “High Schools That Work” program.

## Structure

The ACE Academy will provide a **bridge between core academics and application** within the professional technical arena, which will help students understand the usefulness, or relevance, of their learning. Every effort will be made to provide **internships** for rising seniors in the summer time, so that students can apply their academic and technical courses in real world work experiences. Relevance will further be achieved through pairing students with **mentors** from industry and pairing each student with a teacher who will serve as a counselor.

The ACE Academy will recruit and welcome high school students from all walks of life. Students of all achievement levels will be welcomed, challenged and supported to achieve at higher levels. Teachers are chosen for their demonstrated experience in motivating students to reach their potential. Students are drawn to ACE due to the hands-on curriculum as well as the rigorous academic challenges.

## Statement from the Director

ACE Academy is designed to provide students with opportunities that directly connect to the Design-Build Industry. Students are given real life problems and challenges as they meet the outcomes of their coursework. Opportunities come with the expectations for performance. Mature and responsible

behavior is expected of students. This handbook is designed to describe the level of expectations of ACE students.

### **ACE Academy Beliefs <sup>1</sup>**

- Career Technical Education (CTE) is part of a total program of academic and technical studies that prepare students for continued learning in educational or work settings.
- Students are expected to complete high-level academic courses.
- Programs are focused on preparing students for further learning and a career pathway.
- Program success is measured by the number of students who make a successful transition to work, further study or both.
- CTE is part of the education of many students with a wide range of abilities.
- Career Technical (CT) courses have challenging, clearly defined goals that all students are expected to achieve.
- Academic and CT educators work together as an instructional team to help students learn high-level academic and technical concepts.
- Emphasis is on helping students become independent learners who can think through problems and find solutions.

### **ACE Student and Staff Approach To Instructional Practices <sup>1</sup>**

- In addition to learning procedural skills, students are given open-ended problems requiring the use of technical, academic, cognitive and personal skills.
- Students are given open-ended assignments that require them to do research and to prepare their own solutions for completing them.
- Classrooms, laboratories, businesses and industry, the home and the community are all locations for instruction.
- All students must meet a core set of knowledge and skill-based standards. .
- The teacher uses activities and problems that require students to integrate and use multiple academic and technical skills.
- Assessment is a continuum, using a wide variety of techniques that focus on standards.
- Students evaluate their own work based on the definition of quality learning that they have developed with their teacher before submitting it for the teacher's review.
- Students will continue working on an assignment until they have achieved a level of proficiency.
- The purpose of assessment is to help students and instructors improve, as well as determine grades and competencies based on standards.
- Students are given multiple opportunities to learn the content. They may be expected to use their own time to meet quality standards.
- Students are expected to work on assigned projects outside of class.
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### **Qualifications of Admittance**

**Skills:** ACE is right for students who are able to:

- Read and write at a high school grade level.
- Understand basic math concepts and perform mathematics at Algebra I level or above.
- Perform basic computer functions, keyboarding and word processing.

<sup>1</sup> Based on Designing Challenging Vocational Courses, SREB, 1997

- Work well with others on a team in a workplace setting.
- Manage time well.

**Educational Experiences:** ACE is right for students who have successfully completed:

- 2 years of high school math (including algebra)
- 2 years of high school English
- 2 years of high school science

**How Do I Apply to ACE?**

- Complete the Student Application Form and return with your forecasting materials according to the Counseling Office at your home school.  
OR
- Download the application packet from the ACE website ([www.acecharterschool.org](http://www.acecharterschool.org)).
- Complete packet and return to ACE

**Building Hours**

ACE Academy will be open from 7:45 AM to 4:00 PM on all regular school days. All students should enter the building through the cafeteria doors on the southeast side of the building. Buses will drop students off at this door.

**ACE Academy Schedule 2009-2010**

<b>Period</b>	<b>Begin</b>	<b>End</b>
Anchor Check In	8:00 AM	8:05 AM
AM Block, Part 1	8:05 AM	9:30 AM
AM Break	9:30 AM	9:45 AM
AM Block, Part 2	9:45 AM	10:45 AM
Anchor	10:45 AM	11:15 AM
Large Group Instruction	11:15 AM	12:00 PM
Lunch	12:00 PM	12:30 PM
PM Block	12:30 PM	2:30 PM

**Visitors**

**ALL visitors** must **sign in** at the ACE Academy Main Office (located upstairs in the Pacific Northwest Carpenters Institute) upon arrival. Visitors must receive, **and wear, a visitor’s badge**, and then **sign out** at the ACE Office when they leave. School age visitors are not allowed on campus during the instructional day unless they are involved in a specific instructional program. The ACE Campus is considered to be any of our partner sites or field sites at, or during, the times that instruction or activities are scheduled.

