



Student Handbook

2021-2022 School Year

Updated on: September 7, 2021

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Mission Statement

Cardinal Academy will provide a rigorous academic program in a supportive environment where students are prepared for parenthood, college, career and life.

Vision

Cardinal Academy envisions a world where pregnant and parenting students up to the age of 21 are empowered to complete their high school education in a caring learning community, further their education and career paths, and become self-sustaining and contributing members of their community and local economy.

Guiding Principles:

1. Pregnant and parenting students should have the opportunity to engage in a rigorous and relevant educational experience that they have participated in creating and that prepares them for a prosperous future.
2. Pregnant and parenting students need basic essential support for learning to occur.
3. Pregnant and parenting students will benefit from a values-driven school culture that empowers them to be life-long learners who are engaged in civic pursuits and contribute to their community.

Core Values

Learning. Cardinal Academy believes that learning is fundamental and leads to a multitude of opportunities for our students. Learning will empower and equip our students with the knowledge, skills, and critical thinking that will enable them to pursue a life of learning and apply that learning to gain prosperity and contribute to their community.

Empowering. Cardinal Academy believes that students will flourish in an environment focused on a growth mindset, resilience, hard work and perseverance. Students who are empowered with a growth mindset welcome challenges, persevere when tested, and see effort as a way to learn as a life-long pursuit. Empowerment focuses on a student's ability to bounce back from challenges, possess courage and resolve, and instills confidence in pursuit of their high school education and transition into career or college.

Contributing. Cardinal Academy believes in inspiring community engagement and civic responsibility in our students, first by contributing to their school community. Through

content courses, collaborating partnership opportunities, community service projects, mentorships, and internships, the teachers, mentors, and collaborating partners will lead by example and show students how contributing to their communities in a variety of ways, makes a better place for all.

Caring. Cardinal Academy believes that when students are recipients of a caring environment and atmosphere, they themselves will take on this perspective and care about others, their school, and community.

Community. Cardinal Academy believes in establishing a caring school community where students enjoy learning, which empowers them to complete their high school education and embark on a career or college experience leading to opportunities and choices for prosperity and economic and civic contribution.

Mutual Respect/Behavior Expectations

Cardinal Academy is a place where everyone regards one another with understanding, kindness, and compassion. Everyone wants and deserves respect. Everyone is worthy. Every person has a personal story, and we may or may not know the whole story about each other.

Assuming we know, **talking about it** with other people (gossiping), or **probing** another person for their story is not appropriate at Cardinal Academy. People will tell their story when and if they are ready. We may not agree with another person at school, or have the same ideas about life, parenting, and future plans, but it is the **expectation** of the faculty and staff that we all respect others' thinking, show kindness and courtesy, and know that everyone is doing the best they can in the moment.

We are here to learn and grow on many levels...academically, socially, emotionally, and learn life skills and how to parent our children. Cardinal Academy is our home during the day, let's make it a kind, safe, learning place.

Restorative Practices

"Humans are born to learn, but we don't learn in isolation. We learn based on positive relationships and interactions with peers and in environments like schools that foster opportunities for students and staff to learn and grow together." from *Restorative Practices: Fostering Healthy Relationships & Promoting Positive Discipline in Schools*.

Cardinal Academy understands and embraces this concept and intends to keep the social and emotional health of their students a focus of learning. As such, discipline policies at Cardinal Academy will strengthen a safe and supportive school environment,

honestly and affirmatively address conflict, improve and nurture an intentional school climate, and build a positive school culture that students are connected to. At Cardinal Academy, we want to build healthy relationships between students and other students, and between students and faculty and staff. We want to reduce, improve, and prevent harmful behaviors, and repair harm and restore positive relationships,

At school, we are in community together. Conflict will arise. It is a part of life. **How** we go about resolving the conflict is very important. At Cardinal Academy we will use restorative practices to:

- allow individuals who may have committed harm to take full responsibility for their behavior;
- support** the individual(s) affected by the behavior **and** the individual(s) delivering the behavior;
- promote **understanding** of how the behavior affected others;
- take action** to repair the harm; and
- make changes** necessary to avoid such behavior in the future.

