



JORDAHL ACADEMY

Challenge. Choice. Change.

Student and Parent Handbook
2019-2020

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The Jordahl Academy Mission:

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

- **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 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 an standards-based learning environment and a comprehensive system of supports to address the needs of the whole child.

Jordahl Academy Student and Parent Handbook

Welcome to Jordahl Academy, where we take pride in making meaningful opportunity 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.

Communicating with Jordahl Academy

- Jordahl Academy will be in regular communication with you about your student(s) throughout the school year. Your main point of contact is twofold, the parent online portal and your student's advisor. In addition, the Academics office will reach out quarterly to share grades, parent/teacher conferences are held each semester, and faculty will communicate regularly through phone calls and social media with information pertinent to your student. Our website jordahlacademy.org has information and contact information, as does our school portal: -.
- Full contact information for our Faculty and Staff can be found in the Jordahl Academy Portal at -.
- Office phone number:

Attendance

- Students are expected to be at school each day that school is in session.
- If a student has an unplanned absence, the parent or guardian should call the school before 8:00 a.m. and leave a message stating this. Repeated lateness will be treated as a discipline issue. Students are expected to be on time and to meet all commitments.
- If a student is ill, please contact the office so we can help make academic arrangements.
- All absences will be treated as unexcused until the school receives notice in via phone, email, or note explaining the reason for the absence.
- An absence may be considered excused for illness, family emergency or other situations at the discretion of the Director of Academics. Verification for excused absences may be a doctor's note or valid letter of explanation from parent/guardian. Any other form of documentation for excused absences is at the discretion of school administration.
- A student missing 120 or more hours in one school year may be required to repeat yearlong courses, or to be retained in his current grade.

Inclement Weather

- In the event of inclement weather, it may be necessary to close school or delay the start of classes. Announcements related to inclement weather affecting the daily school schedule will be sent out via Google Classrooms and broadcast on television channels 5, 8, and 13, and on radio stations WHO, KLYF, KIOA, and WOI.
- Whenever classes are delayed due to inclement weather, the school day will end at the regular time. If a late-start schedule is announced for the day of inclement weather, school will begin one hour later than the originally scheduled time.
- If school is in session and dismisses early as the result of weather, all athletic practices and other activities will be cancelled.

Emergency Drills (Fire, Severe Weather, Safety)

- Drills at regular intervals are required by law and are considered an important safety precaution. Safety drill instructions are posted in each classroom. Students should pay particular attention to these regulations.
- During fire and safety drills, students are expected to be silent.
- Jordahl Academy uses an all systems approach when reacting to an emergency situation.
 - We implement the acronym ADD, which stands for (Avoid/Deny/Defend).
 - The faculty and staff will be trained what to do in case of an emergency utilizing evacuation routes/locations, rally points, and reunification plan.

Healthy Kids Act & Other Iowa Requirements

- CPR Training - All students are required to take a CPR class before graduation.
 - This class can be taken as early as 7th grade, but must be completed by 12th grade (required)
- Physical Activity Program
 - 120 minutes of physical activity are required per week
- Students must have the following forms on file in the school office (forms available in the Parent Portal):
 - Current physical and immunization
 - Dental Screen
 - Vision Screen
 - Completed Concussion and Brain Injury Statement

NCAA Eligibility Center

- If a student wishes to participate in Division I or Division II athletics in college, they must register and be certified by the NCAA Initial-Eligibility Clearinghouse.
- Registration can be done at www.ncaaeligibilitycenter.net.
- Students will need to send a transcript at the time of registration and another following graduation.
- The NCAA reserves all rights in determining student eligibility.
- A copy of the guidelines is available in the School Office.

JORDAHL ACADEMY | 2019-2020 CALENDAR

<p>19-22 Teachers Return 22 4-8pm Open House 26 First Day of School 30-31 Al-Hijra-Islamic New Year</p>	<p>AUGUST '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>FEBRUARY '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> <p>13 3-8pm P/T Conferences 14 8:30am-5pm P/T Conferences 17 Presidents' Day</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
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ACADEMIC MODEL

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.

Competency Based Education and Assessment

- 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 include-Common Core, NAEA, etc. Expectations for course completion should directly correlate with the students 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 will be expected to complete eight hours of service learning for each month they are in the program. This required portion of the program connects students to their communities, enriches their experiences as participatory citizens, and develops interpersonal skills. This service-learning program is directed by Dr. Knight, but may require students to check in or share materials with their mentors depending on needs.

