John Adams Academy - El Dorado Hills

SAFETY PLAN

Emergency Procedures to
Ensure a Safe, Healthy and Productive Learning Environment

2018-19 School Year
School Office:
John Adams Academy - El Dorado Hills (K-12)
1102 Investment Blvd
El Dorado Hills, CA 95762

Academy Support Office:
John Adams Academies, Inc.
1 Sierra Gate Plaza
Roseville, CA 95678
(916) 780-6800

Sponsoring District
El Dorado County Office of Education
6767 Green Valley Rd.
Placerville, CA 95667
(530) 622-7130
EMERGENCY RESPONSE INFORMATION

Phone List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Benson</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Heather Brown</td>
<td>Headmaster of Elementary Education</td>
</tr>
<tr>
<td>Jordan Zachariah</td>
<td>Dean of Elementary Education</td>
</tr>
<tr>
<td>Norman Gonzales</td>
<td>Director of Outreach (PIO)</td>
</tr>
<tr>
<td>Pedro Tafoya</td>
<td>Academy Safety Supervisor</td>
</tr>
<tr>
<td>Ana Peralta</td>
<td>Campus Safety Lead</td>
</tr>
<tr>
<td>Bobby Deland</td>
<td>Facilities Manager</td>
</tr>
<tr>
<td>Karen Hansen</td>
<td>Executive Assistant</td>
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</tbody>
</table>

EMERGENCY:

Dial 911

- Fire: 911
- Police: 911
- EMS Ambulance: 911
- California Highway Patrol Non-Emergency: 800-835-5247
- El Dorado County Sheriff Non-Emergency: 916-358-3555 Ext 5655
- El Dorado Hills Fire Department Non-Emergency: 916-933-6623

INFORMATION TELEPHONE NUMBERS

- Poison Control: 800-222-1212
- Office of Emergency Services: 530-621-5095
- Red Cross Office: 916-993-7070
- PG&E: 800-743-5000
- Water: 530-622-4513
- Animal Control: 530-621-5795

Sponsoring District Name | El Dorado County Office of Education
Address                  | 6767 Green Valley Rd
                          | Placerville, CA 95667
Phone                    | 530-622-7130
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INTRODUCTION

John Adams Academies, Inc. strives to be adequately prepared to respond to a variety of emergencies, natural and man-made. This plan presents specific procedures to be used in preparing for, and responding to, academy emergencies. The effective management of emergencies requires both adequate emergency response and emergency preparedness competencies. Various topics are addressed in this plan:

Standardized Emergency Management to deal with emergency preparedness, identify the academy’s emergency response teams and define the roles and responsibilities of staff

Immediate Response Actions presents instruction regarding the specific actions to be taken depending on the nature and severity of an emergency.

Emergency Procedures provides detailed emergency response procedures for the types of emergencies that may be encountered in the academy setting.

Site Specific Resources provides supplemental emergency information including site maps and vicinity maps, contact information, and evacuation routes.

Emergency Drills – Protocols lists regularly performed drills that will adequately prepare staff and scholars for emergencies.

Additional Resources includes forms to facilitate response, management, organization, recordation and communication

Most, if not all, emergency responses will fall under one of four categories: Lockout, Lockdown, Evacuate, and Shelter. This plan is comprised of four sections: Emergency Response, Emergency Preparedness Policies and Procedures, and Additional Resources. Emergency Response is intentionally placed at the front for quick reference purposes.

Pursuant to AB 1747 (2018), the Academy has developed this School Safety Plan, which includes the topics listed in California Education Code section 32282(a)(2)(A)-(H) and procedures for conducting tactical responses to criminal incidents. The School Safety Plan will be reviewed and updated by March 1 of every year by the Academy.

This plan was reviewed and adopted on this day __________________ of ________ by the board.
At the request of local law enforcement agencies, portions of the safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. Therefore, it has been removed from the publicly published version of the safety plan.
SECTION 2: EMERGENCY PREPAREDNESS

This section introduces and outlines in further detail the additional tactics, assessment and plans put into action by the school to prepare for and mitigate emergencies.