There are many ways that Restorative Practices can be employed, including, but not limited to, restorative justice, circle process, preventative and post-conflict resolution, informal restorative practices, and social-emotional learning.

Restorative Practices Process When Conflict Occurs

The Restorative Practice Process allows the involved parties to talk about:

1. what happened;
2. how they are feeling about it **now**;
3. the impact it had on everyone; and
4. what can be done to make it as right as possible.

When conflict occurs and harm may have been done, usually questions come up that only the person that did the harm can answer. Often the questions are simple as “why me?” The process allows for these and other questions to be answered and to begin the healing process. The process creates equity by giving everyone a safe space to talk **and** be heard, and by addressing the **root cause** of harm. A **Restorative Talking Circle** will be implemented.

Restorative Talking Circle Guidelines:

- Respect the talking piece** – A meaningful object is passed around the circle. The person holding it is the only one that speaks. Everyone else actively listens.
- Speak and listen from the heart** – Speak your truth and listen with an open mind.
- Speak and listen with respect** – Pay attention to your triggers and how you express yourself.
- Remain in circle** – Be present both physically and mentally.

Honor privacy – Keep the conversation private. Participants may discuss the level of confidentiality they feel they need.

Process:

1. Circles start with an **opening practice** of a few minutes of **mindfulness**, to create an intentional space.
2. The opening is followed by a “**check-in**” with each of the members of the circle.
3. **Share guidelines** and discuss personal and shared values, add to the guidelines.
4. **Meaningful dialogue**: what happened, feelings, impact, how to make things right and repair relationships;
5. Check out and Closing.

Alternative Disciplinary Measures

As deemed appropriate, alternative disciplinary action may be utilized. Alternative Disciplinary Measures are discipline other than traditional suspension or expulsion from school that are designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school. This may be in addition to or instead of restorative practices to repair the harm done to relationships and persons because of the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Community service;
2. Reflective activities, such as requiring the student to write an essay about the his/her misbehavior;
3. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
9. Behavioral management plans;
10. Corrective instruction or other relevant learning or service experience;
11. In school detention, which may take place during lunchtime, before or after school.

Exceptions to Restorative Justice

Because we are a school serving pregnant and parenting teens, and because our main goal is to provide a safe environment for learning to take place, there are several offences that may occur when restorative justice will not be practiced.

Examples:

- Drugs or alcohol (possession and/or use) on campus
- Possession of weapons on campus
- Bullying and harassment
- Inappropriate sexual behavior between a minor and someone over 18
- Any other behaviors deemed as dangerous to students, staff, children or the school

Students who do anything to endanger others on campus may be suspended or expelled and law enforcement may be involved.

Enrollment and Eligibility

Cardinal Academy High School is a school primarily for pregnant and parenting students, both female and male, ages 14 to 21 years. There are 140 placements, and a waiting list. Pregnant and parenting teens who approach Cardinal Academy after it reaches full enrollment will be provided a wide array of support services, coordinated by The Salvation Army, and will be encouraged to apply to enroll for the following school year and hold a spot on a wait list. However, if a current student leaves the school during the year, the student next on the waitlist can then begin classes. It is important that **when you are enrolled** as a student that **you attend regularly so you keep your placement** in the school and in the childcare center. And it is also important to **apply to enroll** and have a spot on the waitlist.

School Hours

Cardinal Academy doors open at 8:00 am each day. Students should not be on campus prior to 8 am without special permission. Breakfast is served starting at 8:15. Students should be in their seats and ready to learn at 9:00 am each day. The full school day goes until 4:00 pm with two five minute breaks between classes and 40 minutes for lunch.

Daily Schedule

Monday/Wednesday - "A" Day

Tuesday/Thursday - "B" Day

Friday - Alternates "A"/"B" every other week

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 9:00 - 10:30					
Break 10:30 - 10:35					
Period 2 10:35 - 12:05					
Lunch 12:05 - 12:35					
Period 3 12:35 - 2:05					
Break 2:05 - 2:10					
Period 4 2:10 - 3:40					

Students have the opportunity to take up to 8 courses at a time: 4 on "A" day (Monday/Wednesday) and 4 on "B" day (Tuesday/Thursday).

