The Family/Scholar Handbook is subject to change. Any updates to the handbook will be put on the website and parents will be notified.

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INTRODUCTION

This Family/Scholar Handbook is to be used as a guide to the rules and policies of John Adams Academy. John Adams Academy is a TK-12 public charter school and a school of choice. This handbook is also used by families to understand Academy expectations, academic model, Vision & Mission, and Core Values as they seek to make an informed choice in the education for their family.

For the purpose of this handbook, the use of “parent” will refer to any parent, legal guardian, or custodian of a minor.

All procedures and guidelines in this handbook are subject to the Board of Directors approved policies, which may change from time to time at the discretion of the Board of Directors.

ACADEMY PHILOSOPHY

Vision & Mission Statement

The John Adams Academies are restoring America’s heritage by developing servant leaders who are keepers and defenders of the principles of freedom for which our Founding Fathers pledged their lives, fortunes, and sacred honor.

Scholars

At John Adams Academy we refer to our enrolled pupils as scholars, not as students. A student is someone who has an obligation, normally rote memorization of something. A scholar implies someone who is passionate about learning. A scholar is defined as someone who is dedicated to learning, improvement of character and discovery of their genius.

“All men who have turned out worth anything have had the chief hand in their own education.”

-Sir Walter Scott

Classical Leadership Education: The education of tomorrow’s leaders determines the level of freedom, prosperity and integrity of the next generation. Leaders select the goals of a nation and the means of achieving those goals.

Leadership education trains thinkers, leaders, inventors, citizens, entrepreneurs, and statesmen. It educates individuals “how to think” and teaches them why it is important. Robert Hutchins said this type of education is “the education of free men in the knowledge and skills that are needed to remain free.”

Classically educated leaders are prepared to motivate and inspire individuals, communities, and nations to a greater good in an environment of freedom and prosperity that naturally produces the best society has to offer. This awakening is achieved through enduring principles of success. It is not accomplished simply by educating youth effectively, but rather by helping them to
internalize the principles of greatness as demonstrated in the lives of notable individuals who have accomplished great things. Leadership Education presupposes that each individual is born with a unique and individual mission to fulfill. Leadership Education consists of discovering, preparing for, and fulfilling this mission. It is not the role of Leadership Education to fill scholars with a pre-determined set of facts, beliefs, or processes, but to inspire them to discover their own potential and unique abilities that only they can contribute to society.

Our Founding Fathers and the great leaders of history received a Leadership Education. In the twenty-first century it falls to us to choose what kind of leaders we will produce. The liberty, prosperity, integrity, and stability of our nation and even future civilizations are dependent upon the leaders of tomorrow getting a Leadership Education today. These principles and the wisdom of history are still available to all who are willing to pay the price to educate, work, and implement the timeless principles of a Classical Leadership Education. Those fortunate enough to receive this type of education will truly be able to make a difference in the world.

Our long-range vision is that this organization will be a model for the future of public education.
Ten Core Values
Appreciation of Our National Heritage
Public and Private Virtue
Emphasis on Mentors and Classics
Scholar Empowered Learning
Fostering Creativity and Entrepreneurial Spirit
High Standards of Academic Excellence
Modeling What We Teach
Abundance Mentality
Building a Culture of Greatness
Self-governance, Personal Responsibility, and Accountability

John Adams Academy

Restoring America's Heritage by Developing Servant Leaders
ACADEMIC HONESTY AND PLAGIARISM

Academic honesty is essential in developing the core values necessary to fulfill our mission of developing servant leaders. Such moral integrity is just as important as our scholars’ academic development. Academic dishonesty includes both cheating and plagiarism. Cheating is using the knowledge or work of any other person to answer questions or complete assignments that are to represent the scholar’s own knowledge or effort, i.e. copying from another’s test. It is also using one’s own efforts in ways prohibited by the teacher (i.e. using a book to answer questions on a closed book assignment.)

Plagiarism is representing the ideas, words, or work of another as if they were their own. This does not mean that a scholar cannot use other person’s ideas or work in their papers. Rather it means that scholars must properly give credit when using ideas, words, or work of another person. One does this by properly citing sources from which they borrow other’s words, work, or ideas. This includes properly citing any photographs or images used as well. When citing sources, scholars are to follow the format required by the teacher of their class.

Written assignments are to be completed after the recommended readings. If papers are to be a summary of an individual book assigned, then the scholar must simply note at the end of their paper that their source was from a specific book. If ideas have come from any other source, or from a combination of sources, whether book, periodical, or the internet, the scholar must properly document each source used, through the use of footnotes, endnotes, or in-text citations, whether directly quoted, or paraphrased. Scholars will include a bibliography or list of works cited as directed by the teacher.

**Middle School**
Failure to abide by the above stated process will result in an “F” grade for the assignment. The second incident of academic dishonesty or plagiarism will result in an “F” grade for the assignment and the scholar may be asked to appear before the school board of John Adams Academy and/or be suspended from the academy.

**High School**
Failure to abide by the above stated process will result in an “F” grade for the assignment. The second incident of academic dishonesty or plagiarism will result in an “F” grade for the grading period and the scholar may be asked to appear before the school board of John Adams Academy and/or be suspended from the Academy. Further, if plagiarized work is submitted in more than one class, the scholar may be asked to appear before the school board of John Adams Academy and/or be suspended from the academy.

While scholars may be aware that they should not download papers from the internet, they may not know what constitutes plagiarism. Plagiarism is using someone else’s ideas or words without giving credit. This means that unique phrases and information that is not commonly known need to be cited. Scholars are not to copy sentence or paragraph structure from the source. Changing a few words in a sentence or paragraph is not sufficient to avoid plagiarism. It is our goal to help your scholar develop their own style of writing and have confidence in their own skills.
Strategies for scholars to avoid plagiarism include:

1. Make sure you understand the topic. Discuss it with parents or other scholars. It is very difficult to write about a topic you do not understand. Do not use vocabulary or terminology you cannot define.

2. Carefully read the assignment. If possible, use several sources for your research essays. Think about how you can write about the topic using some of your own ideas or personal experiences.

3. Take notes on index cards. Avoid using sentences or phrases from the source unless you intend to cite the source. For example, if you are writing about life in colonial America, you might put the heading “typical colonial house” at the top of an index card, then list important facts you want to remember: walls __ thick, walls constructed of ___, number of rooms ___, etc.

4. Prepare an outline. For short papers, the outline could be simple, using keywords to remind you of information to include in the essay.

5. Do not look at your sources when you are writing.

6. Check for accidental plagiarism. Compare your essay to your source. You may have a good memory and accidentally use a phrase from the source. Parents, this is where we ask your assistance. We can “Google” to look for online sources, but we do not know what books, in addition to the texts, your child is using at home. Please make sure the source is put away when your scholar is writing, and check for unintentional plagiarism.

7. You may quote or paraphrase another author as long as you provide a proper citation of the source. Your teacher will teach you how to do this.

Remember that we expect scholar-level papers. Teachers become concerned when a paper has vocabulary, sentence structure, or insight that is far beyond the grade level of the writer. All scholars have mastered some writing skills, but need to work on others. Your scholar’s teachers acknowledge the strong points in essays and work with scholars to improve areas of weakness. This goal can be accomplished only if scholars submit work that is their own.

**ACADEMY HOURS AND SCHEDULE**

John Adams Academy office and teacher hours are posted on campus websites.

Flag ceremonies are the official start of the academic day. All scholars are expected to attend. Please schedule your morning routine to allow your scholar ample time to be on time.

Please see “Late Pick-up” Section

**ACCIDENTS**

Parents will be notified as soon as possible in the unlikely event that their scholar is seriously injured while at the Academy or during Academy sponsored events. Whenever possible, parents will be asked to pick up their scholar for their own observation or doctor’s visit. If a parent cannot be reached, the scholar will be discharged to another person specified on their contact list in our student information system. If the injury is serious, we will call 911. Please notify the office.
immediately with any changes to contacts or other scholar information so scholar records are current.

**ADDING/DROPPING COURSES (SECONDARY GRADES)**

Course assignments are designed to keep scholars on track to meet graduation requirements and ensure eligibility for university admissions. Scholars are expected to remain in assigned courses throughout the entire term. Course changes must be approved by a parent and the John Adams Academy Administration.

**APPOINTMENTS**

Please schedule outside of school appointments for your scholars so that they do not conflict with instructional time. If an appointment does require your scholar to leave early, please send a note or email to the teacher and contact the school office in advance so that your scholar can be ready when you arrive. Please plan accordingly to ensure the teacher can be notified as early as possible.

Please come to the front desk to pick up your scholar. Allow enough time for your scholar to be paged by the receptionist.

Scholars will only be released to the parents (or others authorized on their contact list), and must be signed out in the office. Picture identification is required from the adult picking up the scholar. Please note that excessive check-outs seriously undermine learning and can be disruptive to the classroom environment. All check-outs are subject to review by administration.

**ARRIVAL TO AND DEPARTURE FROM CAMPUS**

When on campus, please abide by the established traffic flow patterns when dropping off or picking up scholars at John Adams Academy. For the most up-to-date information, please go to ParentSquare or to the website under PARENTS.

- Please use windshield signs during elementary pick-up. (Windshield signs can be found on campus websites under DOCUMENTS)
- Please do not arrive to the pick-up line before the stated dismissal time. Cars that stack in line before classes are dismissed block traffic and can prevent access around the campus. Any vehicle stopped in a lane of traffic will be required to park in a parking space or exit the property until classes have been dismissed.
- For the safety of all scholars and pets, please leave pets at home during drop-off and pick-up.
- **Never** leave children unattended inside your vehicle for any reason or any duration of time.
- **Never** use cell phones or other mobile devices while driving on campus roads, in the drop-off lines, pick-up lines, or Academy parking lots. Use of electronic devices while driving is a distraction to the driver that increases the risk of injury to the driver and others. As an act of public virtue refrain from use of electronic devices while driving on campus.
- All parents and scholars must use designated crosswalks to access the campus from
parking lots. Parents of young scholars should escort their scholars through the crosswalks.

- Please do not park in any neighbor parking lots as we wish to respect our neighbors’ right to conduct their business free from interruption or intrusion. Neighbor lots are private property and unauthorized vehicles may be towed at owner’s expense.

Please help us keep all of our children safe 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 or picking up scholars at John Adams Academy.**

**High School Drivers:**

High School scholars who drive to campus are required to complete the necessary paperwork with the school office and will receive an assigned parking space in the designated scholar parking area. Scholars who have received authorization to park on campus must park in the designated scholar parking area in their assigned space. Scholar may not go into the parking area, or access their vehicles, during school hours.

**ASSEMBLIES**

Throughout the school year, a variety of assemblies are provided for scholars. Assemblies that include parents/families will have invites sent through ParentSquare.