## Supplies for ACE

Several instructors will be providing additional information about supplies in the first weeks of school.

### All Students—Standard School Supplies Including:

- 3-ring binder (minimum of 2")
- Quad Pad Composition Book—9  $\frac{3}{4}$ " x 7  $\frac{1}{2}$ " Quadrille Ruled Book, 100 sheets (200 pages)
- 8 tab Dividers for 3 ring binder
- College-lined notebook paper
- Pens, pencils, erasers, highlighters
- One set colored pencils, colored pens
- Protractor, ruler, and compass
- Leather work boots (**Steel toes not required**)—Adequate boots are available at Big5 or Volume Shoe Source. (NOTE: These do not need to be high-end, expensive boots.)
- A set of rain gear
- Jump Drive – 1 GB minimum (Backup drive also recommended)
- Backpack or Book Bag (Recommended)
- Personal safety gear will be provided. Information on purchasing your own will be presented later in the school year.

### Seniors—Capstone Project Supplies

- 10 tab Dividers for Capstone Project (Seniors only)
- 2" 3-ring View Binder for Capstone Project (Seniors only)

Some of your instructors may provide you additional information about supplies that are needed during the first week of school.

## Dress Expectations & Safety

The following dress guidelines have been established in keeping with workplace/industry standards:

- All students' clothing should have a natural fit (neither overly tight nor baggy) and cover both midriff and cleavage.
- Long pants are required at ALL times. No shorts allowed.
- Boots should be available at ALL times. Street shoes and tennis shoes are permitted in the classroom. (Shoes must be worn at all times, ALWAYS cover the toes and not flop).
- Hats or headcoverings shall be removed upon entering ACE Academy and will not be worn in classrooms or at our partner facilities.
- Work attire must be worn when attending classes. Long pants and shirts with minimum 4" sleeves should be worn.

- Skateboards are not allowed on campus.
- No offensive shirts. No ragged shirts or jeans.
- Hearing protection is provided when required.
- Students will be required to wear ACE Academy issued photo identification. Before operating any tool—receive permission from your instructor and observe all safety rules for that particular tool.

Approved work boots, hard hats and safety glasses are to be worn when on the deck, in the work shop area, and selected field trips—NO EXCEPTIONS.

## Integrity

ACE Academy students are expected to have good moral character. Honesty, integrity, respect and tolerance are all necessary attributes of the developing professional. Plagiarism, cheating, and forgery are examples of a lack of integrity and will not be tolerated at ACE.

## Staff

ACE Academy faculty is expected to exhibit professional behavior. Respect, successful communication, and responsibility are included. If there are any differences between a student and a staff member, the issue will be handled in a professional manner. One should approach the person directly. If the problem remains unresolved, the appropriate parties should approach the Director to try to resolve the issue.

## Successful Problem Solving

The steps for successful intervention and problem solving include:

- 1) Identify the problem
- 2) Identify possible solutions
- 3) Test the solutions. For each solution ask:
  - a) Is it safe?
  - b) How might others feel?
  - c) Is it fair?
  - d) Will it work?
- 4) Choose a solution and use it.
- 5) Evaluate the success of the solution. Is it working? If not, what can be done?

ACE Academy has an anonymous email communication system set-up to communicate with a staff member or the Director with any concerns, complaints or suggestions. This is accessed by logging on to email from the ACE website. The user name is **acetips**; the password is **acetips**.

## Initiative and Self-Discipline

The ACE model is to teach students to perform in a professional manner. Professionals display initiative and self-discipline, which means that they direct their own work and do what they need to do to get a job done. If there is a problem, they actively seek a solution. When they finish a task, they look for the next thing to do.

## **Time Management**

Professionals manage time well so that they can accomplish their tasks in an efficient manner. Students will monitor their own learning. Timeliness and punctuality are critical in the workplace. Students will be expected to meet timelines. The competencies and grade achieved in the “Workplace Skills” course will reflect this performance.

## **Communication Expectations**

- 1) Speak to others without making comments that discriminate or denigrate others based upon their gender, ethnicity, religion, sexual orientation, and/or abilities.
- 2) Speak without using profanity or excessive slang.
- 3) Listen when others (instructors or other students) are speaking.
- 4) Share ideas and information when it is appropriate and necessary to do so.
- 5) Turn off electronic communication devices (or turn them to silent mode) when in the classroom or computer labs.
- 6) Follow industry guidelines for email use:
  - a) Use ACE email only for ACE or home high school business, not personal business.
  - b) Use correct spelling, punctuation, and grammar in email messages when communicating in school or the workplace.
  - c) Remember that ACE Academy email is not private and may be seen by those other than the receiver of the message.
  - d) Refrain from using abbreviations and slang in email messages.