At the request of local law enforcement agencies, portions of the safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. Therefore, it has been removed from the publicly published version of the safety plan.
SECTION 3: ADDITIONAL RESOURCES

FORMS

POSTERS
## Action Plan Activity Log

<table>
<thead>
<tr>
<th>Name</th>
<th>Assigned Responsibility</th>
<th>Contact Info</th>
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<tbody>
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</table>

The table above should be used to track individuals, their responsibilities, and contact information for efficient organization and communication. Further, should something happen to leadership during the emergency, substituting staff can quickly orient themselves to the Action Plan and the current status of reporting positions and issues. If more recording space is needed during the emergency, the back of paper, or other paper can be used, but they should all be kept together.

The paragraph below is to record significant events during the emergency. For example, activities such as notable decline or improvement during the emergency, the moment first responders arrive on site, assignments, staff removed/assigned, assignments completed, serious injuries, etc. Columns for other functions can be added such as ‘Action Required’, ‘Delegated To’, ‘Action Completed’, ‘Status’ etc. The responding Incident Commander should modify the table to suit their management style.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notable Activities</th>
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</thead>
<tbody>
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</tbody>
</table>
## Gas, Biological and Chemical Release Response Checklist

<table>
<thead>
<tr>
<th>Action</th>
<th>Circle one</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have emergency responders been contacted?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have scholars and staff been evacuated from area of contamination?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have all scholars and staff been accounted for?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the area of contamination been cordoned off and secured?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the perimeter been posted with ‘Do Not Enter’ signs?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have the doors and windows been closed and locked?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have fans and HVAC been turned off?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have staff, scholars, and others who came into contact with the area cleaned exposed body parts?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Completed by: ____________________________ Date: ________________

Academy Location ____________________________________________________________
Injury and Missing Persons Report

Missing Person’s name ___________________________  Teacher name ___________________________

Location/Room # ___________________________  Date ______________

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Injury</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Known Location</th>
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<tbody>
<tr>
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</tbody>
</table>

Completed by: ___________________________  Date: ______________
## Scholar Release Log during Emergencies

<table>
<thead>
<tr>
<th>Scholar's Name</th>
<th>Release Time</th>
<th>Release to (name)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
**Damage Assessment Report**

**NOTE:** Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

<table>
<thead>
<tr>
<th>Damage Category</th>
<th>No Damage</th>
<th>Slight Damage</th>
<th>Severe Damage</th>
<th>Hazardous Condition</th>
<th>Location/Room #/Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Natural Gas Lines and Water Heater/Boiler</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Water</td>
<td>☐</td>
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<tr>
<td>Sewer</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Phone</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td><strong>Hazardous Materials</strong></td>
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<tr>
<td>Custodial chemicals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Chemical Type/Quantity spilled or leaking:</td>
</tr>
<tr>
<td>Lab chemicals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Chemical Type/Quantity spilled or leaking:</td>
</tr>
<tr>
<td>Asbestos</td>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>Lead</td>
<td>☐</td>
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<tr>
<td><strong>Physical Hazards</strong></td>
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<tr>
<td>Sink Holes</td>
<td>☐</td>
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<tr>
<td>Construction Areas</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Damaged Bld. Matl.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Broken Glass</td>
<td>☐</td>
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</tbody>
</table>

**Notes:** (description of trouble, location, severity or hazardous materials):
Findings
Building or room safe for re-occupancy  Yes  No
Building or room closed due to hazardous conditions  Yes  No

The following corrective measures need to be completed prior to re-occupancy:

Completed by: ___________________________  Date: ____________
# Emergency Drill Record

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Date</th>
<th>Time Start/End</th>
<th>Remarks</th>
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</table>
SECTION 4: REQUIRED POLICIES / PROCEDURES

INGRESS AND EGRESS

SCHOLAR DISCIPLINE

ANTI-HARASSMENT

DANGEROUS PUPILS

CHILD ABUSE PREVENTION

DRESS CODE
SAFE INGRESS AND EGRESS FROM CAMPUS

Safe Ingress and Egress
In order to facilitate a safe environment for all individuals, scholars, parents, staff, and community members are to abide by the established traffic flow patterns when on campus. This includes foot traffic as well as vehicle traffic utilized to access or depart from the Academy.