**ASSESSMENTS/TESTING**

In addition to classroom assessments given throughout the year, John Adams Academy participates in the following formal assessments:

- CA Assessment of Scholar Performance and Progress (CAASPP)
- SAT
- PSAT
- ACT (Optional for Secondary Scholars)
- CELDT (for English Language Learners).
- CLT (Classic Learning Test)
- PFT (Physical Fitness Test)

Please watch our website for dates and times. Scholars should not be absent or leave school early during testing days.

**ATTENDANCE, CHRONIC ABSENCE, AND TRUANCY POLICY**

**Attendance Philosophy**

At John Adams Academy we view each day as an essential learning opportunity. A significant part of each scholar’s educational experience is derived from classroom participation, activities,
discussion and relationships. Regular attendance is crucial for scholars to attain the maximum benefit from their John Adams Academy experience. Therefore, we expect excellent attendance of our scholars. Missing school regularly is not only detrimental to a child’s learning, but can also create poor learning habits. Of course, if a child is sick or has a communicable illness, he or she should stay home to rest and recover. Scholars are responsible for making up work missed during an absence, and should contact their teachers for assignments.

**ADA and Funding**

As a public school, John Adams Academy receives state funding based on ADA (Average Daily Attendance). For this reason, and in accordance with state law, the school must keep detailed records of scholar attendance. Daily attendance is important for many reasons, but it also directly affects our revenue. When a scholar is absent for any reason, the school does not receive the funding for that day.

**Early Dismissal**

If a scholar must leave school early because of a health appointment, the teacher should be notified in advance, and upon picking up the scholar, the parent will sign out their scholar in the office. Parents are encouraged to schedule appointments during non-school hours whenever possible.

For secondary scholars who drive themselves to school and are not being picked up by a parent/guardian for early dismissal, a written note shall be required for the scholar’s release. Scholar shall bring the written note signed by the parent to the main office prior to the scholar’s release. Written notice can also be provided by email sent to the school site main office. When the school site receives either a written note or an email authorizing the early release of the scholar, a call will be made to the parent as a secondary verification prior to the scholar being released.

**On-time Arrival**

Promptness is the hallmark of many great leaders and is essential to the execution of one's daily duties. The John Adams Academy Academic day begins with flag ceremony, setting the tone for the reverence and formality of the opportunity to educate ourselves. The requirement for on-time arrival is for both the beginning of the school day as well as every class period throughout the day. Scholars who disrupt class by arriving late must check in at the office. Please ensure your scholar arrives to school on-time and underscore the importance of arriving to each class on-time each day.

**Excused Absences**

As outlined in the Board policy on attendance, the Executive Director or his/her designee is responsible for determining whether an absence is excused or unexcused. Absence from school may be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law.

The following are examples of excused absences:

- Illness or situations when a physician recommends a scholar miss school
Medical, dental, optometric, or chiropractic appointments which cannot be scheduled outside the school day

Religious holidays

Court-ordered absences

Death in the scholar’s immediate family

To spend time with a member of the scholar’s immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position

Attending naturalization ceremony

Other unusual circumstances when requested in advance and approved by the Executive Director or his/her designee

Completion of Work: Scholars absent for the reasons deemed “excused” shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The educator of the class from which a scholar is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the scholar missed during the absence.

Unexcused Absences/Truancy for Classroom-Based Attendance

Examples of unexcused absences include, but are not limited to the following reasons:

- “Long weekends” and vacations
- Family reunions
- Staying home to care for animals
- Moving days (change of residence)
- Transportation problems
- Appointments for non-essential activities
- Forgetting it was a school day

Scholars absent for reasons deemed “unexcused” may be precluded from receiving credit for assignments and tests missed during the unexcused absence.

Families who are aware in advance of a possible excused or unexcused absence are encouraged to contact the school regarding participation in a short-term independent study agreement.

Consequences for Multiple Unexcused Absences

Upon the third unexcused absence, in addition to sending written communication, the Academy will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems.

Upon the sixth unexcused absence, in addition to sending written communication, the Academy will call the family to schedule an in-person meeting with a parent to discuss
the unexcused absences and notify the parents that if four more unexcused absences occur, for a total of ten unexcused absences, the scholar will lose his or her admissions preference as a continuing scholar for the Academy for the following school year and will be considered disenrolled from the Academy.

Upon the eighth unexcused absence, in addition to sending written communication, a second in-person parent conference will be scheduled and the parent will be notified that two more unexcused absences, for a total of ten unexcused absences, will result in the scholar no longer receiving preferential admission as a continuing scholar to the Academy for the next school year and will be considered disenrolled from the Academy.

Upon the tenth unexcused absence, the scholar will be considered disenrolled from the Academy.

**Consequences for Multiple Consecutive Unexcused Absences**

In cases where a scholar has enrolled, but has demonstrated no positive attendance from the first day of school, upon the third day of consecutive unexcused absence, the scholar may be marked as a “no show” and considered disenrolled.

For scholars that have demonstrated at least one positive day of attendance during the school year, upon the seventh consecutive unexcused absence, the scholar will be disciplined up to and including disenrollment from the Academy.

**Chronic Absenteeism**

Chronic absentee means a scholar who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the scholar is absent is divided by the total number of days the scholar is enrolled and school was actually taught.

For purposes of this policy, chronic absentee includes a scholar who is absent for any reason from a course in which attendance is taken by period on 10 percent or more of the periods in the school year, when the total number of periods the scholar is absent is divided by the total number of periods the scholar is enrolled and school was actually taught.

**Limits to Length of Excused Absences:** In the case of chronic absenteeism, the Executive Director or his/her designee shall limit the length of an excused absence to the stated justification to ensure they do not extend over days the scholar could attend School. These limitations include, but are not limited, to:

- **Illness:** Once designated as a chronic absentee, a parent, or scholar if the scholar has attained age 18, must provide a Doctor’s Note for all illness-related absences. A Doctor’s Note is documentation from a physician, dentist or other medical doctor indicating that the scholar must stay home from school. Only the front
office is authorized to accept a Doctor’s Note. If a Doctor’s Note is not provided, the Executive Director or designee may consider each missed day an unexcused absence.

Other Absences Ordinarily Considered Excused: Once designated as a chronic absentee, a parent, or scholar if the scholar has attained age 18, must provide documentation to verify the validity of each absence that would ordinarily be considered “excused”. If the documentation is not provided, the Executive Director or designee may consider each missed day an unexcused absence.

Consequences for Chronic Absenteeism

Unless a scholar has completed the chronic illness process or otherwise made prior arrangements with administrative leadership, privileges to participate in non-academic activities including socials, dances, athletics, walking at graduation, eligibility to run for scholar government, etc. may be withheld for chronic absenteeism. Depending on the cause of the chronic absenteeism, consequences could include disenrollment of the scholar.

In the case of chronic absenteeism, scholars absent for reasons deemed “unexcused” may be precluded from receiving credit for assignments and tests missed during the unexcused absence, and/or may not receive credit for the course if tracked under period attendance.

The Executive Director retains discretion to apply the consequences in a manner to protect and support the scholar, as the Academy strives towards ensuring all scholars attend school.

INDEPENDENT STUDY

Please see section on Independent Study.

BACK-TO-SCHOOL NIGHTS

Back to School Nights, held at the beginning of the school year, feature an Academy-wide welcome followed by classroom presentations to inform parents of classroom policies and expectations. This informational evening is intended for parents only, no childcare or supervision will be provided. Please come prepared to learn about John Adams Academy and your scholar’s class(es) rather than to discuss individual scholar progress.

BIRTHDAYS

John Adams Academy recognizes that your scholar’s birthday is important. However, birthday celebrations, balloons, presents, birthday food/treats of any kind, etc. need to be presented to
scholars at home, not at the academy, as valuable learning time is lost when classes are interrupted. Birthday party invitations must also be distributed outside of school.

CALLS

To minimize class disruptions, please do not attempt to call your scholar on his or her cell phone during academic hours. We require that scholar cell phones be turned off during academic hours. (Please see section on Electronic Devices and Cell Phones.)

We encourage parents to use email to communicate with teachers whenever possible. You can reach staff via ParentSquare or email. Any John Adams Academy staff member can be emailed using the following format firstname.lastname@johnadamsacademy.org. Leaving voicemail messages for staff members is also acceptable. The office will not interrupt classes to forward calls. Calls and emails to teachers are expected to be returned within 48 hours, whenever possible. Likewise, parents are expected to respond to teacher calls or emails within the same 48-hour return courtesy.

CLASSROOM VISITS

Parents are welcome to visit the classroom during the school year. The following guidelines will allow for visits that do not disrupt the learning environment:

● Please contact your scholar’s teacher in advance to make arrangements for your visit.
● Classroom observations do not include interaction with the teacher or the scholars.
● All visitors are required by law to sign in at the office and wear a visitor’s badge while on campus.
● Please follow the same dress standards expected of scholars, namely uniform level standards, or business attire.
● If there is a matter you wish to discuss, please make an appointment with your scholar’s teacher via email or phone for a conference that will occur outside of class time.
● If you would like to spend lunch with your scholar, please sign them out and take them off campus to eat. Due to space limitations, parents are not allowed to accompany scholars to lunch on campus or at recess unless specifically invited for a special event.
● For the safety of all, if you observe an adult on campus without a John Adams Academy visitor badge, please direct them to the office to sign in.

CLOSED CAMPUS

John Adam Academy is a closed campus. Once scholars arrive on campus, they are expected to remain on campus until the end of the day. If any scholar chooses to leave campus without parent and Academy permission, he or she will be classified as truant and will be subject to disciplinary action. In some circumstances, scholars in the 12th grade may receive approval from their Dean or the Headmaster to leave campus.
There will be times when classes may be held away from campus. The only exception to the closed campus rule is for scholars to attend these released time activities. Law enforcement may be summoned if a scholar’s whereabouts are unknown.

All visitors on campus must first check in at the office to receive a visitor’s badge and must have permission to be on campus.

COMMUNICATION

ParentSquare, emails from staff, and the John Adams Academy websites will be the primary sources of communication with John Adams Academy families. All families are expected to provide an email address to receive Academy communication. Families who wish to receive printed materials must contact the office to request a copy. John Adams Academy will also communicate with families through recorded phone messages (all-calls) and surveys. For convenience, news items will be posted to campus websites.

Please note: there are four websites:

Main: johnadamsacademy.org
El Dorado Hills: edh.johnadamsacademy.org
Lincoln Campus: lincoln.johnadamsacademy.org
Roseville Campus: roseville.johnadamsacademy.org

Bulletin boards on campus will be used for more specific information. All bulletin board material must be approved by the administration prior to posting.