Hours and Credits

- **Hours of school**
 - On campus guidance and instruction daily Monday thru Thursday 8:30-2:00
 - Online instruction Fridays
 - 4 days– School retreats under guidance and instruction of professional staff
 - J-Term provides a unique opportunity for students to participate in a chosen internship, apprenticeship, or specific course which will be coordinated with Iowa Workforce Development, St. Vincent DePaul, specific corporate partners programs, local trade unions, and others.
 - Total Hours - 1,080
- **Credit.** Students will receive one unit of credit per semester upon successful completion of Common Core Standards in any given content area course. A total of 33 credits will be needed to graduate. **8 Credits for English, 6 Credits for Science, 6 Credits for Social Studies, 6 Credits for Math, 1 Credit for Health, 4 Credits of Electives, and .25 credits for each semester of PE.**

Course Selection

- Initial course assignments for incoming students are made by the Academics 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 Director of Academics.
- Withdrawal: beyond the Add/Drop period, a student's withdrawal from a course will result in a "WF" grade recorded on his transcript if they are failing at that time. If the student is passing at the time of withdrawal, a "WP" will be recorded on the transcript.
- Withdrawal will be permitted only under extreme curricular necessity and with recommendation of the Director of Academics and the relevant academic department.

Program of Study

9th Grade

- 2 credits of English
- 2 credits of science
- 2 credits of math
- 2 credits of social studies
- .5 credits of P.E.
- 1 credit of health
- 2.5 credits of electives

10th Grade

- 2 credits of English
- 2 credits of science
- 2 credits of math
- 2 credits of social studies
- .5 credits of P.E.
- 3.5 credits of electives

Program of Study

11th Grade

- 2 credits of English
- 1 credits of science
- 1 credits of math
- 1 credit of social studies
- .5 credits of P.E.
- 5.5 credits of electives

12th Grade

- 2 credits of English
- 1 credits of science
- 1 credits of math
- 1 credit of social studies
- .5 credits of P.E.
- 5.5 credits of electives

Academic Materials Selection

- 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 views 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. **Plainly, if you don't feel comfortable with an assignment or book because of the words or ideas in it, please discuss this with your teacher so a suitable replacement can be made early on in the process.**

Class Schedules and Grading

- Students are scheduled for a minimum of twelve credits per school year. All students are expected to have a course load which is consistent with their academic ability and skill development; any deviation from these academic requirements must be approved by the Director of Academics. Qualifying students may have a different requirement as stated in their college and career plan.
- At Jordahl Academy grading is standards based.
- Standards Based Grading is a grading method which encourages students to take control over their own learning and therefore their grade. It shifts the focus from earning points for completing assignments turning "stuff" in to demonstrating understanding of content.
- A Standards Based Grade represents what a student has learned instead of what they have done or completed.

Academic Records

Report Cards

- Grade reports and faculty comments are provided through the Jordahl Academy Portal, our online grading and school information system.
- Each learning goal is assessed by one or more questions and then given a rating based on the understanding demonstrated. Each learning goal will be assessed at least once during a unit. Individual proficiency ratings range from 0 to 4.
- 4 Superior understanding A
- 3 Basic understanding B
- 2 Some understanding C
- 1 Struggling with understanding D
- 0 No understanding or no evidence F

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. Transcripts for Jordahl Academy graduates/former students are ordered online. Transcripts can be ordered through the Jordahl Academy website.

Standardized Assessments

- All students will take the ACCUPLACER or the ASVAB.
- The results of these test results may be used to help place students in courses.
- All 10th and 11th graders take the PSAT as part of their college preparation process. Students are automatically signed up for these tests, which are administered during a regular school day.
- Juniors and seniors may take the SAT and/or ACT, which are required for admission to most colleges and universities and for which each student must register individually.

Academic Coaching

- Students who receive a 70% grade or lower in two or more courses will be identified for Academic Coaching. At the discretion of the Director of Academics, a student may be placed on or removed from Academic Coaching. The Academic Coaching list will be run every week on Monday.
 - If your name appears on the list, there are THREE requirements:
 - Attend conference time with the teachers of the classes that are below 70%
 - Sign up for and attend an AC session
 - The student will consult with each teacher, and together with his faculty advisor, complete a written plan of action (Academic Goals Form). This contract is designed in conjunction with the Director of Academics and is used to monitor a student's progress in order to increase potential for academic success.
 - Failure to fulfill any of the requirements listed above will be treated the same as failure to complete any other required school activity/event
 - Communication regarding your progress on Academic Coaching may be made available to your parents so that they may help support your efforts
 - Persistent presence on the Academic Coaching list and/or an effort average between 1.0 and 2.0 may place the student in academic jeopardy
 - Any student appearing on the Academic Coaching list for three of the four marking periods within a school year will be eligible for academic dismissal and may forfeit an invitation to return to Jordahl Academy the following year

Student Conduct

The goal of the code of conduct is to instill in each student an awareness of and respect for the rights of others. It is the responsibility of each student to:

Be aware of all rules and regulations for student behavior.