All persons travelling to and from the Academy are asked help us maintain a safe campus by paying close attention to drop-off/pick-up guidelines to ensure the safety of each member of our community. When on campus, please abide by the established traffic flow patterns when dropping off/picking up scholars, coming to work, doing business at, or visiting John Adams Academy.

Signage
Signage regarding traffic flows, cross-walks, pedestrian travels, etc. may be posted based on site specific needs.

Staffing
Academy staff and volunteers will be utilized to aid in the facilitation of pedestrian and vehicle traffic flows onto and off of campus.

INSERT SITE SPECIFIC TRAFFIC MAPS AND TRAFFIC INSTRUCTIONS HERE

INSERT SITE SPECIFIC THIRD PARTY TRAFFIC PLATFORMS HERE
BOARD POLICY ON SCHOLAR DISCIPLINE

John Adams Academies, Inc. (JAA) is committed to optimizing learning for all scholars. John Adams Academy scholars are expected to act as scholars: to respect themselves, the academy faculty, others, and property. Discipline policies and procedures should provide guidance and direction of acceptable behavior in order to develop a scholar’s own sense of self-discipline, rather than create a menagerie of rules to follow.

The goals of discipline at John Adams Academy are:

1. To maintain a highly effective learning environment where scholars focus on gaining knowledge with minimal distraction.
2. To utilize the discipline process as an opportunity for scholars to learn about themselves and others, and to provide them with character education and lessons.
3. To reinforce JAA’s commitment to treating all scholars with fairness, respect, and equality.

administration
Administration is to be guided by the principle that any meeting between a scholar and administrator is to provide a learning opportunity for the scholar in order to implement a positive change in behavior. Meetings between administration and scholars on matters of behavior shall include discussions of the Core Values and in most cases include notification to the Scholar’s parent of the Scholar’s visit to the office.

The primary goal of the choice of consequences by administration is to require the scholar to take responsibility for the infraction. By modeling the Core Values and consistently treating scholars and their families with respect and professionalism, administrators are an extremely valuable and accessible part of a scholar’s character development education at John Adams Academy.

The included goals of a parent conference with administration are:

1. To exchange accurate information about the scholar.
2. To determine how the parent-academy partnership can best work together to lead the scholar to reform his/her behavior.
**Teachers**
Teachers will have the authority to implement discipline procedures in their classrooms that are consistent with the John Adams Academy discipline goals. Teachers will utilize the administration to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom.

**Executive Director**
The Executive Director or designee shall develop processes and strategies for addressing behavioral expectations that foster and support a positive culture reflective of the Core Values.
In addition, the Executive Director or designee's processes and strategies shall be aligned with the Charter and reflect the goals outlined by the Governing Board.

The Executive Director or designee shall establish disciplinary measures to be used by administration and staff to enforce behavioral expectations. In the event that disciplinary measures involve suspension or expulsion, involuntary removal, disenrollment, dismissal or termination, the Executive Director or designee will ensure that the discipline policy is aligned with the Suspension and Expulsion Policy as outlined in the Charter (Element J) and the adopted Board Policy on Suspensions & Expulsions and state law.

The Executive Director or designee shall report on a regular basis to the JAA Board regarding the frequency and categories of discipline required at the Academy including suspension and expulsion rates, and the effectiveness of utilized discipline strategies.

Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a scholar. For purposes of the Policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to JAA property.

JAA’s staff shall enforce disciplinary rules and procedures fairly and consistently among all scholars. The Discipline Policy and its Procedures will be printed and distributed as part of the Scholar Handbook and will clearly describe discipline expectations.
BOARD POLICY ON ANTI-HARASSMENT FOR EMPLOYEES, MANAGEMENT AND BOARD

John Adams Academies, Inc. (Academy) does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, board member, vendor, customer or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state or local laws and ordinances. The Academy is committed to a workplace free of discrimination, harassment and retaliation.