COMMUNITY SERVICE

John Adams Academy is creating an environment of servant leadership. Scholars are required to complete a minimum number of community service hours depending on grade level. All service through any community organization will be eligible to count toward service hours (i.e. Girl Scouts, Boy Scouts, FFA, 4-H, scholar-sponsored events, etc.)

Grades K–3: No minimum number of hours apply. Scholars are encouraged to participate in at least one service project per year to create the beginning concept of servant leadership.

Grades 4-5: Minimum 5 hours per year
Grades 6-8: Minimum 10 hours per year
Grades 9-12: Minimum 20 hours per year

COMPUTER AND INTERNET USE

The use of John Adams Academy computers, technology, or online systems is strictly limited to educational, not personal, purposes. Scholars are allowed to access John Adams Academy computers and internet on campus only when a supervising teacher is present. Scholars are
expected to comply with the Technology Use Agreement at all times, including ensuring the use of the internet and other online resources through the Academy is ethical and appropriate.

Technology Use Agreement

At John Adams Academy, technology including network and internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and scholars. Access to these resources and information is an educational opportunity requiring responsible use by each individual. As such, every John Adams Academy user should act in an ethical and legal manner consistent with the Academy’s mission and Core Values and should conform to educationally appropriate use.

Users of John Adams Academy technology and network services should remember that the level of confidentiality on Academy-owned computers may not be the same as that expected when using their own equipment or internet services. Electronic communications (For purposes of this document, electronic communications include but are not limited to email, chat, blogs, discussion forums, social media, and instant messaging,) files and internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed.

John Adams Academy has taken reasonable steps to ensure that technology services and network use is primarily for activities that support Academy goals and objectives. While the Academy employs internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, internet content filtering is not a perfect science and it may be possible for users of the internet to access inappropriate information. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes.

The benefits of internet access in the form of information resources and opportunities far exceed the disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their scholar should follow. Use of the academy technology, network, and technology services is strictly limited to educational purposes.

Responsibility

As a user of John Adams Academy technology services, network and internet connections, scholars agree to:

- Use network access in an acceptable manner, follow all academy rules and regulations regarding network use, including being polite, using appropriate language, and respecting privacy of others.
- Use online time and other technology/network resources efficiently and for educational purposes only.
- Report any known misuse of technology or network services to the appropriate teacher, administrator, or the Academy office.
- Be the sole user of an issued individual network account. The scholar will protect their account by not giving out the password and will report any suspected misuse to the
appropriate teacher or administrator. Scholars will be responsible for all use of their account.

- Follow all applicable copyright laws. Scholars will understand that inappropriately copying or misusing other people’s work may be considered plagiarism. Likewise, any work that the scholar creates through the use of John Adams Academy technology services/network is their own property, yet it is subject to all of the guidelines of this policy.
- Assist in keeping the John Adams Academy network free from viruses or other malicious attacks by refraining from opening attachments from unknown sources, downloading and/or installing unauthorized software, and being alert to warnings.
- Apply what they have learned about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms (outside of school), and cyber bullying awareness and response.

**Inappropriate technology/network/online conduct includes, but is not limited to:**

- Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the Academy. (e.g., games, applications, operating systems, shareware, computer components, and peripherals)
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others (cyberbullying) based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California penal Code Section §313(a).
- Using technology or network services for private business, commercial enterprise, or for political activities.
- Use of another individual’s name, user account, or password.
- Allowing another user access to the their account, sharing electronic account passwords, leaving passwords available in obvious locations, or leaving signed on or logged on computers unattended.
- Disclosure, use or dissemination of personal identification or contact information about oneself or others when using electronic communication. Scholars are cautioned not to disclose personal information by any means to individuals on the internet without the permission of staff members and are urged to discuss online privacy issues with their parents or guardian. Personal information includes the scholar’s name, address, telephone number, Social Security number, or other individually identifiable information.
- Reading or accessing other users’ email or files.
- Attempting to interfere with other users’ ability to: use technology resources, send or receive email, deleting, copying, modifying or forging other users’ mail or files.
- Sending or exchanging messages that are inconsistent with the Academy or its mission and Core Values.
- Using encryption, encoding, or passwords to deliberately concealing or hiding email or files.
Family/Scholar Handbook

- Distributing electronic media or files in a manner that is likely to cause network congestion or impede the ability of other people to access and use the system (e.g. downloading extremely large files; sending/distributing mass emails or chain letters; downloading video and audio files not directly related to Academy mission or Core Values; excessive chat or instant message use for non-educational purposes.
- Intentionally uploading, downloading, or creating computer viruses.
- Attempting to vandalize, harm, tamper with, intercept, or destroy academy equipment, data, or materials including use and/or possession of hacking tools.
- Attempting to bypass, circumvent, or disable: network security, virus protection, or internet content filtering; not limited to but including use of internet anonymizers to disguise user/computer origin or content.
- Manipulating the data of any other user, the Academy, or Academy resources.
- Unauthorized access to servers, computer systems, or network equipment.
- Use or connection of any personal, non-academy equipment to the John Adams Academy network.

Scholars who violate the John Adams Academy Scholar Technology Agreement, board policy, misuse technology or network services, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law. The Academy technology services provider and the administration reserve the right to delete files or remove access to resources found to display or propagate inappropriate online conduct. Parents have the right to authorize or decline network/internet access for their scholar.

Scholar Internet/Network Users

By logging on to or using any computer or technology resource on the John Adams Academy network or on Academy premises the user understands and agrees to abide by the provisions and conditions of this policy as well as with any and all Academy rules and regulations which may relate to usage of Academy technology and equipment, including use of the internet. User also understands that their use of the Internet and electronic communications through Academy computers and equipment is strictly limited to educational purposes, that they are not guaranteed Academy rights to privacy with respect to electronic communications or internet records, and that from time to time Academy Administration may review such electronic communications or internet records for general security purposes in order to ensure compliance with this policy.

Parent/Guardian of Scholar User

The Academy makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Academy internet connection will be error-free or without defect.

The Academy will not be responsible for any damage users may suffer, including but not limited to: loss of data, interruptions of service, or exposure to inappropriate material or people. The Academy is not responsible for the accuracy or quality of the information obtained through the system. The Academy will not be responsible for financial obligations arising through the unauthorized use of the system.
Users or parents of users indemnify and hold the Academy harmless from any losses sustained as the result of misuse of the system by users. By allowing your scholar(s) access to and use of any computer or technology resource on the John Adams Academy network or on Academy premises, you hereby give your scholar(s) permission to use the John Adams Academy local area networks (LAN) and internet gateway, and you agree on behalf of your scholar(s) to all terms and conditions set forth in this document.

**COMPREHENSIVE SEXUAL EDUCATION OPT-OUT**

Beginning in the 2019-20 school year, California charter schools, including John Adams Academy, will be required by a new law (AB-2601) to provide comprehensive sexual education and human immunodeficiency virus (“HIV”) prevention education to scholars in middle school and high school. The law requires that each scholar receive this education at least twice while in school (at least once in middle school and at least once again in high school), unless the parent/guardian provides a written “Opt-Out” notice to the school.

**Please note:** If a parent seeks to "Opt-Out" more than one child, a separate "Opt-Out" form must be on file for each child.

Opt-Out forms are available on each Academy campus website under the PARENTS tab; NOTICES, and then selecting AB 2601 Notices on the right hand menu. Anyone unable to access the information or opt-out forms on the website may obtain copies of the form at their front office.

**CONFERENCES**

Parent Teacher Conferences will be held twice per year. Once during the first semester for all scholars and once during the second semester for parents wishing to schedule a conference with teachers regarding their scholar’s progress. Please refer to the school calendar for dates. *(Calendar is located on the website under SCHOLARS.)*

**CURRICULUM**

The John Adams Academy curriculum features a traditional, well-balanced core of essential subjects. Scholars in grades TK-12 are instructed in phonics, grammar and mechanics, writing, literature, history, geography, science, foreign language, art, math, and music.

**Classics**

John Adams Academy offers a carefully selected curriculum that relies predominantly on primary sources: historical documents, biographies, autobiographies and classic works of literature, and avoids relying on textbooks that have been subject to over-simplification or historical revision. Scholars will read and discuss a collection of books that are both timeless and timely. Some readings may be assigned during non-school days. Lists of classics are provided by teachers and are listed on the John Adams Academy website.
Graduation Requirements

John Adams Academy graduation requirements meet or exceed the California graduation requirements, and University of California (UC) and California State University (CSU) requirements for freshman admission. The chart below of graduation requirements demonstrates the Academy graduation requirements in comparison to current California, UC and CSU requirements as an example of the Academy meeting or exceeding said requirements. The Academy may amend graduation requirements during the term of the charter based on changes in California, UC or CSU requirements as well as the Academy’s identification of scholar or program need. Parents will be informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements via methods including, but not limited to, the Family/Scholar Handbook, family orientations, parent/school conferences, Academy website and information available at the main office.

In the event that changes are made that increase the requirements for graduation, any scholar currently enrolled in high school would be subject to the previous requirements as advertised when they enrolled. The more stringent requirements would apply to any scholars newly enrolling in a high school grade level following the change.

Scholars graduating from John Adams Academy will complete a minimum of 240 credit hours. All scholars must complete the following with a passing grade (C- or higher) to be eligible for graduation:

- Thesis
- Speech
- Project

A grade of C- or higher must be earned for satisfactory completion of all academic courses. Scholars who earn a grade of D+ or lower will be required to repeat the course to earn credit. Scholars who have been absent for any reason from 10% or more of the class during the time for which they were enrolled are deemed chronic absentees (see attendance policy above). In the case of chronic absenteeism, scholars absent for reasons deemed “unexcused” may be precluded from receiving credit for assignments and tests missed during the unexcused absence, and/or may not receive credit for the course if tracked under period attendance.