Ask questions.

Assume that, until a rule is waived, altered or repealed in writing, it is in effect.

Assist the school staff in operating a safe school for all students, staff, and visitors. Say something if you have a concern.

Exercise proper care when using facilities and equipment.

Exhibit more than courtesy, do not use indecent or obscene language, rather choose words that encourage.

Be reliable. Follow through on your commitments and responsibilities. Keep your word.

Participate constructively. Make sure your contribution in classes and activities are on topic and respectful. Avoid interrupting others and give others your full attention.

Apologize, recognize saying, "I'm sorry," (without excuses) is courageous and proves your commitment to your peers.

Academic Integrity

- Integrity is a core value of our school, and it is important for students to exhibit integrity in all aspects of their lives. Academic integrity is paramount in our school community. Each student is expected to be honest in submitting his own work as a genuine product that reflects his own effort and ability. Academic dishonesty, on the other hand, is a misrepresentation of one's effort and ability. It also harms the reputation of the student and puts his career at Jordahl Academy in jeopardy. Any tolerance of academic dishonesty by our community compromises the credibility of the entire school and devalues the educational program. All acts of academic dishonesty are Level II offenses with additional academic consequences.

Academic dishonesty is defined as, but not limited to:

- Receiving answers from another student either verbally, digitally or by looking at their work
- Submitting work, for which the student is not the author, as one's own
- Failure to appropriately cite sources (plagiarism)
- Submitting work that has been previously submitted for another class (self-plagiarism)
- Creating work for another student
- Providing answers to another student, either verbally, digitally or by allowing a student to look at your own work
- Providing knowledge about the contents of a quiz, test or exam to another student
- Using any outside assistance, not specifically approved by your teacher, whether a web tool (e.g., Google Translate, SparkNotes), device (e.g., calculator), another person or any other type of unauthorized resource
- Misrepresenting work in any deceitful way

- **Plagiarism**

- Students at Jordahl Academy are required to incorporate research into their academic writing. One step in incorporating research is acknowledging the source of such information through the use of citations.
- Failure to cite sources is an act of plagiarism. Whether a student summarizes, paraphrases or directly quotes a source, APA (American Psychological Association) formatting must be used to cite that source.

- **Avoiding Plagiarism**

- APA style is the official formatting to be used for all papers written in all classes, unless specified otherwise by the teacher. Students will receive direct instruction from teachers for writing papers and citing research using APA. The authorized resource for using APA is the Purdue University Online Writing Lab (OWL). Students with questions regarding APA and using sources should seek refer to the Purdue OWL or seek out a humanities teacher.
- Protocol for teachers when facing a situation of academic dishonesty by a student:
 - Conference with student describing the offense and next steps using the academic integrity process (AIP)
 - Notify parents and, if determined necessary through the AIP, coaches
 - Guide student in completion of AIP and update the Director of Academics
 - Follow up as needed with stakeholders

Technology

- Each student is provided with a fully equipped laptop computer as a tool to support and enhance his educational activities. The student will also be provided a power cord (a/c adaptor).
- Various functions and operations may or may not be permitted and will be protected by school administrative security codes. Any attempt to “hack” or otherwise tamper with a laptop and its administrative codes is a significant breach of trust and is subject to major disciplinary action.
- Jordahl Academy reserves the right to retrieve and investigate the condition and content of any laptop at any time.
- Unattended laptops may be confiscated.
- The student and/or his family are financially responsible when:
 - A student loses his laptop or laptop accessory (e.g., power cord).
 - A student damages his laptop or laptop accessory.
 - A student is found to be responsible for damage to another student’s laptop or laptop accessory.