Discrimination Defined
Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined
Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, social media posts or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined
Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.
Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault,
- blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually-explicit emails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

**Retaliation Defined**

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

**Reporting Procedures**

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If an
employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of Employee's Supervisor. (Phone numbers are available through the Academy directory.) If this individual is the person toward whom the complaint is directed the employee should contact any higher level manager in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact Head of Human Resources immediately. (Phone numbers are available through the Academy directory.)

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to Headmaster or Executive Director. If the complaint involves the Headmaster or Executive Director then the Chair of the Board of Academy should be contacted.

**Investigation Procedures**

Upon receiving a complaint, the Academy will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, the Academy will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the Academy generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Academy shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Academy will inform the complainant and the accused of the results of the investigation.

The Academy will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Academy determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom the Academy determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Remember, the Academy cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.
Board Policy On Anti-Harassment For Scholars

John Adams Academies, Inc. (JAA, the Academy) is committed to providing a school environment free of harassment and disrespectful conduct. This Anti-harassment policy is to respond to potential harassment or prohibited conduct by scholars. Any alleged acts of harassment or prohibited behavior by any employee of the Academy, including administrators, faculty, supervisors and managers, as well as vendors, customers, independent contractors and any other persons will be addressed under the “Anti-harassment Policy for Employees and Management”.

The Academy does not tolerate and prohibits conduct that is disrespectful as well as harassment based on sex, race, religion, color, gender or gender identity, national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. All such conduct violates the Academy’s policy. The Academy is committed to an educational environment free of discrimination, harassment and retaliation.

The anti-harassment policy applies to all scholars attending the Academy and prohibits harassment and disrespectful conduct by any scholar, including prohibited conduct toward, any other scholar, parent, administrator, faculty, supervisor or manager or employee.

Teachers shall discuss the Anti-harassment Policy with their scholars in age-appropriate ways and should assure them they are not to engage in any prohibited behavior nor should they endure any form of harassment or prohibited behavior.

The following definitions and processes are intended to be read and interpreted in light of language contained in the JAA charter related to scholar behavior and the list of enumerated offenses for suspension and/or expulsion as well as applicable laws.

**Harassment Defined**
Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, social media posts or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows...
hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, Scholars are expected to behave at all times in a professional and respectful manner.

**Sexual Harassment Defined**
Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault,
- blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually-explicit emails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

**Counterproductive Behavior and Bullying**
Counterproductive behavior may consist of spreading rumors, displaying negativity, acting out, complaining, not getting along and bullying.

Bullying can be blatant or subtle and consist of communication through words, tone or manner that intimidates, patronizes, threatens, accuses or disrespects another.

This form of disrespectful behavior is offensive and is prohibited. The Academy reserves the right to respond to counterproductive, bullying behavior even when no one has complained or indicated they have been offended.
The following are examples of bullying behavior that are inappropriate:

- Condescending language
- Malicious gossiping
- Insults and behind-the-back put downs
- Berating others
- Angry outbursts
- Assault, or threat of assault
- Damage to a person’s work area or property
- Threatening gestures
- Condescending body language

**Scholar’s Responsibility**

Scholars are expected to behave properly, exercise good judgment, and reflect the core values of John Adams Academy. All scholars are expected to take appropriate measures to prevent harassment.

If a scholar believes that they have been the subject of harassment or other prohibited conduct, they are asked to report the incident to any member of the Faculty or Administration. The report should be made as soon as possible after the incident has occurred. The scholar will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. JAA requests that report of harassment be communicated in writing, but this is not mandatory. Complaints of harassment or other prohibited conduct involving scholars will be referred to the Headmaster. If an employee of the Academy is the subject of the allegations of harassment or prohibited behavior involving a scholar the Headmaster will advise Human Resources and include Human Resources in the investigation of the complaint under the “Anti-harassment Policy for Employees and Management”.