<table>
<thead>
<tr>
<th>History/Social Science (A)</th>
<th>John Adams Academy Graduation Requirements</th>
<th>California Graduation Requirements</th>
<th>University of California (UC) Requirements for Freshman Admissions</th>
<th>California State University (CSU) Requirements for Freshman Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50 units including 20 units Western Civilization; 10 units U.S. history; 10 units political philosophy, 5 units American</td>
<td>6 semesters (30 Units), including 2 semesters (10 units) of U.S. History and geography; 2 semesters (10 units)</td>
<td>4 semesters (20 Units), including 2 semesters (10 units) U.S. history or 1 semester (5 units) of U.S. history and 1</td>
<td>4 semesters (20 Units), including 2 semesters (10 units) U.S. history or U.S. history and government and 2</td>
</tr>
<tr>
<td></td>
<td>Government and 5 units economics.</td>
<td>Units) of world history, culture, and geography; 1 semester (5 units) of American government and civics, and 1 semester (5 units) of economics.</td>
<td>Semester (5 units) of civics or American government; and 2 semesters (10 units) of world history, cultures, and geography.</td>
<td>Semesters (10 units) of other approved social science.</td>
</tr>
<tr>
<td>-----------------</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>English (B)</strong></td>
<td>40 units</td>
<td>6 semesters (30 Units)</td>
<td>8 semesters (40 Units) of approved courses.</td>
<td>8 semesters (40 Units) of approved courses.</td>
</tr>
<tr>
<td><strong>Mathematics (C)</strong></td>
<td>30 units,¹ including Algebra I and Geometry</td>
<td>4 semesters (20 Units), including Algebra I.</td>
<td>6 semesters (30 Units), including algebra, geometry, and intermediate algebra.</td>
<td>6 semesters (30 Units), including algebra, intermediate algebra, and geometry.</td>
</tr>
<tr>
<td><strong>Science (D)</strong></td>
<td>20 units with lab required, chosen from biology, chemistry, or physics.</td>
<td>4 semesters (20 Units), including biology and physical science.</td>
<td>4 semesters, (20 Units) with lab required, chosen from biology, chemistry, and physics.</td>
<td>4 semesters (20 Units), including 2 semesters of biological and 2 semesters of physical science with lab.</td>
</tr>
<tr>
<td><strong>Foreign Language (E)</strong></td>
<td>20 units ² in same language required.</td>
<td>2 semesters (10 Units) of either visual and performing arts, foreign language, or career technical education.³</td>
<td>4 semesters (20 Units) in same language required.</td>
<td>4 semesters (20 Units) in same language required.</td>
</tr>
<tr>
<td><strong>Visual/Performing Arts (F)</strong></td>
<td>10 units of visual or performing arts</td>
<td>2 semesters (10 Units) of either visual and performing arts, foreign language, or career technical education.³</td>
<td>2 semesters (10 Units) of visual and performing arts chosen from the following: dance, drama/theater,</td>
<td>2 semesters (10 Units) of visual and performing arts chosen from the following: dance, drama/theater,</td>
</tr>
</tbody>
</table>

¹ The Algebra 1 and/or Geometry requirement may be met by successfully completing coursework that meets or exceeds the rigor of the content standards of Algebra 1 and/or Geometry. Courses meeting the Algebra 1 and/or Geometry requirement may be transferred from middle school if course is A-G approved or it can be demonstrated that the course content qualifies as high school level content; however, scholars must still complete a minimum of 30 Units of mathematics in High School.
² Two years of language may be transferred from middle school if courses are A-G approved.
³ For purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in foreign language.
### Physical Education

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Offered, but not a core class and not required for graduation</th>
<th>2 semesters (10 Units)</th>
<th>Not Applicable</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

### Electives (G)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>70 units (14 semesters)</th>
<th>Not Applicable</th>
<th>2 semesters (10 Units)</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

### Exams

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Not Applicable</th>
<th>Not Applicable</th>
<th>SAT or ACT with Writing.</th>
<th>SAT or ACT</th>
</tr>
</thead>
</table>

### Additional Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>• Thesis</th>
<th>• Speech</th>
<th>• Project</th>
<th>Not Applicable</th>
<th>Not Applicable</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

### Total Credits

<table>
<thead>
<tr>
<th>Requirement</th>
<th>240 Unit Credits (48 semesters) (Grades below C will not be awarded credit)</th>
<th>130 Unit Credits (26 semesters)</th>
<th>150 Unit Credits (30 semesters) 14 semesters must be completed in the last two years of high school</th>
<th>150 Unit Credits (30 semesters)</th>
</tr>
</thead>
</table>

**Please note:** Scholars must be enrolled as full day students their senior year at John Adams Academy unless excused by the Headmaster and/or relevant Dean for reasons such as, but not limited to, classes taken at a local college, a work release with a permit or as part of an internship approved by the Academy, etc.

### DISCIPLINE AND ACCOUNTABILITY

Pursuant to the Board Policy on Scholar Discipline (see Appendix C), the following are procedures and guidelines for scholar behavior and discipline.

The Academy 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. These procedures 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.

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4 Must be chosen from approved academic courses in history, English, advance mathematics, lab science, foreign language, social science, or fine arts.
3. To reinforce the Academy’s commitment to treating all scholars with fairness, respect, and equality.

The goal of discipline 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. Administration may call for a parent conference. 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 will have the authority to implement discipline in their classrooms that is 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.

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 Academy property.

The John Adams Academy staff shall enforce disciplinary rules and procedures fairly and consistently among all scholars. Bullying is prohibited against any scholar, staff member, or volunteer for any reason. Bullying means any written, verbal, or non-verbal expression/physical or electronic act/gesture or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any scholar. Bullying is prohibited on academy property, at academy-sanctioned events, when scholars are being transported to or from the academy or at academy-sanctioned events, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the academy or interfere with the ability of other academy scholars to learn or be secure. Scholars who engage in bullying will be subject to discipline according to the policies discussed herein.

John Adams Academy’s Scholar Guidelines for Behavior

Scholars will:

1. Be polite and attentive.

2. Attend school consistently, be on time, and take responsibility for promptly making up any work missed when absent. Each scholar will bear the responsibility for his or her own conduct. Each scholar will respect the Academy’s atmosphere of learning by attending class and being prepared and punctual.
3. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others and property. Each scholar is expected to cooperate with and respect all faculty and staff, and any other individuals working or volunteering at the academy. Scholars are expected to communicate in an acceptable tone of voice using an acceptable choice of words.

4. Follow lunchroom, playground, field trip, commons area, and individual classroom rules. Each scholar is expected to follow the Academy’s rules when participating in academy-related events.

5. Adhere to the dress code.

6. Not use threats or intimidation against any other person.

7. Respect the health and safety of others, safety rules, and not use tobacco, alcohol, or other illegal substances.

8. Be dismissed by the teacher, not the bell or the clock.

9. Not leave campus without signing out in the main office.

10. Not use electronic devices (CD players, radios, pagers, cell phones, games, etc.). Such items will be confiscated. Acceptability of other devices is at the discretion of teachers and administration.

11. Scholars will not bring anything to the academy that could be used to cause harm or that is illegal.

12. Adhere to the John Adams Academy Anti-Bullying Statement

Scholars possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the academy’s responsibility to protect the health, safety, and welfare of all its scholars, and to ensure compliance with Academy rules. Academy employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of scholars or staff may be endangered. Items not allowed by John Adams Academy may be confiscated and returned to the parent later that day.

John Adams Academy is not responsible for loss, theft, or breakage of items brought to the Academy.

Fines may be levied on parents for vandalism or theft committed by their scholars. Fines may also be levied for lost or damaged academy property. Scholars and parents may also be required to be involved in the maintenance or repair of damaged property.

Learning requires scholars to be attentive and polite. If a scholar does misbehave, the consequences for the infraction will be immediate, relevant and effective. In evaluating
consequences, teachers and the administration will determine if the act is a first time, a repeated, or habitual offense.

The whole class will never be punished for the misdeeds of individual scholar(s).

At no time will a scholar’s disciplinary record be discussed with another scholar or parent. However, other scholars or parents may be consulted regarding an incident in an attempt to discern truth.

John Adams Academy desires to educate all scholars who enter our academy, expecting nothing less than the best from each one. If a scholar commits a major disruption or infraction (or a series of minor infractions) the teacher may issue a detention or referral to the office. Referrals/detentions are cumulative throughout the school year.

**Detention**

Guardians will be notified if their scholar is required to attend detention. Detention will be served on campus, and is generally held after school hours.

**Community Service**

Instead of disciplinary action, the administration may require a scholar to perform community service on school grounds during non-school hours. Community service may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. (See Education Code 48900.6)

**Saturday School**

Four (4) office referrals/detentions require Saturday School. Saturday School will be held from 8:00am – 12:00pm on campus. Scholars assigned to Saturday school will not be able to participate in athletics, extra-curricular activities or field trips, or be eligible for any John Adams Academy awards for the remainder of the semester Any infraction following Saturday School may result in further disciplinary action. Dates will be determined as assigned. **Attendance in an assigned Saturday School is required. Failure to attend Saturday School may result in suspension.**

Administrators may accelerate a scholar’s progress through the above list based on seriousness or disruptiveness and scholar defiance.

**Other Means of Correction**

When appropriate, John Adams Academy will consider other means of correction besides suspension or expulsion including, but not limited to, use of parent conferences, community service, and counselor referrals.

**Suspension**

An administrator or designee has the authority to suspend scholars as appropriate.
The duration of a suspension depends on the severity or frequency of the infraction. All suspensions will require a parent conference with administration. A Remedial Scholar Discipline Plan will be created during this conference. The conference will occur before the scholar is readmitted to class. The administration may require the parent to attend a full day of class with the scholar upon return.

Suspended scholars will not be on the honor roll for that quarter. Scholars may be suspended for reasons other than receiving repeated office referrals. Such suspensions may render a scholar ineligible for field trips and other activities.

**Grounds for Suspension and Expulsion of Scholars**

A scholar may be suspended or expelled for prohibited misconduct if the act is:
1. Related to Academy activity,
2. Academy attendance occurring at the Academy or at another other school, or
3. An Academy sponsored event.

A scholar may be suspended or expelled for acts that are enumerated below and related to Academy activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on Academy grounds;
2. While going to or coming from the Academy;
3. During the lunch period, whether on or off the Academy campus; or
4. During, going to, or coming from an Academy-sponsored activity.

**Enumerated Offenses**

Scholars may be suspended or expelled for any of the following acts when it is determined the scholar:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence on another, except self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. This section does not prohibit the use of his or her own prescription products by a scholar as dispensed by the Academy staff.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to Academy property or private property.
8. Stole or attempted to steal Academy property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, electronic/vapor cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
12. Disrupted Academy activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other Academy officials, or other Academy personnel engaged in the performance of their duties.
13. Knowingly received stolen Academy property or private property.
14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
16. Harassed, threatened, or intimidated a scholar who is a complaining witness or witness in an Academy disciplinary proceeding for the purpose of preventing that scholar from being a witness and/or retaliating against that scholar for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a scholar organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective scholar.
19. Made terrorist threats against Academy officials and/or Academy property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in fear for his or her own safety or for his or her immediate family’s safety, or for the protection of Academy property, or the personal property of the person threatened or his or her immediate family.
20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to scholars in any of grades 4 to 12, inclusive.
21. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to scholars in any of grades 4 to 12, inclusive.

22. Intentionally harassed, threatened or intimidated a scholar or group of scholars to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading scholar rights by creating an intimidating or hostile environment. This section shall apply to scholars in any of grades 4 to 12, inclusive.

