

# **Jordahl Academy Student and Parent Handbook**

Mission: Jordahl Academy is a non-public, nonprofit program tailored to the unique needs of unique students.

Vision: A brighter future for the students who need it the most.

Goals:

- Jordahl Academy will raise the graduation rate in Iowa by providing a conscientious, comprehensive program to meet the needs of students who are looking for a nonpublic high school option and/or have dropped out of high school and are motivated to earn their diploma.
- Jordahl Academy will create individual learning paths that honor the college and career dreams of the students it serves.
- Jordahl Academy will prepare students to become participating, contributing members of society.

Values:

- Incorporating learning styles, and the interests and needs of students to create personalized learning paths.
- Recognizing the value of each student and the unique circumstances they bring to the learning environment.
- Creating worthy work that crosses over content areas.
- Focusing on competency-based, project-based education.

**Welcome to Jordahl Academy, where we take pride in making meaningful opportunities for individual and collective growth.**

**Establishing the appropriate framework to guide this work is essential and a fundamental purpose of the**

**Student and Parent Handbook. It serves as our common resource for operational and behavioral guidance. It is one of our most important pieces of communication and it is every student's and parent's responsibility to be familiar and knowledgeable with its contents, particularly as the information is designed to keep our community purposefully oriented, well structured and appropriately safe. Jordahl Academy intentionally seeks to be a diverse gathering of students, teachers, parents, and community members all reaching for greater intellectual, physical and philanthropic heights.**

**Together, we seek to be good, productive and contributing members of a larger community. Each individual is expected to participate by holding themselves and others accountable to these standards and fully adopting the school's values of integrity, responsibility, and respect. Please be in touch with us about any ideas you have or may develop during the year as to how this document can be improved.**

**Our Students** are curious and creative learners who succeed through personal initiative and sustained effort to reach high academic goals. They are critical thinkers who seek knowledge and possess technological competence and collaborative skills. Our students embody a sense of fair play, embrace diversity, and think flexibly.

**Our Educators** believe that all students can meet or exceed rigorous academic standards. Teachers, staff, and administrators together form a rich professional learning community where all are supported to hone our

professional craft and improve our effectiveness. Through the examination of our instructional practices and data, we adjust our teaching and operational systems in order to continuously improve. We are responsible in the stewardship of our fiscal resources and fair and equitable in their distribution.

**Our Families and Community** are integral to the success of our students and schools. Families are active, engaged, and welcomed partners in their child's education, who give valued input and participate in making important decisions about our academic and enrichment programs.

**Our School** offers an engaging and culturally relevant curriculum that builds on students' interests and abilities. Student needs, as identified by regular assessment, inform our teaching and guide appropriate and effective intervention services. We offer a standards-based learning environment and a comprehensive system of supports to address the needs of the whole child.

## **EXPECTATIONS FOR JORDAHL ACADEMY STUDENTS**

Be organized! Plan ahead, you have a lot going on in your life, don't slow down your progress towards graduating because you have to work or be out of town. You are in charge of your own education!

You are afforded great opportunities through our online format – capitalize on those opportunities!

Practice the art of being proactive, rather than reactive. Simply said, ask for help when you start to have a problem, not when you are so overwhelmed you feel like giving up. We are here for you and we will do everything to help you out, but you have to be honest. No one can read your mind!

Keep in touch with your teachers. Check your Google Classrooms for assignments and feedback. Please do not hesitate to visit with Dr. Knight or our Principal about any problems, questions, or ideas you have. Together, we will work to make Jordahl Academy work for you.

Be positive!

Be aware of the expectations for yourself. It is your responsibility to be aware of all expectations and policies as described in this handbook and follow through with them.

## **GRADUATION REQUIREMENTS**

Jordahl Academy follows all of the requirements set by the Iowa Department of Education therefore, “beginning with the 2020-2021 school year graduating class, all students in schools and school districts shall satisfactorily complete at least four units of English and language arts, three units of mathematics, three units of science, three units of social studies, and one full unit of physical education as conditions of graduation. The three units of social studies include: United States Government (1 semester) and one unit of United States History.” In addition, Jordahl Academy students must take 1 semester of Health/CPR and 1 semester of Financial Literacy. Students will complete 1,080 hours of instruction and 40 hours of service learning.

### **Jordahl Academy offers two paths to graduation.**

First is our Rigorous, Ready Now Diploma, you choose to focus on your core classes (8 credits for English, 6 credits for science, 6 credits for social studies, 1 credit of Financial Literacy, 6 credits for math, 1 credit for health, and .25 credits for each semester of P.E.) and receive your diploma. We encourage you to take additional electives in areas that meet your personal goals; however, they are not required to graduate.