**Faculty’s Responsibility**

It is the responsibility of the Faculty to be alert to any situation that may be perceived as prohibited conduct. If a member of the faculty observes, or is informed, of any prohibited conduct they are to immediately notify the Headmaster or Dean as soon possible after they are made aware of the incident/s. They will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The Headmaster or Dean will immediately undertake an effective, thorough and objective investigation of the allegations of scholar behavior.

If it is determined that harassment or other prohibited conduct has occurred effective remedial action will be taken in accordance with the circumstances involved. Any scholar determined by the Academy to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action up to and including expulsion as outlined in the John Adams Academy Charter. Every effort will be made to keep the source of the report confidential except where the Academy finds disclosure necessary for resolution.
Retaliation is prohibited
This policy strictly prohibits any retaliation against a scholar or other person that
reports a concern about harassment or other inappropriate conduct. Retaliation includes
any adverse action taken against a scholar or employee for filing a complaint or
supporting another person’s complaint.

John Adams Academy encourages all scholars to immediately report any incidents of
harassment or other prohibited conduct forbidden by this policy so that complaints can
be quickly and fairly resolved.

If a scholar believes their complaint has not been resolved or that they have been
retaliated against for complaining, they are encouraged to discuss their concerns with
the Headmaster or Dean.
PROCEDURES FOR NOTICE REGARDING DANGEROUS PUPILS

The following independently adopted Academy procedures closely mirror those set forth in California Welfare and Institutions Code

**Notice Regarding Scholar Offenses Committed While Under School Jurisdiction**

The Executive Director or designee shall inform the teacher(s) of each scholar who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion. This information shall be based upon Academy records maintained in the ordinary course of business or records received from a law enforcement agency or court of law.

Upon receiving a transfer scholar's record regarding acts committed by the scholar that resulted in his/her suspension or expulsion, the Executive Director or designee shall inform the scholar's teacher(s) that the scholar was suspended from school or expelled from his/her former district and of the act that resulted in the suspension or expulsion.

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

**Notice Regarding Scholar Offenses Committed While Outside School Jurisdiction**

When informed by the court or by law enforcement that a minor scholar has been found to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, or to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Executive Director or designee shall so inform the appropriate Headmaster.

The Headmaster shall disseminate this information to any counselor who directly supervises or reports on the scholar's behavior or progress. The Headmaster shall also inform any teacher or administrator directly supervising or reporting on the scholar's behavior or progress whom he/she thinks may need the information so as to work with the scholar appropriately, avoid being needlessly vulnerable, or protect others from vulnerability.

Any court or law enforcement initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the
schorlar and protect other scholars and staff. The information shall be further disseminated only when communication with the scholar, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the scholar or to protect scholars and staff.

When a scholar is removed from school as a result of his/her offense, the Dean shall hold the court’s information in a separate confidential file until the scholar is returned to the Academy. If the scholar dis-enrolls or is returned to a non-John Adams Academy school, the Dean shall transmit the information provided by the scholar’s parole or probation officer to the Superintendent of the new district of attendance.

Any confidential file of court-initiated information shall be kept until the scholar becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed.

**Procedures to Maintain Confidentiality of Scholar Offenses**

In order to maintain confidentiality when providing information about scholar offenses to counselors and teachers of classes/programs to which a scholar is assigned, the Headmaster or designee shall send the staff member a written notification that one of his/her scholars has committed an offense that requires his/her review of a scholar’s file in the school office. This notice shall not name or otherwise identify the scholar. The staff member shall be asked to sign the notification and return it to the Headmaster or designee. The teacher shall also sign the access log in the scholar's cumulative file when reviewing it in the school office.
BOARD POLICY ON CHILD ABUSE PREVENTION AND REPORTING

The Governing Board is committed to supporting the safety and well-being of Academy scholars and desires to facilitate the prevention of and response to child abuse and neglect. The Executive Director or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect. Academy employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. All mandated reporters shall receive training on child abuse identification and reporting within the first six weeks of each school year, or within the first six weeks of employment if employed after the beginning of the school year.