## **Harassment**

Behavior that demeans or humiliates a person is not acceptable. ACE does not condone threatening or sexual behavior. Students should not behave in a manner that hinders or disrupts the educational environment. An investigation and appropriate disciplinary action will result in all incidences. See home high school handbook for state guidelines. This includes e-mail and all forms of verbal, written, or electronic communications.

## **Discrimination**

Discrimination on the basis of, but not limited to race, religion, gender, sexual orientation, past experiences, or disability is not allowed. Discipline is circumstantial. See home high school handbook for state guidelines.

## Attendance Policy

**All students are expected to be in attendance at ACE according to the published calendar.**

### **Absences and Tardies:**

Students are expected to approach attendance in a professional manner. Absences need to be clearly communicated to the Main Office and to your anchor teacher. You will be excused for illness or emergency. If it is an emergency, verify this with the Main Office within 72 hours by having your parents phone or in writing. The phone number is 503-546-9928 or email [kkollenburn@acecharterschool.org](mailto:kkollenburn@acecharterschool.org).

All students need to arrive to class on time. In preparation for the future, it is important that students exhibit punctuality and responsibility. Issues concerning tardiness will be addressed on a student-by-student basis.

Unexcused absences and tardies will affect your Workplace Skills grade, and you will still be required to complete the work. Attendance and tardies will be taken into consideration for internships or recommendations.

The expectation is that if you miss time at ACE you will complete the work assigned during your absence or an alternate assignment given by your instructor.

### **Late Arrival/Early Release:**

ACE Academy does not have late start or early release days. If a student's home high school has a late start or early release, it is the student's responsibility to attend ACE classes, according to their home high school bus schedule.

### **Snow Days:**

Snow days are rare at ACE. Because of the vast difference in the locations of the seven home high schools, weather may vary. If the student's home high school declares a two-hour delay, early release, or no school due to weather conditions, the student is not expected to attend ACE. However, all students are expected to attend ACE, unless their specific home high school is affected. While one of the districts may declare a no-snow day due to ice, the other school districts may not. All students from the unaffected school districts will be expected to attend school as usual.

## Parking Policy

Students must park in the northwest student parking lot if they have applied for AND received a student parking permit. This MUST be displayed in your vehicle window at all times while using the parking area. Parking is not allowed in other areas. There are approximately 30 parking spaces so students are encouraged to ride the school bus to ACE.

## Student Transportation from Districts

<b>AM</b>	Depart CHS	10:30 AM (Right after 3 <sup>rd</sup> period)
	Arrive ACE	10:45 AM
<b>AM (Wednesdays)</b>	Depart CHS	11:05 AM (Right after 3 <sup>rd</sup> period)
	Arrive ACE	11:20 AM

**PM** Depart ACE 2:25 PM (students must be boarded & ready to leave by this time)  
Arrive CHS 2:40 PM

If you have questions, contact phone #503-762-3674

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**Parkrose High School (PHS)**

**AM** Depart PHS 7:48 AM  
Arrive ACE 8:05 AM (This may be a little earlier or a little later)

**PM** Depart ACE 2:25 PM  
Arrive PHS 2:45 PM

If you have questions, contact phone # 503-408-2149

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**Reynolds High School (RHS/RLA)**

**AM** Rt. #2 7:37 AM M. Scott Elementary  
7:42 AM Wilkes Elementary  
7:55 AM Arrive RMS (Reynolds Middle School)

Rt. #64 7:34 AM Troutdale Elementary  
7:39 AM Sweetbriar Elementary  
7:49 AM Woodland Elementary  
7:55 AM Arrive RMS

Rt. #5 7:40 AM Glenfair Elementary  
7:45 AM Alder Elementary  
7:55 AM Arrive RMS

Rt. #72 8:02 AM Depart RMS  
8:12 AM Arrive ACE Academy

**NOTE: Students may ride the bus to their local elementary school to catch the bus going to RMS and then ACE. All times are departure times from each school. Please be at the bus stop 5 minutes prior to the scheduled time.** Students are not allowed to cross 4-lane roadways. Keep this in mind when choosing your stop.

**PM** Rt. #TBD 12:00 PM Depart ACE  
12:20 PM Arrive RHS

If you have questions or need assistance with elementary bus schedule, contact phone 503-492-4921 x3399

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**Sandy High School (SHS)**

**AM** Depart SHS Approx. 7:40 AM

Your transportation department is finalizing scheduling. If you have questions, contact phone 503-826-0293

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**Gresham-Barlow High Schools Barlow Students Return to Barlow at the end of the day; Gresham Students are Routed to GHS (Walkers/Sports participants) & to Home.** If you have questions, contact phone 503-665-8193.