Alternatives to suspension or expulsion may first be attempted with scholars who are truant, tardy, or otherwise absent from assigned Academy activities.

**Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

1. **Conference:** Suspension shall be preceded, if possible, by a conference conducted by the administration with the scholar and his or her parent and, whenever practical, the teacher, supervisor or Academy employee who referred the scholar to the Administration Office. The conference may be omitted if the administration determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety or health of scholars or Academy personnel. If a scholar is suspended without this conference, both the parent and scholar shall be notified of the scholar’s right to return to Academy for the purpose of a conference. At the conference, the scholar shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two Academy days, unless the scholar waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a scholar for failure of the scholar’s parent or guardian to attend a conference with Academy officials. Reinstatement of the suspended scholar shall not be contingent upon attendance by the scholar’s parent or guardian at the conference.

2. **Notice to Parents:** At the time of suspension, the administration shall make a reasonable effort to contact the parent by telephone or in person. Whenever a scholar is suspended, the parent shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the scholar. In addition, the notice may also state the date and time when the scholar may return to the Academy. If Academy officials wish to ask the parent to confer regarding matters pertinent to the suspension, the notice may request that the parent respond to such requests without delay.

3. **Suspension Time Limits/Recommendation for Expulsion:** (Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive Academy days per suspension.) Upon a recommendation of expulsion by the administration, the scholar and the scholar’s guardian or representative will be invited to a conference to determine if the suspension for the scholar should be extended pending an expulsion hearing. This determination will be made by the administration upon either of the
following determinations:

- The scholar’s presence will be disruptive to the education process; or
- The scholar poses a threat or danger to others.

Upon either determination, the scholar’s suspension will be extended pending the results of an expulsion hearing.

**Authority to Expel**

A scholar may be expelled either by the John Adams Academy Board of Directors following a hearing before it or by the John Adams Academy Board of Directors upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least two members who are certificated and either a teacher of the scholar or a Board member of John Adams Academy. The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense.

Special Procedures will be followed for the Consideration of Suspension and Expulsion of Scholars with Disabilities. (Please see charter petition for complete details regarding specific expulsion policies. In the case of expulsion, the parents will be mailed information regarding the policies’ details and procedure.)

**Dress Code/Uniform Policy**

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, skirts and skorts 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, skirt or skort (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, skirts and skorts. 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/Skorts - Secondary
Approved John Adams Academy skirts or skorts—navy, khaki, and Hamilton plaid from the uniform store. Skirts or skorts must fit properly so they are not too tight or revealing.

Skirts, Skorts, 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/Skorts (TK-6th): Solid navy or khaki uniform style skirts, plain without any ornamentation, designs or cargo pockets. Hamilton plaid skirts or skorts 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 or skorts. 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, skirts or skorts 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.

**Electronic Devices and Cell Phones**

Electronic devices (i.e. cell phones, iPods, earphones, music players, handheld games, smart watches etc.) may not be used during the school day, including breaks and/or lunch times; allowing for personal interaction and relationship building throughout the day. All devices are expected to be left at home or, at a minimum, turned off and put away out of sight.

Elementary scholars will be expected to turn in their electronic devices to their teacher at the beginning of the day. Devices will be returned to scholar at dismissal.

Violation of this rule will result in the confiscation of the item, which will be released only to a parent. Any electronic devices not picked up by parents by the last day of school will be donated to a charitable organization of the administration’s choice.

Continuous violations of this policy will result in confiscation and possible suspension for defiance of authority.

**Emergency Procedures**

John Adams Academy adheres to a Standard Response Protocol drafted specifically for the needs of the Academy in conjunction with law enforcement officials and the Fire Marshall. Representatives of the parent community are also consulted with for feedback on topics particular to scholar safety. John Adams Academy executes the Standard Response Protocol as detailed in the Board Approved safety plan. Academy staff and scholars conduct drills as per the safety plan throughout the year. A publicly viewable version of the safety plan is available on the Academy website.

**Parent Responsibilities Before and During Emergency Events**

John Adams Academy uses a notification system called ParentSquare to communicate with parents and staff, regarding emergency situations, attendance, school events and other important information impacting you and your child. ParentSquare allows us to send voice
messages to your family’s home, work or cell phones, and also contact you through text messaging.

It is the parent / guardian responsibility to ensure that all contact information is complete and up to date. It is also the parent / guardian responsibility to ensure emergency contacts are listed in Aeries in the event that the parent cannot be reached. You may update guardian and emergency contact information through your Aeries Parent Portal or at the school site.

In the event of an Academy emergency, all persons on campus are mandated to follow the Academy’s campus safety plan and to follow the directions of the Academy’s Administration and staff. In the event that there is an emergency, parents should remember that schools are among the safest places in the community.

- **DO NOT** telephone the school site or Academy leadership. Telephone lines may be needed for emergency communication.
- **DO NOT** come to the school site until directed to do so by Academy leadership. Roads must be kept clear for emergency responders.
- **DO** discuss with your children the need for them to follow the directions of any school personnel during safety drills as well as in times of an emergency.
- **DO** Read all communication from the Academy in a timely manner.

Should scholars need to be picked-up from school following an emergency, it is imperative that all guardians show their full cooperation when coming to campus to pick-up their child. In order to keep all children safe, we ask that all guardians coming to campus to pick-up their child adhere to the following policies and procedures:

- Scholars will be released only to guardians/emergency contacts identified on the school emergency card, which is required to be filled out by guardians as part of the Enrollment Packet.
- A picture identification will be required to pick-up any scholar from campus. All guardians should consider the following criteria when authorizing another person to pick up their child:
  - They are 18 years of age.
  - They are usually home during the day, or can leave work easily.
  - They are known to the child.
  - They are both aware of, and able to assume this responsibility.

The process of signing-out a scholar during a grave emergency may take time. We ask that all guardians maintain the integrity of the procedure by waiting patiently and out of the way of the flow of human and/or automobile traffic.

**FIELD TRIPS**

Scholars may attend Academy-sponsored field trips throughout the year and summer. Permission slips must be signed by a parent and returned to Academy teacher by the deadline. No exceptions will be made. All standard rules for proper behavior will be expected and enforced on field trips. All transportation, vehicles and drivers must be Academy-approved; scholars may not drive themselves unless their parent gives written permission to do so on the
appropriate paperwork. All field trip drivers and chaperones (or anyone going on or meeting up during the field trip), prior to the field trip, must be fingerprinted and have the appropriate levels of insurance, as determined by our liability insurance coverage, which is board approved. Parents or guardians driving their own scholar must also have fingerprint clearance prior to the field trip. Siblings will not be allowed to accompany scholars or chaperones on Academy-sponsored field trips. We ask that fingerprint clearance and all such documentation be completed by October 1st of each year.

All drivers must comply with the State of California traffic safety laws regarding the transportation of children. Car seats/booster seats must be used for the transportation of all scholars who are covered by current California Car Seat Safety Law. There must also be a seat belt for each scholar.

**FINGERPRINTING POLICY (LIVE SCAN)**

The safety of our scholars at John Adams Academy is our first priority. All volunteers who drive or attend school-sponsored field trips must be fingerprinted, including parents who only drive their own child. When on campus volunteering, volunteers must be fingerprinted when working with scholars and unsupervised by staff. Fingerprinting is only required once from each volunteer and is maintained by the Human Resources Office.

**FLAG CEREMONY**

Development of servant leaders is key to our mission and understanding of how we will preserve freedom and our republic. Essential to this is time to reflect, revere and appreciate our national heritage. The flag ceremony at John Adams Academy marks the beginning of the school day and is an essential part of our academic day. This is the one moment each day where we come together as a community to pause and contemplate our duties, responsibilities and our own personal mission.

**FOOD**

**SCHOOL MEAL PROGRAM**

John Adams Academy participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Each day school is in session, scholars have an opportunity to receive and consume a nutritionally balanced meal.

John Adams Academy uses Titan School Solutions (TITAN) to manage scholar’s meal purchases and for reporting purposes. Families can access TITAN by going to [https://family.titank12.com/](https://family.titank12.com/)

Applications for Free and Reduced meal pricing are always available for families to fill out during the year to receive meal benefits, if qualified. Applications can be located at the front desk, on campus websites, or by accessing TITAN’S main page at the address above. Families
are encouraged to complete a meal application at the beginning of each school year and at any
time during the year if circumstances change.

Since John Adams Academy does not prepare meals on site, a vendor has been contracted to
provide meals each day. There is a pre-order system, available to all families, so that vended
meals are available for scholars who wish to participate in the School Meal Program. More
information on the program and pre-ordering can be found on campus websites. Pre-order
links are located on ParentSquare in the SCHOOL MEAL SERVICE group.

This institution is an equal opportunity provider.

Scholars may eat only at designated times and in designated areas of the campus to help
maintain our academy facilities. Scholars are required to clean up after themselves and
consequences may be given if this rule is not followed.

Please note the following regarding food on campus:

**Lunches:** Please provide a nutritious lunch and snack for your child every day by
sending your scholar with a sack lunch or by pre-ordering a meal through our School
Meal Program. For safety, do not send glass containers. Do not send items to be heated
in a microwave. The Academy cannot provide microwaves for heating food of any type.
If having a hot meal for your scholar is important, please take advantage of the school
meal program.

**Snacks:** Teachers may provide a time for snacks during the day. Healthy snacks are
encouraged for the development of mind and body during the school day. Candy and
soda may distract from the learning process and are best kept at home.

**Gum:** Gum is not allowed on campus. Scholars found chewing gum will be asked to
remove it immediately. Repeated violations will result in consequences for the scholar.

**Drinks:** Only water is allowed in class. Lunch and snack drinks are meant to hydrate
and refresh and should not include soda, sugary drinks, coffee or caffeinated energy
drinks. (i.e. Monster, Rockstar, etc.) Water will be provided on campus through hallway
or classroom drinking fountains. The Academy does not supply water bottles or paper
cups.

**No Sharing of Food Items:** Due to increases in food allergies and the possibility of other
scholars having a food allergy not known to your scholar, no sharing of food during
lunch or snack times is allowed.

**GRADE REPORTING**

Parents will be informed of scholar’s academic performance through report cards delivered
regularly throughout the year.
Parents are also expected to monitor scholar progress and attendance using the online student information system (Aeries Parent Portal). All parents will be issued an Aeries Parent Portal login and password for their scholars at the beginning of the academic year, along with instructions for accessing their scholar’s information. Please contact the office if you need assistance in logging into the Aeries Parent Portal.

**Graduation Requirements**

Please see section on *Curriculum*.

**Habits and Academics**

Good academic habits and daily routines are part of the John Adams Academy program. Please provide a good morning routine to allow scholars to come prepared and ready to learn. Likewise, in the afternoon, set aside ample study time, reading time, and family time to create a classical education foundation.