The Executive Director or designee may provide a scholar who is a victim of abuse with school-based mental health services or other support services and/or may refer the scholar to resources available within the community as needed.

**Child Abuse Prevention**
The Executive Director or designee shall, to the extent feasible, seek to make available community resources regarding child abuse prevention programs including resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Links to Community resources on child abuse prevention shall be posted on the Academy’s website in a location accessible by parents and scholars. Notification of these resources will also be sent out via Academy communications platforms to parents and scholars.

**Child Abuse Reporting**
The Executive Director or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the Academy school site safety plans.
PROCEDURES ON CHILD ABUSE REPORTING

Duty to Report
Mandated Reporters (as defined below) shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Definitions
1. "Child Abuse" includes the following:
   a) A physical injury inflicted by other than accidental means on a child by another person.
   b) Sexual abuse of a child.
   c) Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
   d) Unlawful corporal punishment or injury resulting in a traumatic condition.
   e) Neglect of a child or abuse in out-of-home care.

2. “Child Abuse” does not include:
   a) A mutual affray between minors (Penal Code 11165.6)
   b) An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
   c) An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning
   d) An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
   e) Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)
3. “Mandated reporters” include, but are not limited to: teachers; instructional aides; teacher’s aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; school security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program.

4. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

5. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

**Reportable Offenses**
A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

**Reporting Procedures**
1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

(Name of Child Protective Agency)

(Address and Phone Number)
The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

a. The name of the person making the report.
b. The name of the child.
c. The present location of the child.
d. The nature and extent of any injury.
e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Mandated reporters may obtain copies of the above form either from the Academy or the local child protective agency.

Instructions are included on the form, and reporters may ask the Headmaster or Dean for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the Headmaster or Dean as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Executive Director or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and school policies. At the mandated reporter's request, an administrator may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to an administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.
Legal Responsibility and Liability
1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she may be held guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to $1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.

3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews
Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child’s home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the Headmaster or Dean shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person’s presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.
If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

**Release of Child to Peace Officer or Child Protective Services Agent**
When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Executive Director or designee and/or Headmaster shall NOT notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.  

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

**When School Employees are Accused of Child Abuse**
Regardless of who child abusers may be, the major responsibilities of mandated reporters are to 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

The Executive Director or designee shall seek legal counsel in connection with any accusation of child abuse by an Academy employee.
Board Policy on Uniform (Dress Code)

The John Adams Academy Uniform and Dress Code is an integral part of our Culture of Greatness. Based on the principles of modesty, cleanliness and professionalism, it is designed to elevate scholars focus, create unity among the scholar body, and remove distractions from the learning environment. Scholars are always accountable for maintaining proper dress and grooming standards. **As scholars dress each morning, their uniform should be a reminder that they are a part of John Adams Academy, that they are taking on the distinctive role of scholar, and are preparing to become servant leaders.**

John Adams Academy is committed to a standard of dress that is appropriate in a school committed to high standards of excellence. The strictly enforced uniform policy frees the faculty and scholars to address the serious business of teaching and learning. Scholars should be noticed for their academic progress and success, not their appearance, clothing, or accessories.

**On Campus**
While on campus, the dress code/uniform policy applies.

**Off Campus**
John Adams Academy Scholars are expected to wear the approved uniform for all off-campus Academy events or activities, unless specific permission has been granted.

**Spirit Days**
Throughout the year, on designated Spirit Days, scholars will be allowed to dress according to instructions given for the day. Scholars will be expected to dress in acceptable and modest attire conducive to learning and maintaining a respectful school culture. Scholars who do not adhere to the given instructions may lose Spirit Day privileges in the future.

Examples of inappropriate dress include, but are not limited to: visible underwear, boxers, thongs or bra straps; exposed midriff or cleavage, strapless tops or tank tops; pajamas; pointed metal, chains, sharp or studded jewelry; and lettering, aside from John Adams Academy logo; or bare socks or feet. Swimming trunks and bathing suits, when appropriate for the event, will be modest, fit properly and cover the midriff for female scholars.