**# 70 A1a - ACE - AM - A-DAY**

6:26 am SE PALMBLAD RD @ SE 23RD ST  
 6:27 am SE PALMBLAD RD @ SE 252ND AVE  
 6:31 am 8344 SE 257TH AVE  
 6:36 am SE TILLSTROM RD @ SE WILDWOOD DR  
 6:44 am SE FAIRWAY DR @ SE 199TH DR  
 6:48 am 18660 SE SUNNYSIDE RD  
 6:54 am SE ANDERSON RD @ SE CHITWOOD RD  
 7:03 am 11393 SE 282ND AVE  
 7:06 am SE 282ND AVE @ SE 32ND ST  
 7:12 am SE PLEASANT HOME RD @ SE DODGE PARK BLVD  
 7:18 am SE BARNES RD @ SE 27TH ST  
 7:19 am SE BARNES RD @ SE 21ST DR  
 7:20 am SE SALQUIST RD @ SE PALOMA AVE  
 7:28 am NE DIVISION ST @ NE HACIENDA AVE  
 7:30 am NE 8TH ST @ NE PALOMA AVE  
 7:34 am NE HOGAN RD @ NE 19TH ST  
 7:35 am NE 23RD ST @ NE RENE AVE

**# 71 A1a - ACE - AM - A-DAY**

7:03 am SE REGNER RD @ SE 19TH ST  
 7:05 am SE HOGAN AVE @ SE 9TH ST  
 7:07 am SE HOGAN AVE @ SE 4TH ST  
 7:12 am GRESHAM HS-1200 N MAIN AVE  
 7:16 am NE CLEVELAND AVE @ NE 22ND ST  
 7:20 am SE 212TH AVE @ SE SALMON ST  
 7:22 am SE MORRISON ST @ SE 207TH AVE  
 7:25 am TOWNFAIR APTS--1167 NW WALLULA AVE  
 7:29 am SW 15TH ST @ SW BELLA VISTA AVE  
 7:33 am SW TEGART AVE @ SW 16TH CIR  
 7:37 am Backside HOLLYRIDGE APTS ON 3RD@Culdesac  
 7:39 am NW BIRSDALE AVE @ NW 5TH ST  
 7:40 am NW RIVERVIEW DR @ NW 13TH ST  
 7:41 am 2135 NW 14TH ST

**# 70 A1b - ACE - AM - B-DAY**

6:47 am SE HOFFMIESTER RD@SE 257TH  
 6:50 am SE HWY 212 @ SE HOLLYVIEW LN  
 6:54 am SE FOSTER RD @ SE HIGH RIDGE CT  
 7:05 am 10433 SE 282ND AVE  
 7:06 am SE 282ND AVE @ SE ALDRED LN  
 7:14 am SE HALEY RD @ SE MCCREARY LN  
 7:19 am 8031 SE PLEASANT HOME RD  
 7:24 am 6141 SE 302ND AVE  
 7:26 am SE CHASE RD @ SE KELLER AVE  
 7:29 am SE BARNES & SE BARN OWL LN-1718 ALPINE MEADOW  
 7:33 am 252 NE KANE DR - KELLY GREEN APTS  
 7:35 am "MEYERS SQ APTS" - 2800 SE 1ST ST (Palmbiad)  
 7:39 am NE DIVISION ST @ NE HACIENDA AVE  
 7:42 am NE 23RD ST @ NE RENE AVE

**# 71 A1b - ACE - AM - B-DAY**

7:10 am 4435/4437 SE REGNER RD  
 7:19 am SW WALTERS DR @ SW 4TH ST  
 7:22 am SW TOWLE AVE @ SW 15TH ST  
 7:25 am SW BINFORD AVE @ SW 17TH PL  
 7:30 am SW MAWRCREST DR @ SW 5TH ST  
 7:31 am SW 8TH DR @ SW 7TH CT  
 7:33 am SW TOWLE AVE @ SW 4TH ST  
 7:36 am NW BIRSDALE AVE @ NW 5TH ST  
 7:38 am NW 4TH ST @ NW WALLULA AVE  
 7:41 am 1200 N MAIN AVE  
 7:41 am GRESHAM HS-1200 N MAIN AVE  
 7:44 am SE 211TH AVE @ SE BURNSIDE CT  
 7:45 am SE 212TH AVE @ SE SALMON ST  
 7:47 am SE MORRISON ST @ SE 207TH AVE