Online Expectations

- Jordahl Academy academic program and technology policies emphasize that use of the laptop, including access to all network resources, is a privilege which must be maintained through considerate and responsible behavior. All technology resources are, first and foremost, intended for academic and other school-related purposes. Each student signs a user agreement stating that they understand the rules and agree to follow them.
- Failure to follow policies will result in the loss of laptop privileges and other serious disciplinary action. Jordahl Academy utilizes network software that blocks access to certain websites, including those that present pornography, violence, criminal activity and other inappropriate topics. All members of the community are expected to respect these limits. Students will not harm the network or bypass filtering and network security to access inappropriate material on the internet or intranet. Students should also be aware that digital information kept on the school network is open to perusal by administration or designated personnel if necessary. Students are responsible for their conduct (including communications) while using all technology resources, just as they are in a classroom, school hallway, traveling, or at home.
- Students should recognize the importance of maintaining personal and network security. Students will protect their own privacy by not sharing their passwords or giving out other personal information on the internet. Jordahl Academy does not guarantee the safety of information kept on the network.

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."

School Regulations and Policies

- School Property
 - The care of school property is the responsibility of each member of the community. In the event of damage and/or loss to equipment and/or property beyond regular wear and tear which is in the custody or being used by a student, the student will be 100% responsible for any/all costs incurred to repair and/or replace the equipment or property. Improper, careless or destructive use of equipment and/or property (including electronic devices) can result in disciplinary action.
- Suspicion and Searches of Property
 - The school may find it necessary to inspect student spaces and belongings should there be suspicion that alcohol, tobacco, vaping, drug/alcohol use or other violations of law or school policy may be involved. Whether suspicion warrants such a search is determined by the absolute discretion of an administrator working with member(s) of faculty who believe they may have identified an issue falling under this important school safety concern. This may be based on, but not limited to, the following: presence of distinctive odor, visual identification of physical materials (bottles, pipes, etc.), reports (anonymous or otherwise) or a student's appearance and behavior.

Understanding Classroom and School Discipline

- Depending on the nature of the offense, occurrences of inappropriate behavior are categorized as:
 - Level I (Minor Conduct or Low-Level Infraction)
 - Level II (Referral-Level Infraction)
 - Level III (Major Conduct Infraction)
- Faculty and staff will work together to help students understand the expectations of the community and steer clear of punitive disciplinary responses and results. Jordahl Academy believes strongly in dialogue-based interaction between students and adults designed to help students understand community norms and learn from their mistakes. Ideally, effective communication of fundamental community expectations will help students avoid the consequences prescribed by the school in the more advanced stages of the school's disciplinary cycle.

Level I

- Level I offenses are generally considered situations where basic school expectations are not being fulfilled, behaviors which impede orderly procedures or behaviors that interfere with the orderly operation of the school. These include but are not limited to:
 - Inappropriate use of cell phone and/or electronic devices
 - Shouting and/or running in the hallways
 - Littering
 - Inappropriate material on laptop screen
 - Foul language and/or disruptive behavior
- Response to Low-Level Offenses
 - All situations, deemed by the teacher, supervisor, or appropriate school leader to be a minor offense will be responded to individually and in a dialogue-based manner. The goal of any dialogue or action taken in dealing with low-level offenses is a correction-oriented growth-learning experience for the student.

Level I Response Examples

- Examples of practical actions/responses to Low-Level Offenses (discretion of teacher, staff member, supervisor):
 - Verbal correction
 - Meeting with faculty/staff member (immediately, after class, or at a later time)
 - Informational email to Advisor, Director, etc. (not for higher-level action) to keep support team informed
 - Other methodology deemed appropriate by faculty/staff member

Level II

- Level II offenses are considered “Referral-Level Infractions” and are behaviors where the frequency or seriousness disrupts the positive climate of the school. Referral-level might refer to either a series of low-level offenses that have accumulated or escalated to the point where higher-level attention is necessary or to a single, more serious action or offense, deemed to reach the higher levels of disciplinary attention. These include but are not limited to:
 - Hitting, pushing and/or aggravating behavior
 - Defiance of rightful authority
 - Extreme disrespectful and abusive language (or gestures)
 - Lying; misrepresentation
 - Academic dishonesty
 - Possession of tobacco products or alcohol containers/possession of e-cigarette paraphernalia
 - Using blogs on social media, such as Facebook or Twitter, to defame the good name of the school or other students, faculty, administration or any other members of the Jordahl Academy community
- Possession or installation of inappropriate software
- Searching, downloading, or printing inappropriate material from the Internet
- Posting personal contact information about oneself or other people on the Internet
- Extreme use of obscene, profane, vulgar, inflammatory, or rude content in email or other means of electronic communication
- Repeated unmodified behavior of Level I offenses or any Level I offense considered egregious enough for immediate Level II consideration
- Protocol for Level II Offense: In the case of such an offense, a formal report of the incident or situation will be emailed to the principal. In each case, a team of adults will work together with the student to determine the appropriate response, action or consequence by the school. The goal is for a restorative process in which the student or students regain what was lost during the infraction through their work with the response team. The response team will usually include the student(s), teacher(s), and principal. Parents will be involved in this process as well.