You can also choose the second option for graduation, our Future Focus Diploma, this path meets RAI and NCAA requirements and requires you to include electives into your plan (8 credits for English, 6 credits for science, 6 credits for social studies, 1 credit of Financial Literacy, 6 credits for math, 1 credit for health, and .25 credits for each semester of P.E., and a minimum of 8 elective credits).

Both pathways include service learning and Genius Hour discussed in later sections of the handbook.

## **STUDENT OBLIGATIONS/ACCOUNTABILITY**

Log in to your classes **every day**. Check your email and connect with your teachers daily through Google Hangout/email/text or phone call. The most important part is that you are communicating. We want to help you but there is give and take in building a trusting relationship. Teachers will notify Dr. Knight or the Principal whenever a

student's academic progress is not satisfactory or they have stopped communicating with the instructor. You are required to complete two courses each month, so planning and consistency are vital. It is much better for you to speak up and ask for help rather than to get a call that you are behind.

Make continuous progress. **You will need to contact teachers each day M-F, unless arrangements for an alternative attendance schedule have been approved. You are required to put in 30 hours of work into school each week, an average of six hours per day on a five-day schedule.** We also recognize that you may have a personalized schedule due to family or work commitments, or personal concerns. This may lead to you working on your classes at nontraditional times, for example, Saturday afternoon rather than Tuesday at 10:00 am. This is perfectly acceptable. We will work with you to make sure you are receiving all the support you need to not only be successful in your classes but also meet the formal requirements to earn your diploma. Our school is flexible and can operate 24/7. We are here for you!

Meeting with your mentor is an essential part of your progress towards graduation. Although these meetings are face-to-face, during the 2021-2022 school year these meetings may need to continue to be virtual using Google Hangout. You are required to cancel through text, phone call, or email **at a minimum of 3 hours** before your meeting time or you will be assessed a \$35 fee. At that time, or soon after, you will also need to reschedule the mentor meeting within the next week. This may mean you have two meetings in one week.

**If you need a computer or other technology through Jordahl Academy, you will need to sign a contract in order to check it out. While you are enrolled in the program you will have access to a Chromebook and, if you do not have internet access, a WIFI hotspot. You are responsible for the safety and functionality of any equipment you borrow. All Internet access will be granted on a minutes/month basis and should be used for schoolwork.** It is very important that you take care of this equipment as it is to be returned in working order when you graduate. If you have technical issues, please contact your mentor first. We have a system in place to make sure you always have working technology. **Please see the APPROPRIATE USE OF TECHNOLOGY AND COMMUNICATION section for more information.**

Other materials you need for classes, examples include: novels, art kits, science labs, etc., are also provided just as they would be in a brick and mortar school. These items

may or may not need to be returned (a microscope-yes, paints from an art kit-no). If you have questions, please ask your teacher or mentor.

**Service Learning - For each month you are in the program you will need to log four hours of service learning.** This required portion of the program connects you to your community, enriches your experience as a participatory citizen, and develops your interpersonal skills. You get to choose the activity. It can be as simple as helping the neighbor rake leaves, shovel snow, or paint. You can volunteer at the food bank, homeless shelter, or ARL. You can go around the neighborhood or your favorite park and pick up the trash. You decide on how you are going to make your world a better place. Information, ideas, and the log you fill out to document your work is located in the Jordahl Academy Student Portal.

Genius Hour-As part of your education, you will have the opportunity to work towards the future you want for yourself in a concrete manner. Genius hour is the time each week when you pursue your own plans. It may look different for each student, but we support you in every way. If you are looking for an internship or a part-time job, we will help you make connections and apply. If you want to do personal research, or work towards a certification, we will guide you through the process. This is learning in its truest form.

## **COMPETENCY-BASED EDUCATION AND ASSESSMENT**

Jordahl Academy utilizes a competency-based education model to meet the needs of our unique learners.

“Competency-based education” means that learners advance through content or earn credit based on demonstration of proficiency of competencies. Proficiency for this context is the demonstrated skill or knowledge required to advance to and be successful in higher levels of learning in that content area. Some students may advance through more content or earn more credit than in a traditional school year while others might take more than a traditional school year to advance through the same content and to earn credit. A student must meet the requirements of 12.5(14) to be awarded credit in a competency-based system of education.

All courses and assessments are to align with the Iowa Core, the Iowa 21st Century Framework, and the Universal Constructs. Additional guidance may be sought where

the previously mentioned resources fall short, which may include Common Core, NAEA, etc. Expectations for course completion should directly correlate with the student's demonstration of meeting each standard addressed in the course being taken. Students and teachers are encouraged to collaborate on authentic learning opportunities, project based learning activities, and interdisciplinary work.

**Students enrolled in Jordahl Academy are required to complete two semester credit courses in each four week period.**

## **COURSE SELECTION**

Initial course assignments for incoming students are made by the Registrar's Office based on a review of each student's current transcripts, test scores and in accordance with state and school requirements.