Attendance/Tardy Policy

Cardinal Academy is a school of opportunity – an opportunity to learn, an opportunity to participate in quality childcare while you learn, and an opportunity to participate in all the services and benefits available to our students. The school has limited space, 140 placements, with a waiting list, and the childcare has limited placements with a waiting list, so full attendance is expected. Attendance is paramount to learning. Deep learning cannot occur without instruction, and instruction cannot occur unless you attend class every day.

Students (over 18) or their parent/guardian should call or text Amber Worthington, Executive Assistant, every day they are going to be absent. Her number is (208) 649-4756.

Cardinal Academy has provided most of the necessary services and needs for our students **on campus** so that attendance can be very consistent. It is our intention to be fair and equitable with all students, including those that are on the waiting list, and who want to attend school. Therefore, you can be **absent 6 times each semester and tardy 4 times, for each class**. In the **summer semester you can be absent 4 times, and tardy 4 times**. *This does not include maternity/paternity leave. (See [Maternity/Paternity Leave](#))*. Once you have expended half your absences (3) or have been tardy 2 times, a conversation will be scheduled with the Academic Counselor and Social Worker and an attendance plan will be developed.

School dollars that can be spent at the Incentive Store are earned according to attendance. The more you attend, the more you will earn, similar to a job. If you work 40 hours a week, you will earn more than if you work 20.

Maternity/Paternity Leave

Pregnant students giving birth (and male students who are co-parenting) during a school semester, will receive 14 days leave from the day after giving birth, counting weekends and school holidays, for a non-C-section birth. Students who have a C-section birth will receive 21 days leave from the day after the birth, including weekends and school holidays. **A note from your doctor stating the date that you gave birth must be turned into the school for your file, and so your absences can be marked appropriately.**

Remember, your course work must be accomplished even though you are not on campus. If you are pregnant when you enroll, you will develop a plan with your teachers and the academic counselor to ensure that your coursework will be completed.

Homebound Instruction

When your doctor orders you to stay home due to medical reasons for yourself or your child, an academic plan to continue with your classes will be developed and arrangements will be made to implement that plan with your teachers and the school academic counselor. It is important that you complete the plan in order to continue your studies and earn your credits even though you are at home. **A written note from your doctor stating the date the home stay begins, and ends, is absolutely necessary.**

Appointments

On Campus – Students who have on-campus appointments will be dismissed from class for the appointment and will return to class immediately following. On-campus appointments are marked as *in-building leave* from class and do not count toward the 6 absences allowed.

Off Campus - Depending on the time of the appointment, the student should come to school and attend class until they need to leave for their appointment and return to school after the appointment. **For example**, if the appointment is at 11 o'clock, you should come to school and attend class until you need to leave, depending on the travel-time necessary to travel to your appointment. When the appointment is finished, return to school to attend your other scheduled classes. Off-campus appointments first thing in the morning can be attended before coming to school. **For example**, if an appointment is at 9 o'clock, the student will go straight to the appointment and come to school afterwards. Likewise, if an off-campus appointment is at 2 o'clock or after, the student should come to school until they leave for their appointment and return the next day. Unless explained by a doctor, a doctor's note, or their office personnel, there will not be whole-day medically excused absences.

- ✓ We encourage off-campus appointments to be before or after school, so you don't miss too much instruction and therefore have a need to catch-up.
- ✓ **A doctor's note, or a note from a Health and Welfare employee, or Court employee, will need to be handed in to the Business Manager to mark your attendance appropriately. An absence with a note is counted as *medical or excused*, but does count against the 6 you are allotted for the semester. An absence without a note is counted as *unexcused*, and also counts against the 6 you are allotted.**

We are a Closed Campus

Cardinal Academy is a closed campus. We only have 40 minutes for lunch which is not enough time to leave campus and return on time safely.