**Health Concerns**

**Food allergies:** can be life threatening. The risk of accidental exposure to foods can be minimized in the school setting if parents, scholars, staff, and doctors work together to create a safe environment for food allergic scholars. If your child has severe food allergies, please contact the office so that we can confidentially inform necessary personnel.

**Illness:**

Please follow these guidelines and doctor’s recommendations regarding school attendance with possible illness:

**Fever:** When your scholar has had a fever, his/her temperature should be normal (98.6+-) for 24 hours before returning to the Academy. For example, if your scholar’s fever ends in the evening, he or she should remain home rather than returning to the Academy the following morning.

**Vomiting and Diarrhea:** If your scholar vomits or has diarrhea during the night, do not send them to the Academy the next day. Scholars should be vomit/diarrhea-free for 24 hours before returning to the Academy. Scholars should not come to class until bowel movements have been of normal consistency for 24 hours.

**Colds:** As long as there is no fever or discomfort, the scholar may come to class. Please instruct your child on proper use of tissues for coughing, sneezing, and nose blowing. Scholars should also be instructed on proper hand washing (do not rely on hand sanitizers). Research shows that more colds are spread by contaminated hands and objects than by airborne droplets. If cold symptoms are more severe please keep your scholar home, i.e.
thick, greenish nasal discharge, frequent coughing which may disrupt the classroom environment, etc..

Other: Conditions such as lice, scabies, impetigo, pinworms, conjunctivitis (pink eye), ringworm, etc. must be properly treated and must be non-contagious before the scholar returns to class. In the case of lice, all nits (eggs) must be removed from the hair. Any sore that is oozing must be covered properly. In all cases, let your doctor’s advice be your guide.

Medication:
Medication, prescription or non-prescription (including aspirin, Tylenol, cough syrup, cough drops, etc.) will only be dispensed to scholars or allowed on the Academy site after a completed and signed medication form is on file in the office. (The Medication Administration Form can be found on campus websites under DOCUMENTS) If a physician requires a scholar to take a portion of a tablet, pill, etc., the parent is responsible for dividing medication into the correct dosage. Any scholar caught taking or dispensing medication is subject to punishment, suspension, and/or expulsion.

HONOR ROLL/AWARDS
Scholars will be honored for excellence in academics at periodic award ceremonies.

SENIOR COMMENCEMENT AWARDS

John and Abigail Adams Award
The John and Abigail Adams Award is the highest honor the school can bestow on a member of the graduating class. The award is presented for exemplary dedication to servant leadership and the Ten Core Values. Servant leadership requires more than excellent academics; it requires one to be filled with public and private virtue, and a transcending of self to serve family and country. Indeed, servant leadership requires the possession and consistent application of all Ten Core Values, as exhibited by both John and Abigail Adams.

Each year the school will choose two members of the senior class to receive this award, recipients of the John and Abigail Adams Award will be publicly recognized during commencement ceremonies.

Valedictorian & Salutatorian
A Valedictorian and Salutatorian will also be recognized at graduation. Recipients of these awards will be the two scholars possessing respectively the highest and second highest grade point averages, of the entire graduating class, as of seven calendar days prior to the last day of school. Scholars should make every effort to maintain the highest level of performance throughout their academic career understanding that whoever has the highest and second highest grade point averages at this snapshot in time will be selected, regardless of any change in status following final grade entries at the end of the school year. Recipients of the
Valedictorian and Salutatorian awards must have completed all Capstone graduation requirements with passing grades.

Scholar Commencement Speakers
Administration will select a scholar, or scholars, from among the senior commencement awards recipients to speak at the commencement ceremonies.

INAPPROPRIATE ITEMS
Scholars should keep all valuables, expensive items, and unnecessary money at home. Dangerous objects or illegal articles must remain off campus. The following list provides examples of inappropriate items, however, it is not exhaustive:

- Aerosol cans
- Drugs/drug paraphernalia (including, but not limited to, prescription, over the counter and illegal drugs)
- Electronic games
- Fireworks
- Flammable objects/liquids
- Weapons
- Gum/candy
- Lighters/matches
- Pagers/cell phones/smart watches
- Personal toys/knives
- iPods/MP3 players/radios/earphones/other such devices
- Laser pointers
- Skateboards
- Rollerblades/skates/scooters
- Shoes with retractable wheels (Heelys)

The Academy reserves the right to search any property that is brought on campus.

INDEPENDENT STUDY
Independent Study is conducted solely for the educational benefit of the scholars attending John Adams Academy as a means to encourage daily engagement in school work even during times of extended absence. Parents are to give at least seven (7) school days’ notice of a request for Independent Study. It is important for parents to understand the amount of time and effort required by the Academy office and teaching staff to compile curriculum for independent study agreements. Submitting requests with less than seven (7) school days’ notice creates a burden for staff in their effort to assist parents and scholars.

In an extenuating circumstance (i.e. a serious illness, injury or family emergency), with proper approval, administration will work with the parent to implement an Independent Study program in an expedited manner with less than seven (7) school days’ notice.
Independent Study Requiring Approval From the Headmaster.

Scholars who will be absent a minimum of three (3) consecutive school days up to a maximum of ten (10) consecutive school days may be eligible to participate in Independent Study. Independent Study allows a scholar to remain current in his/her studies and the Academy to retain a portion of its Average Daily Attendance (ADA) funding.

Independent Study requests for two (2) consecutive days, or more than ten (10) consecutive days, may be allowed on a case-by-case basis with approval by the Headmaster.

Requesting Independent Study

To request Independent Study please complete an Independent Study Request Form and submit it to the office at least seven (7) school days in advance for approval. (Independent Study Request forms can be located on campus websites under ACADEMICS.)

Independent Study will not be granted during:
- The first three weeks of school,
- The last three weeks of the academic year, or
- The final two weeks of each grading period (quarter).

We understand that emergencies may arise and will do our best to accommodate reasonable requests for Independent Study.

Independent Study Procedure

ALL INDEPENDENT STUDY FORMS AND WORK MUST BE TURNED IN TO THE OFFICE BY THE PARENT OR SCHOLAR. Do not turn in independent study forms or completed work to the teacher.

Step 1: Obtain Independent Study Request Form
Forms can be found at the John Adams Academy website under the "Academics" tab. Forms can also be obtained from the Academy office.

Step 2: Complete and Turn in Form
The front page of the Independent Study form must be filled out, signed by the scholar and parent/guardian, and turned in to the office—not the teacher.

Step 3: Approval of Independent Study
The office staff will process paperwork and obtain administrative approval of the independent study request. If approved, staff will submit the agreement to the scholar's teacher(s)/advisor and obtain the assigned work for the scholar to take with them during their absence.

Step 4: Pick Up Assigned Classwork
Parent and scholar will need to come to the office at the end of the day before scholar is to leave on Independent Study to sign the “Independent Study Master Agreement” and to pick up scholar’s Independent Study packet.
The school attendance clerk will note the days of the scheduled absences from school, inform teachers, and will not call home during the period that the scholar is out for independent study.

**Step 5: Complete the Assigned Work**
The scholar completes their assigned work/learning during the days they are out on Independent Study. Work is to be done while on Independent Study, not after they return to school.

**Step 6: Turn in Completed Work**
On the first day of their return to school, the parent/scholar must return the Independent Study Agreement with attached work to the office. The completed work will be stamped received and provided to the Attendance Clerk.

The Attendance Clerk will record receipt of the work for the ISP and will forward the completed work to the classroom teacher for grading and to determine the total amount of days attendance the scholar will receive for the work. The attendance clerk will then record the days earned in the scholar’s attendance record.

Failure to turn in the completed work to the office is a breach of the Independent Study Master Agreement signed by the parent and scholar. Failure to turn in the completed work to the office will result in the scholar being marked absent for all the days they were to be on Independent Study. Scholars will not receive credit for work not submitted and may be unable to make up those assignments, which may result in failing grades. This also results in the Academy losing out on ADA funding that would have been received if the scholar completed their independent study assignments.

**LOST AND FOUND**
Parents are encouraged to label all clothing items, lunch boxes and personal items with scholar’s first and last names. Lost items will be kept on campus for a reasonable amount of time and if not claimed, will be donated to a charitable organization. Every effort will be made to return all lost items whose owner can be identified.

**MATERIALS DONATION PROGRAM**
At John Adams Academy we are creating an environment where our scholar’s education is a priority for our community of parents, staff & the community at large. One way our parents demonstrate their scholar-centered commitment is by promoting our core values throughout the academy.

The $100 supply contribution per scholar speaks to the heart of our Abundance Mentality by infusing this core value into our classrooms in a very tangible way. Through this program we provide the necessary resources to ensure that each classroom and every scholar has the supplies, materials and educational resources to be successful.
Donations received through this program pay for classroom supplies, such as paper, pencils and pens, glue sticks, Keep Books, facial tissue, construction paper, paint, etc. for scholars throughout the entire year. In addition to meeting individual scholar needs, the program also provides resources for classroom enhancement materials and state mandated supplies, such as pencils for STAR testing.

In the current fiscal climate, individual financial hardship is a reality and state funding does not fully cover the costs of education, especially charter schools who must use funding for building costs and maintenance. We are asking parents to contribute a $100 per scholar supply contribution (a tax-deductible donation) in lieu of purchasing school supplies for their individual scholar. Donations may be made online through the website.

Donating $100 per scholar all at once may be difficult for some families. For those who know how important this contribution is but find it a hardship, please contact our Business Office to make financial arrangements. Members of the Business Office can be consulted by phone at (916) 780-6800, or by email at finance@johnadamsacademy.org.

All donations to the Academy are non-refundable.

MENTORS
A classical education involves more than just the best teachers, books, and study materials. It requires the active, patient, inspiring, demanding mentorship of well-educated adults who look for the best in each scholar. Plato needed Socrates, Thoreau needed Emerson, and Thomas Jefferson needed George Wythe.

The John Adams Academy mentoring program is an integral part of our classical leadership education, supporting and facilitating the discovery, development and realization of each scholar’s unique mission in life. All John Adams Academy scholars in grades TK–12 participate in the mentoring program.

Scholars are expected to:
- Demonstrate respect for the mentors
- Complete all assignments as assigned by the mentor
- Attend all mentor course sessions unless ill, out of town, or other excused absence
- Put forth their best effort in all mentor courses

Mentoring meetings will typically take place on campus unless a mentor has made prior arrangements including obtaining permission, securing transportation for each scholar and notifying administration in advance.

