

CLACKAMAS WEB ACADEMY



A SCHOOL WHERE STAFF AND PARENTS WORK
TOGETHER TO ENSURE STUDENT SUCCESS

2026-27 STUDENT HANDBOOK

*This handbook is to be used as a guide for the parents and
students attending Clackamas Web Academy*

CLACKAMAS WEB ACADEMY

OVERVIEW

[FIVE YEAR STRATEGIC PLAN](#)

CWA MISSION

The mission of the Clackamas Web Academy is to honor and support the cultures, values, and goals of all students while challenging and empowering them to reach their full potential.

WHO WE ARE

Clackamas Web Academy (CWA) is a hybrid public Charter School sponsored by the North Clackamas School District. CWA provides blended instruction to students in Oregon through an innovative combination of online curriculum, book based curriculum, onsite classes, labs, academic support, activities and access to college classes. We have approximately 550 students enrolled in grades K through 12 and an Early College Options (ECO) program.

CWA COMMITMENTS

- Every student is known well
- We offer challenging, engaging, and relevant learning experiences
- Learning is personalized
- We believe all students can be successful
- Students have a flexible schedule to complete their work by the end of the semester

CWA CULTURE

-  Self motivation and responsibility
-  Respect of self, others and school property
-  Integrity - honesty and accountability
-  Expanding the educational experience through community opportunities
-  Exceptional work ethic
-  Preparation and incentive for the next educational experience

EXPECTATIONS

As a member of the Clackamas Web Academy community, you are expected to commit yourself fully to your own personal growth and learning. This program cannot be successful without the hard work and dedication of the student and the student's parents and/or guardians. The parents/guardians must take an active role in the student's school career. [Link to North Clackamas School District Student Family Handbook](#)

CWA SCHOOL RULES

-  *Be Respectful*
-  *Be Responsible*
-  *Be Kind*
-  *Be Safe*
-  *Be Present*

[CWA School-Level Communicable Disease Management Plan](#)

CLACKAMAS WEB ACADEMY: A PREVIEW

To ensure all students and families understand how Clackamas Web Academy works, we offer the following description.

Student expectations: Students must...

- Be motivated and capable of working independently,
- Commit to working approximately 5 to 6 hours per school day on their assigned curriculum,
- Ensure that computer equipment loaned to them is properly protected and maintained,
- Submit only their own original work
- Communicate with their advisors via phone, online system, email, or other means.
- Observe school policies and rules.
- Consistently attend and actively participate in student led advisory meetings.
- Be prepared to demonstrate your learning in real time.

Parent/guardian expectations: Families must...

- Sign in at the front desk and receive a badge to be in the school building.
- Monitor daily schoolwork and proper computer usage,
- Help your student to track their progress,
- Actively participate in advisory meetings held every other week with your student. Parent/guardian attendance is required at least once a month.
- Communicate promptly with staff should questions or concerns arise.
- Encourage the use of a quiet study environment,
- Arrange for a high-speed internet connection—at your own expense
- Reimburse the school for repairs or replacement of technology loaned to the student, if necessary.
- Ensure personal computers have antivirus software installed, are in good working order, and learn how to protect students from online threats.

Staff expectations:

- Students are assigned a faculty member who meets with them approximately once every other week. These meetings will often involve checking progress, providing academic guidance, communicating program information, and answering questions. Faculty is also expected to be available during business hours by cell phone, email and electronic messaging. Staff will respond to inquiries typically within 24 hours during the school week.

SCHOOL POLICIES AND STUDENT RULES OF CONDUCT

The CWA community rules include all those listed in this handbook, any changes posted in the school or distributed to students and their parents, and any other rules clearly communicated to students by CWA staff members. Following the CWA rules is a necessary condition of continued enrollment.

ADVISOR MEETING POLICY

Advisor meetings take place at CWA or through Google Meet. The expectations are as follows:

- Students are expected to meet with their advisor once, every two weeks, and check-in on a regular basis.
- If meeting at CWA, students need to bring their computer.
- Students, parents, and teachers arrive at each meeting on time.
- During advisor meetings, students and the academic coach are expected to adhere to all school expectations and rules.
- Students come prepared to share their academic progress in all classes.
- Be prepared to share your screen with your advisor during virtual meetings.
- Camera should be on during virtual advisory meetings.
- If there is a conflict with any scheduled meeting, contact your advisor immediately.