If you are 17 years old or younger, the school must receive permission from a parent or guardian for you to leave campus during the day for any reason, including off-campus appointments. Parents or guardians should contact the school to let us know the date and time of any appointments, and transportation arrangements. This includes leaving campus for lunch with another student who is 18 years or older.

Students who are 18 years and older, and live independently of their parents, can check themselves out of school during the day and let us know the date and time of any appointments.

Cell Phone Usage

Sometimes our phones are a major distraction in our lives and to our education. Cardinal Academy is a place of learning, a place to earn your high school diploma and to prepare and make plans for life, college, and/ or career. We also want you to learn to manage your choices and be able to use phones at appropriate times. So, when you are in class don't let phones distract your learning.

If you know that you can't handle the distraction during class, drop your phone off at the classroom charging station. Plug it in, turn it off, and just forget about it and let it recharge. For those of you who choose to take your chances and the teacher must ask you more than once to put your phone away, the second time the teacher will simply and discreetly as possible, ask you to walk it over to the charging station and put your phone in one of the pockets.

Charging Station Rules:

- ✓ Use by choice, or if asked by the teacher;
- ✓ Label the pocket with a dry erase maker with your name ;
- ✓ Turn it off;
- ✓ Bring and use your own cord;
- ✓ Once in the Charging Station, leave it there for the class period.

Transportation

Students can drive themselves, use the city buses, or ride Cardinal Academy school buses.

Bus Transportation

Cardinal Academy will provide bus transportation for students who need transportation to school, and who live within Ada & Canyon Counties. A bus route will be developed, and students will receive a time to be picked up at their homes or as close to their home as possible (Ada County) or at a designated pickup spot (Canyon County). Students will

be expected to notify the bus driver ahead of time if they are not going to school so that the driver can plan accordingly.

Students are expected to behave in a way that keeps themselves and others safe at all times. Students who do not follow bus behavior expectations may not be allowed to ride the school bus.

Cardinal Academy students are expected to:

- Be on time for their designated bus pick up time
- Call when they are not riding the bus
- Sit properly while the bus is moving
- Secure child(ren) into provided safety seat(s)
- Adhere to all safety procedures
- Refrain from yelling or making loud noises
- Refrain from all horseplay (pushing, tripping, and others)
- Respect the school bus itself
- Dispose of litter properly
- Refrain from possessing and/or using any tobacco product (including vape) or other illegal substance on the bus
- No weapons are allowed on the bus
- Use appropriate language
- Keep extremities inside the bus windows and doors
- Use respectful behavior towards the bus driver and other passengers
- Obey the directions of bus driver
- Respect personal space of all students (harassing, threatening, intimidating, or physically abusing or hitting another student will not be tolerated)
- Wear a mask as long as school COVID protocols require it

Gas Cards

We understand that transportation is crucial for students to access education and be successful in life. As a result, we have limited gas cards available to students in need. If a student is driving to school and cannot pay for gas, it must first be determined whether there is alternative transportation available. If bus transportation can be utilized, it should be. If the student cannot take the bus for some reason, gas cards may be available to **supplement** the cost of driving to and from school. Students must provide proof of insurance and have a current driver's license. Gas card amounts will be figured based on the average cost of gas, number of miles driven each day, and attendance days. Gas cards should typically be given as REIMBURSEMENT, except in emergencies.

Cafeteria/Classroom Neatness

We have a beautiful school in which to reside, learn, and be in community each day. Cleaning and tidying up after yourself in each of our classrooms and common areas like the halls, lounge areas, bathrooms and, especially our cafeteria is expected. Throw away your trash and put recyclables in appropriate bins. Use your locker for your personal and school items. Return your laptops to the charging stations before leaving school. Clean up meal messes at your place on your cafeteria table. And parents, clean up and wipe down your children's highchairs, so they will be ready and clean for the next day.

Meals

The Salvation Army will provide breakfast, lunch, and snacks for Cardinal Academy students for free. Students' children will be provided meals in the childcare center as part of their care. **Students may not have food delivered** (from restaurants, GrubHub, Uber Eats or others) to the school but may bring food with them if they so choose.