Add/Drop: a student may add or drop a course within five academic days of the start of the course due to a placement or other academic reason, with permission from the Registrar.

## **GRADES**

We are committed to students mastering the standards, therefore supports will be offered and **a class will not be completed until a student has reached at least a 70% or C grade on every assessment.** It is our philosophy that learning gaps are a dangerous game and the consequences grow over time. Our teachers work with students to ensure they know, understand, and can demonstrate their learning. Students are given the opportunity to work on deeper understanding and earn As and Bs without doing more work, just different work. The student is in control.

In Google Classroom grades are reported in the following way:

0/100 means a student has turned in work but nothing was attached, completed, or no relevant standards were addressed

50/100 means a student has turned in work but has not met all the standards (this could mean they have not met proficiency in one or multiple standards, a 50 is the indicator that work is in progress and feedback from the teacher is available)

70/100=C

80/100=B

90/100=A

Students are always allowed to revise for a better grade.

## **TRANSCRIPTS**

Transcripts are a student's permanent record of grades and test scores while at Jordahl Academy. Standardized test scores reported to Jordahl Academy will become a permanent part of a student's transcript. At no time may a reported score be removed from a transcript.

## **INSTRUCTIONAL MATERIALS POLICY**

Jordahl Academy attempts to supply the needs and requests of students and staff members for textbooks, instructional materials, supplementary and media materials that will support the goals and objectives of the instructional program, which will provide a variety of points of view and reader appeal. The materials should have aesthetic, cultural, literacy, or social value and are to be judged as a whole and not by individual words, phrases, or incidents. It is unavoidable that the instructional materials will not completely satisfy all persons. If there is an objection raised to, or asking for reconsideration of, instructional materials or the manner in which they are being used, it may be directed first to the teacher and then to a member of the administrative team. **In plain English, if you don't feel comfortable with an assignment or book because of the words or ideas in it, please let your teacher know so something else can be chosen.**

## **APPROPRIATE USE OF TECHNOLOGY AND COMMUNICATION**

Technological resources, including computers, other electronic devices, programs, networks, and the Internet, provide opportunities to enhance instruction, appeal to different learning styles, and meet the educational goals of Iowa NET High Academy (INHA). Through the technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Technological resources are used in teaching the INHA Standard Course of Study and in meeting the educational goals of our students.

### **A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES**

The use of INHA technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. All students will be trained about appropriate online behavior based on their needs. Such training must cover topics such as cyberbullying awareness and response and appropriate interaction with others on social networking websites and in chat rooms.

Anyone who uses INHA computers or electronic devices or who accesses the INHA Google Suite, website, or social media representing themselves as an INHA student must comply with the requirements listed below. All students must receive a copy of this policy annually. At the first meeting with their mentor, students must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. INHA technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of INHA technological resources for commercial gain or profit is prohibited.
2. Software purchased by the INHA may not be copied for personal use unless directly covered under a specific vendor licensing program.
3. Students must comply with all applicable administrative regulations, school standards, and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personally

identifiable, private, or confidential information, such as the home address or telephone number, of themselves or fellow students

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, and software or computer networks. Users that intentionally or negligently damage computers or electronic devices may be responsible for the cost of repair or replacement of the device. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs, or any foreign program or software onto any INHA computer, electronic device, or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.

11. If a user identifies a security problem on a technological resource, they must immediately notify a school employee. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

13. Views may be expressed as representing the view of the INHA or part of the INHA only with prior approval by Dr. Knight.

## B. RESTRICTED MATERIAL ON THE INTERNET

INHA is aware that there is information on the Internet that is not related to the educational program. INHA also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. While no content filtering system is infallible, INHA personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language that does not serve as a legitimate pedagogical purpose. **Dr. Knight shall**

**ensure that GoGuardian, a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography, or that is harmful to minors, is installed on all INHA computers. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. In plain English: INHA receives a report on all internet activity.**

INHA personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by the disapproval of the ideas involved. The user is ultimately responsible for their activity using any technological resource.

A parent/guardian who does not want their child to have independent access to the Internet will provide written notice to Dr. Knight, PO Box 193, Union, IA 50258.

### C. PRIVACY

No right to privacy exists in the use of technological resources. INHA administrators or individuals designated by Dr. Knight may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. INHA personnel shall monitor the online activities of individuals who access the Internet via a school-owned computer or through the Google suite.

### D. PERSONAL WEBSITES

Dr. Knight may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize INHA or individual school names, logos, or trademarks without permission.

Though school personnel generally do not monitor students' Internet activity conducted on non-INHA computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined.