**Academy-Sponsored Dances**
While the uniform is not required, scholars are expected to adhere to the same minimum standard and coverage as the daily uniform. Modesty will be expected: no bare skin through clothing, no sheer or midriff, no low-cut or revealing clothing, and shorts will not be allowed. Dresses must have a minimum two (2) inch-wide strap and dresses and skirts must touch the knee.

**Compliance**
Dress code violations will be addressed by staff and/or administration. Any scholar who arrives at school in nonconforming clothes will be provided with a clean, loaner uniform for the
day, and may have their parents contacted for violation of this policy. Parents may also be contacted to bring in proper uniform clothing if the dress code violation cannot be resolved on campus (e.g., if scholar refuses to wear a policy-compliant loaner uniform provided by John Adams Academy or to correct items of appearance such as addressing a disruptive hairstyle). Any further dress code issues will be brought up on an individual basis, keeping in mind the goal of creating an environment of learning. Habitual unexcused non-compliance may result in mandatory parent conference with administration. No scholar will be assigned any disciplinary, academic, or other penalty for failure to purchase a uniform. However, scholars may face disciplinary actions as John Adams Academy provides support regarding uniforms as described herein.

Since John Adams Academy is a school of choice and no one is mandated to attend, scholars and parents who refuse to comply with the uniform policy should consider whether John Adams Academy is the appropriate school for them. Scholars are expected to live the Academy’s 10th Core Value of self-governance, personal responsibility, and accountability. John Adams Academy reserves the right to interpret the appropriateness of scholar dress and grooming.

Provision of Uniforms/Uniform Store
A uniform-compliant John Adams Academy logo embroidered polo shirt (red, white, or navy) and one uniform slack or skirt (as required for secondary scholars) will be made available to each newly admitted John Adams Academy scholar. Donations to help offset the costs of the uniforms for new scholars are welcome, appreciated, and voluntary. (www.johnadamsacademy.org/uniform). The uniform store maintains a complete line of approved uniform polo shirts, uniform-style slacks and skirts. Scholars should make every effort to secure these uniform items from the uniform store. Any scholar who needs assistance with identifying or obtaining compliant uniform clothing, has size issues, or other concerns related to acquiring uniforms should contact the school office or Dean directly.

OFFICIAL UNIFORM
The following items are included in the official uniform.

**Shirts/Blouses**
Approved John Adams Academy logo polo or blouse from the uniform store. Shirts must fit properly so they are not too tight, revealing or baggy.

**Slacks - Secondary**
Approved John Adams Academy khaki or navy slacks from the uniform store. Slacks must fit properly so they are not too tight, revealing or baggy.

**Pants - Elementary**
Solid navy or khaki uniform-style pants (see e.g., the uniform store). Pants must be plain with no ornamentation or designs. Pants must be clean and in good repair and fit appropriately (i.e., no baggy, oversized, or tight fitting pants). Capri-length, or cargos with pockets, sweatpants, jeans/denim, skinny pants, corduroy, Lycra/Spandex are not permitted. Belts, if worn, must be black.

**Skirts - Secondary**
Approved John Adams Academy skirts—navy, khaki, and Hamilton plaid from the uniform store. Skirts must fit properly so they are not too tight or revealing.
Skirts, Dresses, and Jumpers - Elementary
Must be long enough to reach the knee. Bohemian-style or maxi skirts are not permitted. Must be in good repair and appropriately fitting, i.e. not tight fitting.

Skirts (TK-6th): Solid navy or khaki uniform style skirts, plain without any ornamentation, designs or cargo pockets. Hamilton plaid skirts from the uniform store are also permitted.

Dresses (TK-2nd): Only logo embroidered dresses from the uniform store allowed for TK-2nd grade scholars.

Jumpers (TK-3rd): Only Hamilton plaid jumpers from the uniform store allowed for TK-3rd grade scholars.