Incentive Store

The Salvation Army Incentive Store is filled with just about everything for your baby and many items for you and your household for "purchase" with the School Dollars, also known as "Booth Bucks." For example, you can get diapers, wipes, baby food, baby shampoo and body wash, baby clothes and shoes, toys, blankets, and more. Other items for students include toiletries, clothes, shoes, socks, laundry detergent and fabric softener sheets, jewelry, and much more. Many of the items are brand new. If you need something in particular, and the Incentive Store does not have it, talk with The Salvation Army program coordinator/social worker.

The Incentive Store will be open on Friday afternoons during the fourth block by group. The groups will rotate each week.

Let's do the math:

You will receive \$3 per class x 16 classes per week. (4 classes per day x 4 days) or \$48 for attending full time Monday through Thursday. You don't earn bucks for Fridays. Booth Bucks are distributed during lunch on Fridays. Lost or misplaced Booth Bucks will not be replaced and staff will not handle disputes between students over 'loaned' Booth Bucks.

If you attend all 16 classes you get a \$2 bonus for a total of \$50 Booth Bucks per week.

**See Incentive Store for more information about what you can buy in the store and how often it is open.*

Food Pantry

The Salvation Army Food Pantry, a free community food bank, is available to Cardinal Academy students. Students and families are allowed one dry/cold box per month. The Food Pantry will be open on Fridays and additional days for emergencies. Students or families should talk to The Salvation Army's social worker if they would like to access the food pantry at a time other than designated for student use or if additional food is needed for your family..

Child Care Center Protocols

The Salvation Army has provided quality childcare for the students and children of Cardinal Academy. The childcare staff and teachers are highly qualified to care for your children and are very capable of meeting most of their daily needs. However, sometimes it may be necessary for a parent to go to the childcare center. For example, to give them their medicine. It is important that when you return to class that you immediately get back into the flow of the classroom. If after class you choose to discuss the reason for your visit to the childcare center, please limit your remarks to your child, and nobody else's. For example, coming back to class and telling another student that their child was crying while you were there is not appropriate. It disrupts this student's concentration on learning and may cause needless concern.

Breastfeeding Protocols

Cardinal Academy is committed to a feeding system that is beneficial to both mom and baby. We recognize that ***all babies are different*** when it comes to feeding – some eat more than others, and some go longer between feedings. The following are **general guidelines from The American Academy of Pediatrics** website, healthychildren.org for feeding babies:

Most **newborns** eat every 2 to 3 hours;

At about **2 months of age**, babies eat every 3 to 4 hours;

At **6 months**, babies may eat every 4 to 5 hours.

In order to minimize instruction interruption, breastfeeding babies will be brought to class or parents will be notified through the New Horizon's app when it's time for them to eat. Feeding covers will be provided in every classroom.

Dress Code Philosophy

Cardinal Academy High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:
 - Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
 - Allow students to wear clothing of their choice that is comfortable.
 - Allow students to wear clothing that expresses their self-identified gender.
 - Allow students to wear religious attire without fear of discipline or discrimination.
 - Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
 - Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.

- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Cardinal Academy expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the School's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts **must be covered for all students at all times**. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage does not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- ✓ A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- ✓ Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
- ✓ Shoes
- ✓ A mask (until COVID protocols indicate otherwise)

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- ✓ Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- ✓ Religious headwear
- ✓ Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- ✓ Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- ✓ Pajamas
- ✓ Ripped jeans, as long as underwear and buttocks are not exposed.
- ✓ Tank tops, including spaghetti straps; halter tops
- ✓ Athletic attire
- ✓ Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- ✓ Violent language or images.
- ✓ Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- ✓ Bullet proof vest, body armor, tactical gear, or facsimile.
- ✓ Hate speech, profanity, pornography.
- ✓ Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- ✓ Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- ✓ Swimsuits (except as required in class or athletic practice).
- ✓ Accessories that could be considered dangerous or could be used as a weapon.
- ✓ Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- ✓ Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- ✓ No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
 - ✓ School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
 - ✓ Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - ✓ Kneeling or bending over to check attire fit;
 - ✓ Measuring straps or skirt length;
 - ✓ Asking students to account for their attire in the classroom or in hallways in front of others;
 - ✓ Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps,
 - ✓ Since visible waistbands and straps on undergarments are permitted; and,
 - ✓ Accusing students of "distracting" other students with their clothing.