INTERNET COMMUNICATION WITH ADVISOR POLICY

Advisors expect that email and other internet communication will be done using proper grammar and spelling. It is expected that a student will use complete sentences and abstain from any form of vulgarity, typical instant messaging abbreviations, or inappropriate subjects.

ATTENDANCE POLICY

CWA requires daily work to be completed when school is in session according to the

North Clackamas School District calendar. Please communicate with your advisor regarding any school absences. **Ten consecutive school days without work, or communication, is grounds for dismissal from the program.**

TIME EACH WEEK DOING COURSEWORK

CWA students are expected to complete all assigned work daily and participate in all corresponding online/on-site classes. Typically this equates to about 5-6 hours of coursework each day.

OVERVIEW OF DISCIPLINARY CONSEQUENCES

The purpose of disciplinary action at CWA is to ensure that both individual students and the CWA community stay focused on growth and learning. Depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate:

Student warning, oral or written.

Immediate resolution of the problem or issue is expected.

Parent notification

Prompt resolution of the problem or issue is expected. Parent phone calls or conferences may result in the student signing a written commitment to improve his/her behavior and/or performance.

Academic consequences

Infractions that are primarily academic in nature, such as non-participation in school work, may result in students receiving a lower grade and/or a student contract designed to help the student improve.

Contract

A student contract may be written to agree on the correct course of action and determine goals for improvement. This is especially true in disciplinary circumstances in which suspension or expulsion is trying to be avoided.

Dismissal/ Expulsion

This consequence will be determined on a case by case basis.

PLAGIARISM AND CHEATING

CWA students are expected to do their own work and cite the work of others as appropriate. Plagiarism is the willful presentation of someone else's previously written, published, or copyrighted material as one's own. Such material may include work that

appears in print, on- line, or in audio or video formats. Copying work from another student or using AI inappropriately is regarded as plagiarism. Penalties for cheating and/or plagiarism may include no credit on the assignment in question, requirement to complete assessments on site in the presence of an instructor, no credit earned for the course, or being subject to an expulsion hearing.

STUDENT SAFETY ONLINE

We appreciate our responsibility to protect our students from the threats inherent to the internet. *Families are strongly encouraged to review student safety information and resources that are available on our website* by going to the Technology Support page in the Resources area of the [CWA website](#). The material is intended to help students and families understand the risks inherent in the online world, and what they can do to reduce those threats.

YOUR CWA COMPUTER

Google Chromebooks require a Google Gmail account to sign in and operate. A NCSD gmail account is created for all students and will be presented to the student by their advisor.

If problems arise on your computer that makes it difficult or impossible to operate, please contact our Tech Support Manager Jeff Steere (steerej@nclack.k12.or.us) for assistance.

CARING FOR YOUR COMPUTER-HARDWARE

Students are responsible for the care and welfare of their assigned computer, it's power adapter and the computer bag.

- Screens are fragile. Close the lid gently when not in use.
- Avoid touching the screen. Use only dry facial tissues to clean the screen. If necessary, dampen with a little water.
- Plug and unplug cables gently. The connectors have been known to break.
- Do not tightly wrap AC cords. Severely bending the cable where it attaches to the "brick" can damage the cord and make the AC adapter inoperative.
- Use the computer on a hard-flat surface when possible. If the fan opening on the bottom of the computer is blocked, the laptop can overheat.
- Touch pads operate best when hands are lean and dry.
- Avoid eating or drinking while operating the computer.
- Don't leave the computer unattended, such as in a car or at a coffee shop.

CARING FOR YOUR COMPUTER-SOFTWARE

- Google Chromebooks have a built-in virus protection.
- Update Chrome when prompted to do so.
- Google offers an online suite of Office like products (Docs, Sheets, Slides).

CARING FOR YOUR COMPUTER-CONTENT

- Families may wish to block certain content from the student's computer. There are commercially available devices that will limit what websites can be visited and when the computer can access the internet. Circle is an excellent solution. Open DNS and Comcast Xfinity Xfi are also excellent free software alternatives.

TROUBLESHOOTING TIPS

Computer doesn't turn on:

Check the power supply.

- Make sure the power cord is connected to a working outlet and that it is connected to the power supply.
- Make sure the power brick is connected to the computer and that the light on the brick is green (if it has one).

Cannot access internet web pages:

Check all connections and that all network devices and cables are plugged in and working properly. Consult your hardware documentation for routers and wireless devices.

Check your computer's network connection

Computer hardware or software not operating properly:

Restart the computer and try again.