**# 71 P1a - ACE - PM - A-DAY**

2:43 pm 1200 N MAIN AVE  
 2:43 pm GRESHAM HS-1200 N MAIN AVE  
 2:46 pm NE CLEVELAND AVE @ NE 22ND ST  
 2:49 pm SE 212TH AVE @ SE SALMON ST  
 2:50 pm SE MORRISON ST @ SE 207TH AVE  
 2:53 pm TOWNFAIR APTS--1167 NW WALLULA AVE  
 2:54 pm NW RIVERVIEW DR @ NW 13TH ST  
 2:56 pm NW BIRSDALE AVE @ NW 5TH ST  
 3:00 pm SW TEGART AVE @ SW 16TH CIR  
 3:03 pm Backside HOLLYRIDGE APTS ON 3RD@Culdesac

**# 71 P1b - ACE - PM - B-DAYS**

2:43 pm GRESHAM HS-1200 N MAIN AVE  
 2:45 pm SE 212TH AVE @ SE SALMON ST  
 2:46 pm SE MORRISON ST @ SE 207TH AVE  
 2:48 pm SE BURNSIDE CT @ SE 211TH AVE  
 2:50 pm NW WALLULA AVE @ NW 4TH ST  
 2:52 pm NW 5TH ST @ NW BIRSDALE AVE  
 2:53 pm SW MAWRCREST DR @ SW 5TH ST  
 2:54 pm SW 8TH DR @ SW 7TH CT  
 2:56 pm SW TOWLE AVE @ SW 4TH ST  
 2:56 pm SW 4TH ST @ SW WALLULA AVE

3:06 pm SW 15TH ST @ SW BELLA VISTA AVE  
3:13 pm SE HOGAN AVE @ SE 4TH ST  
3:13 pm SE HOGAN AVE @ SE 9TH ST  
3:16 pm SE REGNER RD @ SE 19TH ST  
2:43 pm 1200 N MAIN AVE  
2:43 pm GRESHAM HS-1200 N MAIN AVE  
2:46 pm NE CLEVELAND AVE @ NE 22ND ST

2:58 pm SW TOWLE AVE @ SW 15TH ST  
3:00 pm SW BINFORD AVE @ SW 17TH PL  
3:06 pm SW 4TH ST @ SW WALTERS DR  
3:13 pm 4435/4437 SE REGNER RD  
2:43 pm GRESHAM HS-1200 N MAIN AVE  
2:45 pm SE 212TH AVE @ SE SALMON ST  
2:46 pm SE MORRISON ST @ SE 207TH AVE

## Bus Guidelines

- ACE students may ride regular buses from their home high school if they meet the regular eligibility requirements for public transportation from home to school.
- If students miss the bus to/from ACE, no backup service is provided and student is responsible for his or her own transportation.
- When returning to their home high school, students should promptly board their bus to go home.

## Public Transportation

Tri-Met is available at 158<sup>th</sup> and Sandy or 158<sup>th</sup> and Airport Way. It is a 3-10 minute walk from these bus stops. Buses will be available for students coming from Centennial, Gresham, Parkrose, Reynolds, Sam Barlow, Sandy, & Springwater Trail High Schools. Transportation cannot be offered for students who are home-schooled or from any other high schools.

## Lunch

All students will have a morning break and a lunch break. The breakroom is located on the Main Floor of the PNCI in the southeast corner of the building.

ACE serves a morning breakfast snack for \$1 and a lunch meal for \$2.25. Students who receive free or reduced lunch at their home high school receive free or reduced lunch at ACE. Students can bring a lunch if they choose.

In order to maintain the cleanliness of the PNCI and ACE Academy, food will not be allowed in any other area. There is no eating in the classrooms, shop areas, or anywhere on the second floor. Partner facilities allow food only in designated areas.

## Cell Phones/Electronic Equipment

Cell phones and other work appropriate technological devices are permitted at ACE. However, all phones and other devices should not disrupt the learning environment and should not be used during direct instruction. Use of such items requires responsibility and discernment from the student. Cell phones and other electronic equipment are subject to confiscation if inappropriately used.

## Clean-Up

- All projects must be cleaned up daily.
- You are responsible for your own clean-up.
- Computers should be turned off and put away each day.
- Lunchroom and classrooms are to be cleaned up after every use.

## Progress Reports

Progress reports are completed every six weeks by the teachers. Grades will be part of the home high school Progress Report, unless a student is home schooled, private schooled, or the school district is outside of the area or on a different grading schedule than ACE Academy. In this case, the Progress Reports will be mailed by ACE to the home address.