An important note on masking: In order to ensure success for our students, we have the goal of keeping each other healthy so that we can remain open during times of high COVID transmission in our community. Masking will be required at school and on buses by all people over the age of 2, regardless of vaccination status, until further notice.

As a result, until otherwise determined by the Executive Director, students who refuse to mask properly may be asked to leave school premises. These decisions will be made at the discretion of the Executive Director. "Proper masking" means wearing a snug fitting mask, which covers both the nose and mouth at all times.

Students who believe they cannot wear a mask due to medical or psychological reasons should meet with the school nurse and/or Executive Director to discuss options.

By working together and treating each other with care and respect, we believe that we can keep our school open to ensure the success of our students! Thank you for working together!

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Director of Academics.

**This dress code is adapted from the Oregon National Organization of Women*

Visitors

The days at Cardinal Academy are full of learning and scheduled on-campus healthcare appointments and groups. We have a 40-minute lunch in which to eat and spend time with our children. Having personal visitors should be limited to parents or guardians and should be arranged beforehand when possible

Parking

If you drive your own car, please park in the student parking lot on the North side of the building. If you are pregnant, please park on the West side of the student parking lot, so students who take their children to the childcare center can park nearer to the center on the East side of the student parking lot.

Prescription Drug Distribution During School Hours

If you are taking a prescription drug prescribed by your doctor, as soon as you arrive on campus, bring your prescription to the nurse in the nurse's office. S/he or another designated staff member will dispense your prescription to you according to the label and/or your doctor's orders.

Tobacco/Nicotine/Illegal Substances/Alcohol Non-use

We understand that these substances are addictive, and that some may be addicted to them. If you are, or think you might be addicted to tobacco, nicotine in the form of vaping, alcohol or other substance, please make an appointment with the school counselor or social worker to discuss assistance, solutions, and options. We want to help, especially before there may be actions and consequences that are undesirable.

This is the law, not just a school policy, that using tobacco in any form or nicotine (vaping), alcohol, or any substance in any form that is illegal, including using someone else's prescription, is explicitly not allowed on campus or within 500 yards of the school. Participating in any of the above on campus will inevitably involve law enforcement.

1st Offense: 5 days of Community Service at school and phone turned in during school hours until completed.

2nd Offense: Cessation class required during lunch and phone turned in during school hours until completed.

3rd Offense: Ticket from BPD, 10 days Community Service at school and phone turned in during school hours until completed.

4th Offense: Ticket from BPD and meeting (with parents if under 18) about whether Cardinal Academy is a good fit for you right now. Other consequences as determined at the meeting.

Academic Honesty/System of Honor

Intellectual honesty is one of the most important qualities of a learning environment. Learning comes with some struggles and mistakes, and that is to be expected and is O.K. Getting and accepting assistance from teachers, and sometimes from your peers, depending on the lesson, in order to learn and master subjects is very acceptable. However, using someone else's work and not doing your own work is not. Here are some of the ways in which we DO NOT learn.

Academic dishonesty includes, but is not limited to the following examples:

- Cheating (dishonest or unfair actions to gain an advantage).
- Plagiarism (claiming others work as your own).
- Fabrication (inventing information).
- Improper collaboration (unauthorized group work).
- Knowingly present (witnessing violation of honor code without taking appropriate action).

Outcomes for Academic Dishonesty

Generally, consequences shall reflect the seriousness of the violation and shall be determined first by the teacher that assigned the work or assessment. If necessary, the Director of Academics will become involved, depending on the situation. Lastly, if serious consequences are involved, the Executive Director of Cardinal Academy will also be involved, especially with regard to any decisions to be made.

On-Site Counseling Clinic

The Children's Home Society provides the option for on-site mental health counseling services to Cardinal Academy students.

Counseling referrals should go through the school counselor or The Salvation Army social worker.

On-Site Medical Clinic

Family Medicine Residency of Idaho provides onsite pre- and post- natal care to Cardinal Academy students.