Leggings/Tights
Solid red, white, navy or black in good repair, without designs or ornamentation and may only be worn under uniform skirts. Leggings may not be worn as pants or slacks.

Shoes
Shoes should be solid black—no patterns (e.g., logos, stripes etc.), neon colors, jewels/embellishment, lights or white toes (Converse-style). Plain, solid black athletic or dress shoes are allowed. Closed or open toed sandals with back support are allowed as weather permits. Shoelaces must be black and tied at all times. No boots, slippers, clogs, Heelys, cowboy boots or any other inappropriate shoe. Rain boots may be worn outside during rainy weather, but must be removed prior to entering the classroom.

Socks
Solid red, white, navy or black in good repair, without designs or ornamentation. (Also applies to tights and leggings.)

Hairstyles, Grooming, Accessories
Must be conservative, no unnatural colors or patterns (dyed hair tips, streaks), spikes, or drastic cuts, including, but not limited to mohawks. Hairstyles should not cover the eyes or face.

All scholars shall not have multiple piercings or body piercings, extreme or excessive jewelry, spiked jewelry or chains.

Boys: Clean-shaven (no facial hair) without piercings.
Girls: One pair of conservative earrings allowed. Make-up must be conservative.

Girl’s conservative hair accessories are allowed in red, white and navy. Hats, hoods or sunglasses are not to be worn inside at any time.

Inclement Weather
Long Sleeve Tops: To stay warm in colder weather, scholars may wear a solid red, white or navy (no visible logo) long-sleeve undergarment (e.g., turtleneck or
athletic) under their John Adams Academy polo uniform shirt.

Also, solid red, white, navy or black tights or long underwear may be worn under uniform slacks and skirts for colder conditions.

See www.johnadamsacademy.org/uniform for uniform store. Any scholar who needs assistance with identifying or obtaining compliant uniform clothing, has size issues, or other concerns related to acquiring uniforms should contact the school office or Dean directly.

**OPTIONAL ITEMS:**

**Shorts**

Knee-length, uniform-style solid navy or khaki shorts. No cargo shorts. *(see uniform store).*

**TK-6th Boys and Girls:** Only

**7th-12th Boys and Girls:** Not permitted

**Outerwear**

Inside of Academy buildings/classroom *(Applies to jackets, sweaters, vests, sweatshirts, hats, etc.):*

Outerwear is not considered part of the official uniform. For colder conditions, see “Inclement Weather” above in the official uniform section. Only outerwear purchased from the uniform store or other Board approved vendor with the John Adams Academy logo may be worn inside the building or during class *(see website)* and should only be worn when necessary *(e.g., during cold conditions where the official uniform is insufficient).* In the unusual event of extreme cold temperature for which an approved undergarment or approved outerwear is insufficient, allowances will be made for non-uniform jackets worn by scholars on such dates.

Outside of Academy buildings/classroom it is strongly encouraged that scholars wear approved John Adams Academy outerwear purchased through a Board approved vendor. Otherwise, scholars must use the following guidelines:

Outerwear must be solid red, white, navy, or black and free from pictures, logos, lettering, or designs *(except for John Adams Academy logo).* Must be worn properly, not inside out.

Beanies must be solid red, navy, black, or white and must be free from pictures, logos, lettering, or designs *(except for John Adams Academy logo).* Beanies, hats and hoods are not to be worn indoors *(unless in the unusual event of extreme cold temperature as determined by John Adams Academy).*

**P.E./Physical Fitness Uniform (7th-12th grade):**

Dressing for PE is an option for secondary scholars. If a scholar chooses to exercise this option, P.E. uniforms are available at *(add link).*

P.E. shoes should be an athletic shoe with support. Non-black athletic shoes are
acceptable only during P.E. or physical mentor courses. Black-soled shoes are not allowed in the MPR or on any gymnasium floor.

Scholars who require accommodations (e.g., religious, medical, etc.) from this uniform policy should make such requests with their Dean.