## Semester Exams

ACE's semester exams schedule will usually correlate with the home high school's semester exams. Students will be given advanced warning concerning the specific dates for semester exams or project presentations for each ACE class.

## Student Message Boards

Message boards are placed around ACE as a resource for students. Announcements for ACE specific topics like scholarships or internship opportunities are located here as well. If a student would like to post fliers, they need to be approved by the administration office.

## Fire Drills/Evacuation

If the fire alarm sounds, all persons are to immediately exit the building using the nearest exit. Evacuation instructions are located on each floor near the stair. In the case of any emergency, the stairs are to be used. Do **NOT** use the elevator. All persons should quickly and calmly proceed to the nearest exit. Students and staff should meet on the public sidewalk on NE Mason Street without blocking the driveway. Students need to remain on campus and should not leave without notifying staff and signing out with their anchor teacher.

## Field Trips

Field Trips are an important and critical part of our program. Students need to submit an annual field trip permission form signed by the student's parent/guardian. Trip locations and schedules will be posted online.

## Personal Messages/Deliveries

Personal messages and deliveries are allowed at ACE. All messages and deliveries are given to the Main ACE Office, who will give the item/message to the appropriate staff or student.

## Note

As an ACE Academy student you are still accountable for policies, guidelines and behaviors of your resident high school.

## Computer Use Policy

The purpose of this policy is to ensure the proper use of the ACE Academy computer resources and make users aware of what ACE deems as acceptable and unacceptable use of its computer resources, including email and the internet. ACE reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

### General Use Policies

Electronically based research and communication skills are now fundamental to success in both school and the workplace, and computer technology provides tools essential to the work of all program areas at ACE. We view computer technology as a valuable resource for student learning and know it is important for all students to have access to these resources: therefore, all students will be provided with personal accounts and an ACE Academy e-mail account in ACE's network. These accounts will allow students to store work and communicate with others via email. In order to maintain access to these resources, students need to know and follow ACE's guidelines for their use.

In order to maintain computer privileges, students are expected to follow all guidelines as outlined by regulatory agencies and provided by instructors. The general expectations for acceptable use are:

- 1) Protect passwords for computer files and email.
- 2) Students should have a jump drive to store their files. No work should be saved on the ACE computers.
- 3) Do not enter other students' folders, files, and/or email without permission.
- 4) Do not alter other students' work without permission.
- 5) ACE computers are to be used for educational purposes only. Game playing and web-surfing are not allowed. Limited personal emailing is allowed; please see email guidelines below for rules regarding personal emails.
- 6) Printers are to be used for educational purposes only, and only with permission from an instructor.
- 7) Food and drink are not allowed in the labs.

Students who fail to meet these expectations will face the following:

First Offense: Verbal Warning.

Second Offense: Letter home, account disabled or suspension of computer privileges until the letter is returned and signed by a parent/guardian.

Third Offense: Account disabled and suspension of computer privileges until there is a Parent/Teacher Conference.

The following uses are also unacceptable and, because they have the potential to more seriously impact ACE and the users of the network, may result in immediate suspension or revocation of network privileges and other disciplinary actions, including suspension, expulsion, and/or legal action. These unacceptable uses include, but are not limited to the following:

- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other mater (e.g. music) in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, and illegal or unethical activity.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use. **Passwords should never be shared with another person and should be changed frequently.**

## Email Policies

### Legal Risks

Email is a business communication tool and users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- If you send emails with any libelous, defamatory, offensive, racist, or obscene remarks, you and ACE can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist, or obscene remarks, you and ACE can be held liable.
- If you unlawfully forward confidential information, you and ACE can be held liable.
- If you unlawfully forward or copy messages without permission, you and ACE can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and ACE can be held liable.
- By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in this policy statement, the user will be fully liable and ACE will disassociate itself from the user as far as legally possible.

## **Legal Requirements**

### **The following rules are required by law and are to be strictly adhered to:**

It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks. If you receive an email of this nature, you must promptly notify your instructor.

- Do not forward a message without first acquiring permission from the sender.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending email.

## **Best Practices**

ACE considers email an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore ACE wishes users to adhere to the following guidelines:

### **Writing Emails:**

- Write well-structured emails and use short, descriptive subjects.
- ACE's email style is informal. This means that sentences can be short and to the point. You can start your email with "Hi" or "Dear" and the name of the person. Messages can be ended with "Best Regards." The use of internet abbreviations and characters (such as smiley faces), however, is not encouraged.
- Use the spell checker before you send out an email.
- Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
- Do not use all capitals in email messages. This is the equivalent of shouting and is considered rude.
- Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying an email to him/her and knows what action, if any, to take.
- If you forward emails, state clearly what action you expect the recipient to take.
- Only send emails whose content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see Confidential).
- Only mark emails as important if they are really important.