They see patients on the 3rd Friday of each month. If you would like to see the FMRI doctor on campus, please call their nurse case manager, Jen Harvey, Nurse case Manger at 208-912-2999.

On-Site Women's Infants & Children (WIC) Clinic

WIC has on-campus clinic on the 2nd and 4th Fridays of the month.

WIC benefits are for pregnant women, new mothers, infants and children up to their 5th birthday. They provide nutrition education, help accessing community resources such as healthcare, breastfeeding information and support and eWIC cards to buy healthy supplemental food from local grocery stores.

To sign up or get more information, visit Kim Kelzer, Salvation Army social worker.

On-Site Childcare

New Horizons provides early learning and childcare services on campus for Cardinal Academy students.

Breastfeeding students will be notified through the app when their child needs fed and will be excused from class to get their baby. If they are comfortable, they should return to class to feed and then return the baby to childcare after feeding.

New Horizons is closed during some of the school breaks. Please check with them about the schedule.

Sexual Harassment

Cardinal Academy is committed to providing students with a safe learning environment, free of sex and gender-based harassment, discrimination and retaliation. We are also committed to non-discrimination, equity in education and equal opportunity for employment.

Our full Title IX Policy and Grievance Process can be found on our web page under "Public Documents."

Emily Bergstrom is the Title IX Coordinator and can be reached via email at ebergstrom@cardinalacademycharter.org or call/text at 208-918-1693.

Digital Citizenship

Students should use all forms of technology in a respectful and responsible manner and at the teacher's discretion.

Computers and computer networks, including internet access, provide valuable tools to support the education of students. Computers and connectivity are provided for the purpose of education. Network users are expected to follow the district and school guidelines. All electronic devices, including but not limited to, handheld calculators, cell phones, electronic book devices, tablets, and laptop computers are included in this policy.

It is important that students and parents are aware that personal devices connected to the wireless network may be monitored and reviewed by designated technology staff. All files, materials, or documents may be reviewed by designated technology staff. All files, materials, or documents may be reviewed and/ or deleted by designated technology staff. Also, personal web accounts access through the district wireless network may be reviewed by designated staff.

By using school computers or connecting to the school Wi-Fi, students agree to the following Code of Conduct:

- I will not send, submit, publish, display, or knowingly access any material that is insulting, inaccurate, rude, indecent, disrespectful of a person's religion or sexual orientation, sexually oriented, threatening, harassing, racially offensive, illegal, or encourages the use of controlled illegal substances.
- I will not use computers or networks to encourage others to harm themselves or other people.

- I will not use any device with photo/video capabilities in the areas of assumed privacy (Locker Room/ restroom).
- If I accidentally access inappropriate material, I will leave the site immediately and report the site to a teacher or other adult.
- I will not attempt to access sites blocked by the district.
- I will not interfere with others' use of devices. This includes turning off, logging in , or changing any settings on a device that is not mine or mine to use.
- I will not reveal personal information about others.
- I will not record, in video or audio, other people without the express permission of each person being recorded. Photos/ video will not be posted on social media without consent.
- I will use devices only to do assigned school work. If I wish to use computers or other devices for other activities (including, but not limited to listening to music, playing games, reading non-assigned materials), I will ask permission of the teacher every time.
- I will not use the computers or associated programs to disrupt their use by others.
- If I think I can identify a security-related or other problem I will notify a teacher.
- I will use school computers/devices with a level of care and for only the intended purposes.
- I will check the computer/device prior to use to ensure it is in good repair. Any damage will be immediately reported to the school.
- I will not tamper with computers/ devices in any way to intentionally cause damage.
- I understand that student storage space in the district network is for school work only.

Consequences for breaking the rules regarding computer, electronics, or internet access can include: loss of internet access, loss of all computer privileges, removal from class, and/ or legal action in accordance with Idaho State Code sections 18-2201 and 18-2202.

First offences generally will result in loss of school computer/internet privileges for 1-2 weeks. Repeat offences will result in a longer loss of privileges, up to and including, through the end of the school year. Offences which occur at the end of the school year can have a loss of privileges continue into the following year.