PARENT SERVICE ORGANIZATION (PSO)
The Parent Service Organization (PSO) at John Adams Academy is truly unique. From planning events, to supporting scholars and staff, to acting as advisory committees, the PSO is made up of specialized teams, each with a specific area of focus. The PSO is designed to be the avenue for
parent involvement. Parents of John Adams Academy scholars are encouraged to model servant leadership through our PSO by serving on one or more committees.

The PSO provides:
1. Opportunity for parents to serve the academy and scholars by strengthening ties between families, staff and community members and assisting with school activities.
2. Support for programs and activities important to the education and/or welfare of the scholars and staff at John Adams Academy.
3. A forum to foster communication between teachers, parents, and the administration of John Adams Academy.

PSO news and announcements can always be found on ParentSquare or our website under PARENTS. Please visit our PSO pages to learn about the committees and to choose a place to serve.

**PARKING LOT INCIDENCES**

In the case of any automobile accident on Academy property, the local authorities should be contacted to take a report. If the accident is deemed to be minor enough as to not contact law enforcement, please remember that it is the responsibility of the drivers involved to exchange relevant information and to take pictures if necessary. John Adams Academy will not investigate, mediate, or intervene in any traffic accident unless it directly affects the safety or well being of scholars or families. Drivers should conduct themselves in a manner that reflects and models our mission and core values. If Academy property is damaged, please report it to the office.

**PHOTO/PUBLICITY POLICY**

Photographs and video can enhance education and Academy culture and it is our policy to use such material in this way. Photographs of scholars may be used at any time for educational, promotional, or non-commercial purposes. Parents may choose to opt their scholar out of the photograph privileges. Opting out will mean the scholar’s photo is not included in Academy publications, with the exception of the John Adams Academy Yearbook. Parents may additionally opt their scholar out from the yearbook. Some secondary, performance-based electives, require the allowance of photographs and/or video for the scholar to participate in a performance.

**PHYSICAL EDUCATION EXEMPTION**

Physical activity is an important aspect in a scholar’s life. If a scholar is participating in heavy activity outside of their academic day, a physical education exemption may be accepted. If a scholar requests an exemption from PE, please contact the office.
PLAGIARISM

Please see section on Academic Honesty and Plagiarism

RE-ENROLLMENT OF EXISTING SCHOLARS

Scholars who are currently enrolled and attending a John Adams Academy are guaranteed admission the following school year and do not need to “reapply”. However, returning scholars are required to complete the re-enrollment process to confirm ongoing attendance.

Failure to complete the re-enrollment process leaves the Academy without critical information to plan for the next year and will result in the scholar losing their seat for the upcoming year.

Deadline for Re-Enrollment:
The opportunity for re-enrollment takes place in the spring. Current families will be notified via ParentSquare of the re-enrollment window and procedure to re-enroll their scholar(s).

Scholars Not Returning:
If it is known that a scholar will not be attending John Adams Academy for the following school year, the parent is requested to go to their campus website under PARENTS and complete the Withdraw a Scholar form. Parents should use the last day of school as the scholar’s last day.

Questions regarding enrollment can be directed to admissions@johnadamsacademy.org

RESOLVING CONFLICTS

Occasionally a disagreement or concern may arise about particular Academy or classroom procedures or the actions of Academy staff. We will follow Board of Trustees policy or applicable Ed Code when determinations are needed. All parties are expected to comport themselves in accordance with the Ten Core Values and to seek amicable resolution of conflicts in order to avoid escalation. In addressing any disagreements with the Academy, staff or other parents, parties should, as noted by Dr. Stephen Covey, “seek first to understand, then be understood.”

The following guidelines apply to the resolutions of classroom or Academy disagreements:

- Classroom concerns should first be brought to the attention of the scholar’s teacher. Most problems can be resolved in a parent-teacher conference.
- Comments toward your scholar’s teacher should be kept positive, especially in front of the scholars.
- If resolution of the matter is not accomplished by working with the teacher, please make an appointment with administration.
- Any Academy issues should be brought to the attention of the John Adams Academy Administration.
The following guidelines apply to complaints concerning Academy employees:

Persons with a complaint about an Academy employee should never engage in gossip or post the information on social media as that inhibits resolution of the complaint, creates further problems and can be injurious.

Every effort should be made to resolve complaints regarding Academy employees at the earliest possible stage. Any person who has a complaint about an Academy employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the Dean or other immediate supervisor of the employee. Complaints related to a Dean shall be initially filed in writing with the Headmaster. Complaints related to a Headmaster or Academy Director shall be initially filed in writing with the Executive Director. Complaints related to the Executive Director shall be initially filed in writing with the Chairman of the John Adams Academy Board. A written complaint shall include:

- The full name of the employee involved,
- A brief but specific summary of the complaint and the facts surrounding it;
- And a description of any prior attempts to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against Academy employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified.
2. The immediate supervisor of the employee shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.
3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.
4. If the immediate supervisor’s decision does not resolve the concern the complainant may forward their concern through the appropriate chain of command.
5. If the complaint is ultimately appealed to the Board, the Executive Director or designee shall submit to the Board the following information:
   a. The full name of each employee involved
   b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
   c. A copy of the signed original complaint
   d. A summary of the action taken by the Executive Director or designee and the reasons that the problem has not been resolved
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved as soon as possible.

See Appendix B for the Board Policy on Uniform Complaint Procedures.
SATURDAY SCHOOL

Please see section on Discipline and Accountability.

SCHOLAR ACTIVITIES

John Adams Academy sanctioned activities held outside the classroom are considered an extension of the Academy. Therefore all standards of dress and behavior apply, unless specifically exempted to accommodate special activities. Uniform dress will be required for all activities held during or immediately following Academic hours. No scholar will be allowed in dances, sports events, or other activities, when not in compliance with the dress code.

Sporting Events: Respect for the away team members and fans as required. John Adams Academy discipline policies remain in effect at home or away games.

Dance Policy: We encourage participation from scholars outside of John Adams Academy. Non-John Adams Academy scholars must obtain permission to attend dances by completing an Application for Guest at Scholar Activity form.

Other Activities: To participate in any activity a scholar must have attended Academy class(es) on the day of the event.

SCHOLAR GOVERNMENT

Self-Governance is a mindset and skill John Adams Academy scholars practice when they volunteer to participate in Scholar Government. Scholars are provided several leadership opportunities to choose from including, but not limited to, participating as a Senator or Representative in Scholar Congress, or running for office on the Scholar Cabinet (Scholar Body President, Vice-President, Secretary). To run and hold a seat of office, scholars must maintain a required minimum 3.0 G.P.A. and must continually strive to be an example of the Core Values. If a scholar falls below the required G.P.A. at any quarter grading period or is not an excellent example of the Core Values, the scholar will need to step down from office until his/her academics improve, or possibly be removed from office.

Scholar Government activities are sponsored by a faculty member and are supervised by administration.

SCHOLAR DRIVERS

All scholars who wish to drive to the academy must follow the Scholar Driving Policy. Scholars are allowed to drive to the academy as a matter of privilege, not of right. A scholar who is in violation of the driving policy may lose his/her parking privileges and have the vehicle towed at the owner’s expense.

Scholars must:
● Be a licensed driver;
● All State vehicle and traffic laws must be obeyed at all times
  ○ Violations of any law may result in Law Enforcement action and/or an academy sanction.
● Once on campus, scholars cannot return to their vehicle until they are released at the end of the day.

John Adams Academy retains authority to conduct routine patrols of the scholar parking lot and to inspect the exteriors of scholar automobiles on academy property.

● The interiors of scholar vehicles may be inspected whenever an academy authority has reasonable suspicion to believe that illegal or unauthorized materials are inside.
● Such patrols and inspections may be conducted without notice, without a scholar’s consent, and without a search warrant.

SCHOOL MEAL PROGRAM

See “Food” section of the Family / Scholar handbook for information regarding the School Meal Program and food on campus.

STUDENT INFORMATION SYSTEM — AERIES

Aeries is the school-wide student information system (SIS) where information regarding enrolled scholars is stored. The Aeries SIS provides parents the ability to view scholar’s grades, attendance and contact information via the Aeries Parent Portal located on the front page of their campus website or by visiting parents.johnadamsacademy.org. All parents have access to their scholar’s information in Aeries via their own personal account.

TELEPHONE

The office telephone is to be used only with permission. To limit office phone calls and classroom disruptions please communicate with your scholar(s) regarding transportation or special arrangements prior to dropping them off at the Academy. Please make sure your scholar has his/her lunch, homework, backpack, etc. before drop-off, as forgotten items brought to the office will not be delivered during instructional time.

VOLUNTEER HOURS

John Adams Academy asks each family to donate a minimum of 40 hour per year to the academy in the form of service. To fully understand the details of this service request, it is important to first understand the purpose behind it. The policies and action put forward by John Adams Academy are designed to reinforce the core values in an effort to more fully enrich the education of each scholar.
The most foundational skill upon which all others are built is the understanding, development and application of the attribute of virtue. The Founding Fathers understood that two types of virtue are necessary for great leaders and statesmen; private virtue and public virtue.

The Founding Fathers defined private virtue as honesty, integrity and character, in both public trusts and in one’s personal life; and public virtue as voluntarily sacrificing personal comfort or benefits for the good of the nation or community. All true greatness comes from doing the right thing when completely alone and serving without thought of recognition or remuneration.

Through the actions of each John Adams Academy family engaging in service, many of the core principles are modeled and reinforced with the scholar. As they perform service with their children, parents demonstrate their role as the primary and fundamental teachers by exemplifying public and private virtue. This pattern fosters creativity in identifying ways to serve, models what we teach, and helps to create abundance within the John Adams Academy community. It is only through the active participation of all of our families being dedicated to these core values that we will be able to build a culture of greatness.

It is in this spirit with understanding of these Core Values that John Adams Academy requests its families to provide 40 hours of service each school year.

Because we recognize that the hours a parent can contribute are limited for all parents, regardless of how many scholars they have, this 40 hour minimum contribution does not increase with additional family members attending John Adams Academy.

For example: If the Jefferson family has one scholar at John Adams Academy, the minimum volunteer contribution from their adult family members would be 40 hours. The same 40 hour contribution would apply to the adult family members of the Washington family who has four scholars at the Academy.

**Volunteer Opportunities**

Volunteers can contribute hours at a variety of times and in several ways, such as:

- Weekdays on campus (monitoring drop-off/pick-up, assisting in a classroom, mentoring on Fridays, completing office administrative work, supervising in the health room, etc.),
- Weeknights on campus (evening school maintenance or volunteering at events),
- Weekends on campus (monthly campus work parties),
- Throughout the year on and off campus.
- We also count the time you spend reading and discussing classics with your scholar

**Finding Opportunities to Volunteer**

There are several ways to find volunteer opportunities:

ParentSquare: Check for academy-wide opportunities, and volunteer needs.