### **Replying to Emails:**

- Emails should be answered within at least 8 working hours, but users must endeavor to answer priority emails within 4 hours.
- Priority emails are emails from existing customers and business partners.

### **News Groups:**

- Users need to request permission from their instructor before subscribing to a newsletter or news groups.

### **Maintenance:**

- Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your “deleted items” on closing.

### **Personal Use:**

Although ACE’s email system is meant for business use, ACE allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, named “Private”. The emails in this folder must be deleted weekly so as not to clog up the system.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- On average, users are not allowed to send more than 2 personal emails a day.
- Do not send mass mailings.
- All messages distributed via the ACE’s email system, even personal emails, are ACE’s property.

### **Confidential Information:**

- Avoid sending confidential information by email. If you do, you must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password. Then provide the recipient with the password by mean of other communication, for instance, by telephone.

### **Email Accounts:**

- All email accounts maintained on our email system are the property of ACE. Passwords must not be given to other people and should be changed once a month. Email accounts not used for 60 days will be deactivated and possibly deleted.

### **System Monitoring:**

*You must have no expectation of privacy in anything you create, store, send or receive on ACE’s computer system. Your emails and Internet activity can be monitored without prior notification if ACE deems this necessary. Be aware that deleted emails and website visits can be recovered by the system administrator. If there is evidence that you are not adhering to the guidelines set out in this policy, ACE reserves the right to take disciplinary action, including expulsion and/or legal action.*

**Declaration**

I acknowledge receipt of the computer use policy, which I have read and understand. I will comply with the guidelines set out in this policy and understand that failure to do so might result in loss of computer privileges and disciplinary or legal action.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

I acknowledge my child's receipt of the computer use policy for ACE Academy, which he/she has read and understood. I understand that failure to comply with the guidelines set out in this policy might result in disciplinary or legal action.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Online Learning**

ACE Academy has an Online Learning Center located in the student page of our website. Each teacher has a page here and each topic area is supported on this site. Moodle is the instructional platform for most subjects.

The construction curriculum is in the National Center for Construction Education and Research's (NCCER) "Contren Connect". Each student has access and student progress is tracked in this program. Laptop computers are available for each student to use while at ACE Academy.

TeacherEase and Moodle are available to parents as a means of tracking their student's assignments and progress. Information may be obtained by attending our Parent Night on Tuesday, September 22, 2009 at 6:30pm where we will have a tutorial class for parents. If you are unable to attend, an information sheet may be requested.

## Partners



## CAMPUS TRAINING PARTNERS

The ACE Academy is located in the Willamette Carpenters Training Center and utilizes their training facilities as well as those of our Campus Training Partners. Together we provide students with top quality equipment, tools and workspace to further their hands-on education!

Training Facility	Focus	Workspace
<b>Willamette Carpenters Training Center</b> 4222 NE 158th Ave Portland, OR 97230 www.wctcapp.com 	<ul style="list-style-type: none"> <li>• Carpenters</li> <li>• Millwrights</li> <li>• Pile Drivers</li> <li>• Scaffold Erectors</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms: 13</li> <li>• Shop area: 50,000 sq ft</li> <li>• Assembly Rm. (coming soon)</li> <li>• Welding Training Stations: 20</li> <li>• Full &amp; part time staff: 49</li> <li>• Total Space: 81,000 sq ft</li> </ul>
<b>NECA-IBEW Electrical Training Center</b> 16021 NE Airport Way Portland, OR 97230 www.nietc.org 	Electrical training in state of the art facilities: <ul style="list-style-type: none"> <li>• Motor control lab</li> <li>• Light and energy use lab</li> <li>• Fabrication lab</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms: 16</li> <li>• Shop area: 3,000 sq ft</li> <li>• Assembly Rm. 1 for 300</li> <li>• Welding Training Stations: 6</li> <li>• Full &amp; part time staff – 35</li> <li>• Total Space: 54,000 sq ft</li> </ul>
<b>Northwest College of Construction</b> 8111 NE Holman St. Portland, OR 97218 www.nwccoc.com 	<ul style="list-style-type: none"> <li>• Carpentry   Concrete Finishing</li> <li>• Heavy Equipment Operations</li> <li>• Craft Labor   HVAC</li> <li>• Masonry   Sheet Metal</li> <li>• Pipelaying   Welding</li> <li>• Tile Finishing &amp; Setting</li> <li>• Project Management &amp; Supervisory Training</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms: 8</li> <li>• Shop area: 6000 sq ft</li> <li>• HVAC Lab</li> <li>• Sheetmetal Lab</li> <li>• Welding Lab</li> <li>• Full &amp; part time staff: 50</li> <li>• Heavy Equipment Simulators</li> <li>• Total Space: 25,000 sq ft</li> </ul>
<b>HVAC &amp; Metals Institute</b> 2379 NE 178th Ave Portland, OR 97230 www.sheetmetal-16.org 	<ul style="list-style-type: none"> <li>• HVAC Service</li> <li>• Welding</li> <li>• Drafting   CAD</li> <li>• Testing, Adjusting &amp; Balancing Lab</li> <li>• Industrial   Clean Rooms</li> <li>• Sheet Metal</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms: 11</li> <li>• Shop area: 4,300 sq ft</li> <li>• Assembly Rm. 1 @ 175</li> <li>• Welding Training Stations: 18</li> <li>• Full &amp; part time staff: 12</li> <li>• Total Space: 41,000 sq ft</li> </ul>