Prior to calling your advisor or technical support, please make a note of any error messages. Also, please note which programs or computer components are not operating properly. This helps speed up the diagnostic and repair process.

AVOIDING POTENTIAL PROBLEMS

Beware of e-mail attachments from unknown senders. Attachments may contain viruses, worms, and other malware.

Limit web surfing and file sharing.

CWA CELL PHONE USAGE GUIDELINES

We recognize that students may need their phones to coordinate drop-offs, pick-ups, or even do work between classes. Students are allowed to keep their phones with them as long as they are silenced and stored in their backpacks during class. If a student uses their phone during class, they will be asked to place it in the designated phone pocket on the classroom door for the remainder of the period. If they are asked a second time during the school year, their phone will be collected, and we will contact the parent or guardian to pick it up from the school.

We also understand that emergencies may arise, and in those cases please call our main office at 503-659-4664.

Celebration of Learning (COL)

The Celebration of Learning (COL) is an important part of the Clackamas Web Academy experience and provides students with an opportunity to reflect on, demonstrate, and celebrate their learning and growth.

CWA hosts two Celebrations of Learning each school year—one in January and one in May. All students in grades K–12 are expected to participate in the COL process. Most students will participate in one COL each school year, while some students may participate in both the January and May COLs based on their grade level, courses, and program requirements.

During the COL, students share examples of their academic work, accomplishments, challenges, and progress toward their educational and personal goals. Presentations may include coursework, projects, personal reflections, service learning, college or career experiences, and other evidence of student growth and achievement. The format and expectations for the COL will vary based on grade level and the courses in which a student is enrolled.

Families are strongly encouraged to attend and participate. The COL provides an important opportunity for students, families, and CWA staff to recognize accomplishments, celebrate

growth, and identify goals for continued success.

At CWA, we believe learning is something worth celebrating. The Celebration of Learning gives students an opportunity to share their progress, take pride in their accomplishments, and look ahead to their next steps.

FREQUENTLY ASKED QUESTIONS

1. How much do we have to pay for this program?

The family is responsible for the cost of the internet set-up, as well as your monthly internet bill. We also ask that our families contribute \$20.00 per child to the classroom supply/student fund. If a family chooses to participate in one of the regular field trips, there will also be an additional charge for each trip. Families are financially responsible for loss or damage of the computer equipment they have checked out. Families do have the option of using their own computers, not checking out a CWA computer, and thereby reducing the chance of incurring a bill for the repair of a school computer.

2. Can we leave this program at any time?

Yes, just like a traditional public school, you have the right to leave this program. Students who leave the program and then wish to re-enroll, will need to reapply through the regular application process.

3. What about state testing?

Participation in State Testing is required for grades 3-8, and 11. For more information about state testing please go to:

<https://www.oregon.gov/ode/educator-resources/assessment/pages/statewide-assessments.aspx>. You will be able to locate dates, information, and frequently asked questions.

4. What if we have technical computer problems?

Please refer to the helpful hints in the back of this handbook, call your assigned advisor and they will instruct your next step, or refer to the free technology page on our website. Tech contact: Jeff Steere steerej@nclack.k12.or.us

5. What will happen during the regular student-advisor scheduled meetings?

The advisory meeting is designed to help students progress in our school. Students will share progress and ask clarifying questions. The advisor will provide academic guidance, communicate program information and answer any questions.

A student may communicate utilizing the phone, computer, attending synchronous classes, and/or advisor visit unless otherwise prearranged. Students are expected to show up on time and communicate with their advisor if there is a schedule conflict.

6. What curriculum does CWA use?

Clackamas Web Academy uses a variety of curriculum at each grade level. Please refer to our school website and / or contact your assigned advisory for a current list of programs that we utilize, [Clackamas Web Academy](#).

7. School Calendar: (What days do I go to school?)

CWA follows the North Clackamas School District high school calendar. Please [Click Here](#).

For the school class schedules and school events, please refer to the CWA school calendar on our website: [CWA School Calendar](#)

8. Can I participate in Athletics or other Extracurricular Activities?

Yes, you are allowed to participate in your resident school district's athletics and extracurricular activities that are governed by the Oregon Schools Activity Association. Contact your local school district for more information: [OSAA](#)

9. How are Grades Determined?

CWA students receive a letter grade for each completed class. Grades are converted to a 4-point scale to determine grade point average.