Parent Communication and Jordahl Academy Actions in Matters Involving Referral-Level Conduct Infractions

- We use a restorative justice model in our school. Our primary focus is always on the health and wellbeing of our students as they grow. No one incident defines anyone and we refuse to allow a student to go unsupported. However, sometimes a student needs help in a more structured manner or through an outside intervention. We will not deny this help when dangerous conduct is exhibited.
- When a student commits a more serious offense, the school will work to resolve the situation as fairly and efficiently as possible. A school representative will inform parents of such situations at the earliest appropriate time. When dealing with issues related to discipline, the school works very carefully to balance the legitimate need for a well-disciplined school environment with the specific needs of the individual student.
- Examples of actions/responses to Referral-Level offenses (Note: often more than one response will be part of an individual student's plan): parent conference with the student and school representatives, restrict internet access, confiscation, referral to a counselor, or other action deemed appropriate for specific offense.

Level III

- Level III offenses are considered “Major Conduct Infractions” and are extreme acts of dishonesty, acts to another person or property or acts which pose a direct threat to the health, safety or welfare of themselves or others. These include but are not limited to:
 - Distribution of materials that advocate issues such as racism, violence, illegal acts or hate crimes
 - Bypassing Jordahl Academy building or internet security measures (including possession of keys)
 - Lying that is deemed excessive or extreme and impacts the school and/or others
 - Fighting
 - Bullying, teasing, or harassment of any kind towards anyone
 - Deliberate theft
 - Open flame outside of the supervised science lab
 - Possession and/or use of illegal drugs, alcohol, tobacco products (including e-cigarettes)
 - Distribution of illegal substances on campus
 - Vandalism
- Any Level II behavior considered egregious enough for immediate Level III consideration

Protocol for Major Offenses

- While Jordahl Academy maintains a list of specific problems it considers major infractions, it reserves the right to consider cases of students whose academic and/or social behavior is consistently unsatisfactory, and whose accrued impact represents a major difficulty at the school and/or whose actions are of such grievous consequence to the health and well-being of the other students, as determined by administration, that further response is warranted. In these more serious cases, the administration will determine which of the following is/are most relevant to the student's specific infraction(s):
 - Conference with student
 - Confiscation of laptop or other inappropriate materials
 - Laptop restrictions
 - Parent contact
 - Restitution
 - School probation
 - Suspension
 - Mandatory counseling

Jordahl Academy Alcohol/Drug Parents' Pledge.

As a parent of a student at Jordahl Academy, I will support my child's agreement to abide by the school's alcohol/drug policy. Chemical dependency is a progressive, but treatable, disease which is characterized by continued drinking/drug use in spite of recurring problems resulting from that use.

TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

- Increase my awareness of my child's activities as I monitor their efforts to maintain their pledge.
- Seek information and assistance for my child if it becomes apparent that they have a problem with alcohol or drugs.
- Uphold the school policies by providing information to the administration and support in dealing with my child.
- Talk to my child about their pledge and about the use of alcohol and drugs.

Parent Name: _____ Parent Signature: _____ Date: _____

Jordahl Academy Alcohol/Drug Students' Pledge.

As a participant in the Jordahl Academy athletic program and/or any extracurricular activity, I understand the importance of the school rules concerning alcohol and drugs. I accept the responsibility of being a role model, representing my school and student body with an expected standard of behavior. Chemical dependency is a progressive, but treatable, disease characterized by continued drinking/drug use in spite of recurring problems resulting from that use. Therefore, I pledge not to use or possess alcohol/drugs during the 2019/2020 school year.

TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

- Support my fellow students by setting an example and abstaining from alcohol and drug use.
- Not support my fellow students who use alcohol/drugs. I will not cover up for them, or lie for them if any rules are broken. I will hold my classmates responsible for their actions.
- Be honest and open with my parents and my teachers about my feelings, needs, and problems.
- Student Name: _____ Student Signature: _____ Date: _____

You have the right...

To be safe from abuse

- It is the policy of Jordahl Academy that school employees and volunteers 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 or volunteers 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 or volunteer of Jordahl Academy has abused a student must report the abuse to Dr. Cynthia Knight.

To be safe from bullying and harassment

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

You have the right...

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.

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 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.

Contact Information

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Jordahl Academy Board of Directors

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