## **SOCIAL-EMOTIONAL LEARNING**

The Social-Emotional Learning Curriculum (SEL) is implemented at Jordahl Academy in a variety of ways across different student experiences. This robust program dedicated to educating our students' character, habits, and emotional needs will be addressed primarily through our mentoring program. This program is dedicated to meeting students where they are, providing them with a variety of lesson types and experiences and meeting each of the SEL standards throughout their high school career. The purpose of

the SEL Curriculum is to formalize the teaching of life skills that are important to adolescent development. Topics such as “Stress Management,” “Transitions,” “Values and Ethics,” and “Service to Others” are chosen based on a needs-assessment of our current school community. Although many of these skills are covered during “teachable moments” throughout the year, the programs under the SEL curriculum umbrella offer a more structured approach to systematically address each of these topics in an effort to better “prepare our students for productive and fulfilling lives.”

## **SAFE ENVIRONMENT**

Students, teachers, and parents, realize the need for respect. Even though the majority of your work is virtual, this idea still applies.

All teachers are legally and morally responsible for the safety and welfare of our students, please report concerns to Dr. Knight or the Principal.

Jordahl Academy recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug-free environment, safe for student growth and learning. While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while at a Jordahl Academy meeting, lab, or other events. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use. Parents/guardians and the police will be contacted and the student’s continued participation in the program will be reviewed with removal possible.

## **BULLYING AND HARASSMENT POLICY**

Jordahl Academy follows the policies of the Iowa Department of Education which states, we prohibit “harassment and bullying of or by students, staff, and volunteers (**RD1.4**) which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment (**I.D.2.**) *281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.1” It is not limited to these 17 categories and may include others.*

The following Jordahl Academy policies and procedures cover student vs. student, student vs. staff, staff vs. staff, and staff vs. student issues:

**Staff, Students, and Parents have the right...**

#### To be safe from abuse

-It is the policy of Jordahl Academy that school employees, volunteers and students not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, either in person or virtually, towards students. It is the policy of the district to respond to allegations of abuse by school employees, volunteers, or students by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner. Anyone believing that an employee, volunteer or student of Jordahl Academy has abused a student, employee or volunteer must report the abuse to Dr. Cynthia Knight or the Principal.

#### To be safe from bullying and harassment

-It is the policy of Jordahl Academy that students, school employees, volunteers, or students will not commit acts of harassment or bullying towards other students, staff or volunteers. Anyone believing that a student, staff, or volunteer has been harassed or bullied by another student or Jordahl Academy employee or volunteer must report the abuse to Dr. Cynthia Knight or the Principal.

#### To be safe from discrimination

-It is the policy of the Jordahl Academy that students are free from discriminatory practices in educational programs. The discrimination shall include but is not limited to, age, color, creed, national origin, race, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dr. Cynthia Knight or the Principal.

#### To be educated

-Staff and students who, without establishing a pattern of doing so, engage in isolated conduct of the kind just described, or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort and/or humiliate, demonstrate insensitivity that necessitates remedial measures. When program administrators become aware that such activities are occurring in their areas, they should discuss such conduct with those involved and, where appropriate, recommend that person take an educational program designed to develop an understanding of the harm being done. If, after participating in the educational program or failing to participate after being recommended to do so, a person continues to engage in the unbecoming conduct previously described, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or

humiliate the one at whom the actions or statements are directed. If you have questions or a grievance related to this policy please contact Dr. Cynthia Knight or the Principal.

Severe violations of the above policies could result in the immediate severability of any contract held by staff, students, or volunteers.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 and Iowa Special Education Law prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Jordahl Academy has the obligation to comply with the home school's identification, evaluation, and, if the student is determined to be eligible, accessibility to appropriate educational services under Section 504 and Special Education Law. If the parent or guardian disagrees with the determination made by the professional staff of the home school district, he/she has a right to a hearing with an impartial hearing officer at the home school district.

## **MULTICULTURAL GENDER FAIR POLICY**

The Jordahl Academy respects and honors a Multicultural (MC) approach to the educational programing defined as those with foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European, Americans, and persons with disabilities are present throughout the curriculum.

The Jordahl Academy respects and honors Gender Fair (GF) approaches to the educational program which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of people to society. The program reflects the wide variety of roles identified by our students and open and equal opportunity to all.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Jordahl Academy receives a request for access. Parents or eligible students

who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Jordahl Academy to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jordahl Academy to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## CONTRACTUAL AGREEMENT

***I have read the Jordahl Academy Student Handbook and will comply with all practices and procedures. Failure to fulfill responsibilities contained in the handbook and aforementioned documents can be considered as a fair reason to remove a student from the Jordahl Academy program.***

I, \_\_\_\_\_, will be responsible for all of the above requirements.

Electronic Signature

Date \_\_\_\_\_

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Administrator's Electronic Signature

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Date