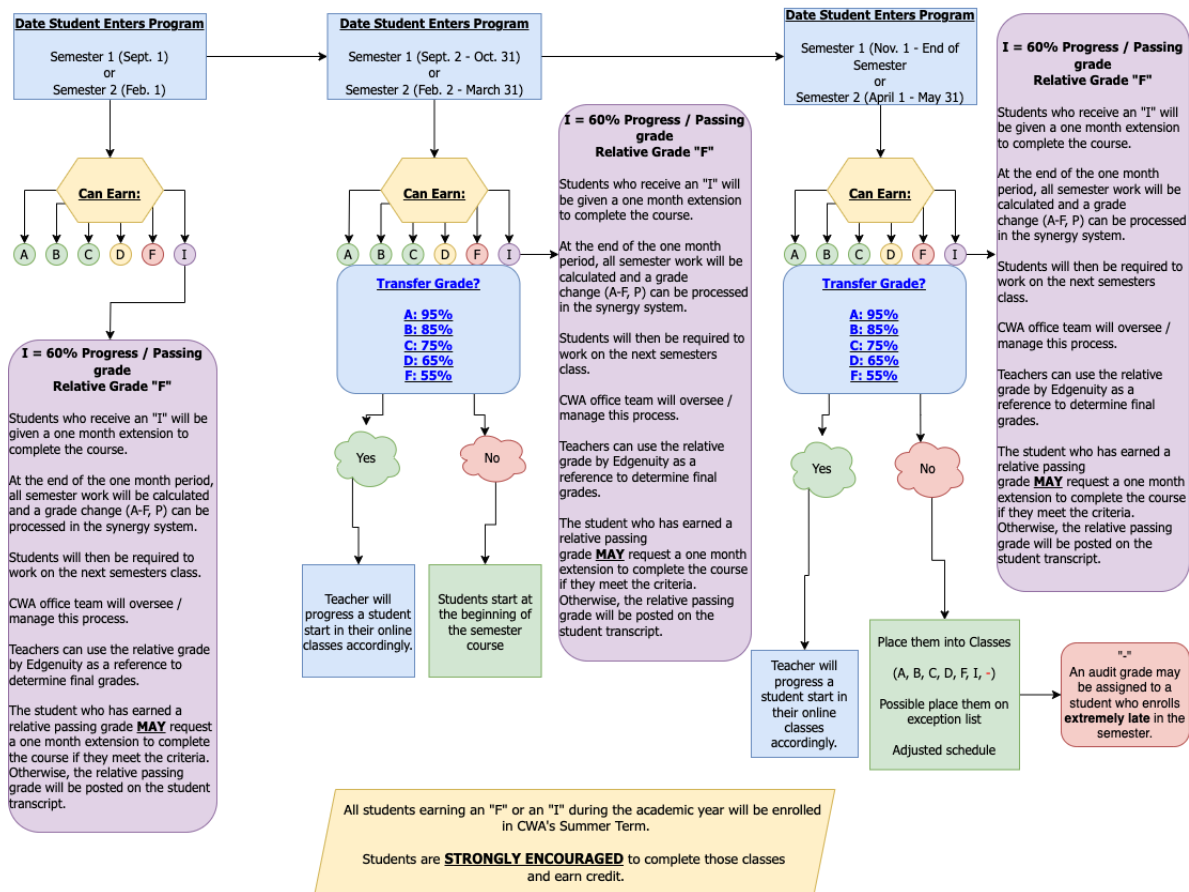
Grading system for students in Grades 3 through 12:

Grade	Explanation
-	Audit
A (90-100%)	Excellent
B (80-89%)	Very good
C (70-79%)	Good
D (60-69%)	Poor
F (0-59%)	Fail, no credit earned
I	Incomplete, no credit earned
NP	No pass, no credit earned
NG	No grade, no credit earned
P	Pass, credit earned

Other considerations for grades earned in high school level courses:



CWA Teacher and Student Grading Guide



Grading system for Kindergarten - 2nd grade students

E	Excellent
S	Satisfactory (average)
SD	Satisfactory development, but below grade level
N	Needs improvement
U	Unsatisfactory

10. What Can Parents/Guardians Do To Help?

In order for your student to be successful, the **parent/guardian plays** an essential

role in the students' education.

Families will...

- monitor daily schoolwork and proper computer usage by ensuring the student is logging on and making progress in all educational platforms.
- help the student to track his/her progress.
- encourage the use of a quiet study environment.
- arrange for a high-speed internet connection—at their own expense.
- be available to actively participate in advisor meetings held every other week.
- communicate promptly with staff should questions or concerns arise.
- learn how to protect students from online threats.
- respond to school communication in a timely manner (ideally within 48 hrs).