ACE Academy is pleased to also be affiliated with the *Northwest Laborers-Employers Training Trust Fund*, [www.osilaborerstraining.org](http://www.osilaborerstraining.org), dedicated to providing training, education and certification to provide the best opportunities to their members.



Partners in your future at ACE Academy

## Parent Information

### **Notification: Release of Directory Information**

Directory information about your student may be released. This information is not generally considered harmful or an invasion of privacy. The following categories are designated as directory information: 1) Student name, 2) Date and place of birth, 3) Participation in officially recognized sports and activities, 4) Weight and height of athletic team members, 5) Dates of attendance, 6) Degrees and awards received, and 7) Most previous school or program attended.

Directory information also includes a student's address, telephone number and photograph. Parents may request directory information not be released by writing a dated letter to the student's school principal.

### **Parent Rights**

- A. **Right to inspect and review student records.** The school must allow a parent to inspect all student records regarding the student. The parent has the right to obtain copies of the records; the school may charge a fee for copies provided the fee does not effectively prevent the parent from exercising the right to inspect and review records. The parent also has the right to a response from the school when making a reasonable request for interpretation of the records. ORS 336.195 requires that Behavioral Records be released to the parent only in the presence of someone who is qualified to interpret the records. Access must be granted without unnecessary delay and in no case more than 45 days after the request has been made. Access must be granted prior to any IEP meeting or hearing relating to the identification, evaluation, or placement of the child. The parent of a handicapped student also has the right to have a representative inspect and review the records.
- B. **Right to a list of types and locations of information.** On request, the school must provide the parent of a handicapped student with a list of the types and locations of education records collected, maintained, or used by the district.
- C. **Right to request the amendment of student records.** The parent may request that an amendment be made in the student's educational records if there is reasonable cause to believe that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. If the school refuses, it must notify the parent within a reasonable length of time, not to exceed 30 days, and advise the parent of the parent's right to a hearing.
- D. **Right to request a hearing to challenge information in the student's records.** The parent has the right to request a hearing to challenge information in the student's records. (The hearing is conducted in accordance with 45 CRF Part 99.22)

Should the school decide that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student the school amends the records accordingly and informs the parent in writing. Should the school decide that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the school informs the parent of the right to place a statement in the records regarding information in the records or setting forth reasons for disagreeing with the decision of the school. Any such explanation is maintained as part of the record as long as the record or contested portion is disclosed by the school, then the explanation also is disclosed.

- E. **Right to annual notification of rights.** Each year the school must notify the parent of rights guaranteed by the Buckley Amendment, where copies of the school's policy on student records may be obtained, and the right to file a complaint with the U.S. Office of Education should the parent believe that requirements on the records are not being observed. When the parent's language is other than English, the school must notify the parent in a manner that the parent can understand.
- F. **Right to refuse consent for the use of personally identifiable information.** The parent of a handicapped student has the right to refuse consent for the disclosure of personally identifiable information to anyone other than school officials or individuals acting in an official capacity for the school.
- G. **Right to refuse consent for the use of personally identifiable information.** The parent of a handicapped student has the right to refuse consent for the disclosure of personally identifiable information for any purpose other than identification, pre-placement, or annual evaluation, individualized education plan, educational placement or the provision of a free appropriate public education.
- H. **Right to request the destruction of student records.** The parent of a handicapped student has the right to request the destruction of personally identifiable information when it is determined that such information is no longer needed to provide educational services to the student. However, the permanent record must be retained indefinitely. **Note: Check with the State Archivist to determine the latest schedule for the retention and destruction of nonpermanent student records.**

**If you have any additional questions, give us a call at (503) 546-9928.**