11. What about Possible Blackouts and Snow Days?

CWA will follow the North Clackamas District calendar and will follow the same calendar for its students. Parents and students are advised to look at the school and district website to determine the status of the North Clackamas School District Schools in the event of school closure (e.g., snow days). Your advisor will not be available during days in which the North Clackamas School district is closed, including snow days. If your local school district is closed, while North Clackamas school district is open, your advisor may opt to reschedule any appointments you may have set for the day, for everyone's safety. You should also check your Edgenuity message board, the CWA website, or your local Community College website. If a school cancellation occurs, CWA may change the calendar due dates in the online curriculum. Students will be notified when these changes take place.

12. What are the Graduation Requirements and Required Courses?

Graduation requirements for the Class of 2021 and beyond:

Area Name	Credits Required
Health Education	1.0
Language Arts	4.0
Math	3.0
Physical Education	1.0
Science	3.0
Service Learning	1.0
Fine Arts, Applied Arts, and Second Language	1.0
Senior Internship	1.0
Social Studies/History (.5 Government)	3.0
Personal Finance .5 and 5.5 cr. Electives	6.0
TOTAL	24

In addition to this coursework, students must demonstrate proficiency in certain areas, according to district requirements. Please contact your teacher or counselor for additional information.

13. Required Participation in On-Site and Online Synchronous Classes

Students in grades K–12 may be required to participate in on-site and/or online synchronous classes and activities as part of their CWA educational program. Class schedules, locations, and participation expectations are communicated by CWA staff and posted on the CWA website and/or in students' Google Classrooms.

Students are expected to attend and actively participate in required synchronous instructional sessions as identified by their teachers and educational program.

High School Math Final Exams: Students enrolled in a CWA high school mathematics course are required to participate in person at CWA for their final examinations at the end of Semester One and Semester Two. Dates and times for these required on-site finals will be communicated in advance by CWA staff and posted in the appropriate Google Classroom.

Students and families should communicate with their teacher or advisor as early as possible if circumstances may prevent a student from participating in a required on-site or synchronous activity. Early communication will allow the CWA team to review individual circumstances and, when appropriate, make reasonable accommodations on a case-by-case basis.

14. What electives does CWA offer our students?

A variety of on-line, onsite and college classes are offered as electives. You can refer to your curriculum handbook, the website, or your counselor for more information.

15. What other activities will CWA offer?

CWA offers a series of enrichment opportunities as well as field trips, science labs and student community sessions. Please check the website for a list of opportunities, dates, times, and descriptions.

16. What is Youth Take Action?



This class is typically completed during a student's junior year. This is a school-based service-learning program designed to connect education with service in the community. Each student is required to do at least 40 hours of service through community-based organizations. Once students are engaged in their service projects, they continue to learn by discussing, sharing and reflecting on their service activities. The online course curriculum includes civics and government lessons such as the rights and responsibilities of being a U.S. citizen and how these concepts relate to serving in the community. Students will also learn important career skills, such as interviewing, public speaking and teamwork, and have the opportunity to explore career possibilities, all while making a real, positive difference in the community. College credit is available to those who complete the appropriate paperwork.

17. What is Senior Internship?

The Senior Internship at CWA is a real-life experience working and learning in a career path that is of interest to the student. In addition to meeting a graduation requirement, the purpose of the internship is to allow students to apply the knowledge and experience they have gained during the past 12 years of education while also giving them the skills, experience, and knowledge needed to successfully transition into the next steps of life after high school.

All aspects of the Senior Internship have been intentionally designed to give real experience and real tools to move from high school into a college, career, and life. From creating a resume and letter of introduction to career experience and the final professional interview, every aspect is real-life and applicable to helping students progress toward their goals.

The Senior Internship Coordinator will assist students in all aspects of the Senior Internship. Career exploration, preparation for internship, placement, supervision, and completion support will be provided.

Successful completion of Youth Take Action is highly recommended prior to beginning Senior Internship.

Steps for Senior Internship Completion:

Sign up and attend one required onsite seminar. In the seminar, you will complete a resume, be introduced to career exploration tools, and create a plan for an internship.

Find an internship site and supervisor. The CWA Internship Instructor will assist you in finding internship placement options.

Complete the 40-hour internship. Turn in the timesheet and evaluations. Write a thank-you note to your internship supervisor, and you are ready to begin life after high school!

Complete online curriculum in Accelerated Ed.