Classroom: Communicate with your scholar’s teacher to determine needs and arrange times.
Urgent Needs: Emails will go out to families when an urgent need for volunteers occurs. Contact the front desk with any questions.

Meetings: Participation in school meetings count towards volunteer hours. Examples of meetings to attend include, but are not limited to, monthly general PSO meetings, special meetings organized by school administration, or guest speakers invited by the academy to speak to parents.

Surveys: Parents may be asked to complete a survey so that they may be contacted regarding specific expertise related needs.

Volunteer Project Ideas: If you have an area of expertise and would like to contribute products or services through a volunteer project, please contact info@johnadamsacademy.org in advance to coordinate your project. (For example, constructing something for the academy, designing software, etc.)

Tracking Volunteer Hours
To receive credit for volunteer service hours, volunteers must track hours contributed on their ParentSquare account. It is recommended that all families keep a copy of their submitted volunteer hours for their own record.

Meeting Volunteer Needs
Because volunteers are needed throughout the year and community building is a continuous process, volunteer hour contributions are best divided evenly between the Fall and Spring semesters. This best meets the ongoing needs of our community while helping to prevent front loading or end-of-year need when activities run high.

Did you know…

- Contributing only 1 hour per week from the first week of school through to the last, will total approx. 38 hours of volunteer contribution.
- Volunteering at each monthly Saturday morning work party (4 hours per month x 9 months) adds up to 36 hours of volunteer contribution.

Remember, through these volunteer hours the John Adams Academy community is building a culture of greatness and modeling our abundance mentality as we serve our scholars and community. Families can keep contributing to John Adams Academy scholars and community even after the 40 hour request has been reached.

Volunteering with Preschoolers
While we appreciate the commitment and willingness of John Adams Academy families who have young children, bringing young children with you while volunteering can distract from instruction and poses a safety hazard. Please know that John Adams Academy cannot assume liability in these situations. Therefore, John Adams Academy asks that parents do not bring along children or babies when serving. There are many other ways parents can volunteer their time if arranging for childcare is not possible.
Family Member Delegates
For your convenience, family volunteer hours can be contributed by a parent, grandparent or other adult family member. Contributions performed by scholars during school hours do not count as family volunteer contribution hours.
APPENDIX A: A-G APPROVED COURSES

For the most up-to-date listing see: https://hs-articulation.ucop.edu/agcourselist - /list/details/4261/

History / Social Science ("a")

"Two units (equivalent to two years) of history/social science required, including: one year of world history, cultures and historical geography and one year of U.S. history; or one-half year of U.S. history and one-half year of civics or American government."

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<tr>
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<th>Course Details</th>
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<td>West. Civ. I</td>
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</table>

Adopted from:

World History / Cultures / Historical Geography

Full Year

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**English ("b")**

*Four units (equivalent to four years) of college preparatory English composition and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences. Students may only use 1 year of ESL/ELD English.*

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Adopted from: The College Board Advanced Placement Program

Classroom-based

English

Full Year

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Adopted from:

English

Full Year
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<td>English</td>
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<td>Honors English 11</td>
<td>Honors ELA 11</td>
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</table>
Mathematics ("c")

Three units (equivalent to three years) of college-preparatory mathematics (four units are strongly recommended), including or integrating topics covered in elementary algebra, advanced algebra, and two-and three-dimensional geometry.

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<td>Statistics and Probability</td>
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<td>Statistics</td>
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**Laboratory Science ("d")**

*Two units (equivalent to two years) of laboratory science are required (three units are strongly recommended), providing fundamental knowledge in two of the following: biology, chemistry, or physics. A yearlong interdisciplinary, or integrated, or earth and space science course can meet one year of this requirement.*
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<th>Title/Discipline</th>
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<td>Physics</td>
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Language Other than English ("e")

*Two units (equivalent to two years, or through the second level of high school instruction) of the same language other than English (three units recommended). LOTE levels are defined by the number of years of high school instruction; e.g. LOTE 1 = 1 yr.; LOTE 2 = 2 years, etc.*

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<td>Spanish 2</td>
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### Visual & Performing Arts ("f")

*One unit (equivalent to one year) required, chosen from one of the following categories: dance, music, theater, interdisciplinary arts, or visual arts (e.g., painting, web/graphic design, film/video, inter/multimedia arts). Two one-semester courses from the same discipline is also acceptable.*

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Adopted from: Full Year

Music

Drama 1 Drama 1 Classroom-based

Adopted from: Full Year

Theater

Visual Arts 1 Art 1 Classroom-based

Adopted from: Full Year

Visual Arts

College-Preparatory Elective ("g")

One unit (equivalent to one year) chosen from the "a-f" courses beyond those used to satisfy the requirements of the "a-f" subjects, or courses that have been approved solely in the elective area.

<table>
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<tr>
<th>Title/Discipline</th>
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APPENDIX B: BOARD POLICY ON UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures
Some matters lie within the Uniform Complaint Procedures (UCP) scope. Federal and state laws and regulations specify which programs and issues do. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. Charter schools which receive federal funds are subject to the UCP or where specified in statute. The Academy UCP shall apply only to those complaints that fall within the scope of the UCP and are applicable to charter schools.

Complaints Under the UCP
A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs. Anonymous (unsigned) complaints shall be accepted and considered when required by law.

The Executive Director or designee shall utilize the procedures listed below to comply with the Uniform Complaint Procedures consistent with local, state and federal laws and regulations as applicable to charter schools.

This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- Complaints of unlawful discrimination, harassment, intimidation, or against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, , genetic information, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, marital or parental status, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any JAA school program or activity.

- Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: After School Education and Safety Programs, Consolidated Categorical Aid Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education, Career Technical and Technical Education Training Programs, Every Scholar Succeeds Act Programs, and Special Education Programs.

- A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to
be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in Hartzell v. Connell (1984) 35 Cal.3d 899.

- Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

- Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

- Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus.

If the JAA school finds merit in a complaint, or if the Executive Director finds merit in an appeal, JAA shall provide a remedy to the affected pupil(s).

JAA acknowledges and respects every individual’s rights to privacy. In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Compliance Officer or his or her designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed, or as otherwise permitted by law.

JAA prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant’s filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

**Designation of staff member responsible for receiving, investigating and resolving complaints**

The Governing Board of John Adams Academies Inc. designates the individual(s) identified below as the employee(s) responsible for coordinating John Adams Academies Inc.’s response to complaints. The individual(s) also serve as the compliance officer(s) specified as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

Joseph Benson  
Executive Director  
1 Sierra Gate Plaza, Roseville, CA 95768  
916-780-6800  
joseph.benson@johnadamsacademy.org

The compliance officer listed above who receives a complaint may designate another representative of John Adams Academies, Inc. to serve as the compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.
In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Executive Director or designee who shall determine how the complaint will be investigated.

The Executive Director or designee shall ensure that employees assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible. Assigned employees may have access to legal counsel as determined by the Executive Director or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Executive Director, the Executive Director's designee, or, if appropriate, the Headmaster, to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until John Adams Academies, Inc. issues its final written decision, whichever occurs first.

**Notifications**
The Executive Director or designee shall annually provide written notification of John Adams Academies Inc.'s UCP to employees, scholars, parents/guardians. Information regarding the UCP will be provided to other interested parties upon request.

John Adams Academies Inc.'s UCP shall be available in all JAA schools’ main offices and JAA’s Home Office. The Executive Director shall make copies of the uniform complaint procedures available free of charge.

The notification shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints;

2. Include information about complaints that may be related to pupil fees, pursuant to the requirements of Education Code section 49010 et seq.;

3. Include information about complaints related to the Local Control and Accountability Plan, Annual Updates, or other Plan compliance requirements, pursuant to Education Code section 52075.

4. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable;

5. Advise the complainant of the appeal process, including the complainant's right to take a complaint directly to the CDE or to pursue remedies before civil courts or other public agencies; and

6. Include statements that:
a. JAA is primarily responsible to ensure compliance with applicable state and federal laws and regulations governing education programs;
b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
c. A complaint alleging unlawful discrimination, harassment, intimidation or bullying must be filed not later than six months from the date it occurred or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying;
d. The complainant has a right to appeal the decision to the CDE by filing a written appeal within 15 calendar days of receiving the decision;
e. The appeal to the CDE must include a copy of the complaint filed with JAA and a copy of the decision; and
f. Copies of JAA’s uniform complaint procedures are available free of charge.

Procedures
The following procedures shall be used to address all complaints which allege that the JAA has violated federal or state laws or regulations governing educational programs. All complaints shall be investigated and resolved within 60 calendar days of JAA’s receipt of the complaint.

The Compliance Officer shall maintain a record of each complaint and subsequent related actions, in compliance with California Code of Regulations, Title 5, sections 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing a Complaint
Any individual, public agency, or organization may file a written complaint of alleged noncompliance by JAA.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. Such a complaint shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. Upon written request by the complainant, the Compliance Officer may choose to extend the filing period for up to 90 calendar days.

Pupil fee complaints shall be filed no later than one (1) year from the date the alleged violation occurred and may be presented to the school principal.

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and date stamp. Pupil fee complaints presented to a school principal shall be immediately forwarded to the Compliance Officer within an indication of the date received.
Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code section 49010 et seq. (pupil fees). Complaints related to Local Control and Accountability Plan compliance may also be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code section 52075.

If a complainant is unable to prepare a written complaint due to conditions such as disability or illiteracy, the complainant can receive assistance from JAA staff.

**Step 2: Mediation**
Within ten (10) operating days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the Compliance Officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the JAA’s timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

**Step 3: Investigation of Complaint**
The Compliance Officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide the complainant with the opportunity to repeat the complaint orally.

The complainant and/or his or her representative shall have an opportunity to present the complaint and evidence, or information leading to evidence, to support the allegations in the complaint.

Refusal by the complainant to provide JAA’s Compliance Officer with documents or other evidence related to the allegations in the complaint, or otherwise fail or refuse to cooperate or obstruct the investigation may result in dismissal of complaint because of a lack of evidence to support the allegation.

JAA’s refusal to provide the Compliance Officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

**Step 4: Response**
The Compliance Officer shall prepare and send to the complainant a written report of the investigation and decision, as described in Step #5 below, within sixty (60) days of JAA’s receipt of the complaint, unless extended by written agreement with the complainant.

JAA’s Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 calendar day total time limit within which the complaint must be answered. The Board may also decide not to hear the complaint, in which case the Compliance Officer’s decision shall be final.

If the Board hears the complaint, the Compliance Officer shall send the Board’s decision to the complainant within 60 calendar days of receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

**Step 5: Final Written Decision**

JAA’s decision shall be in writing and sent to the complainant. JAA’s decision shall be written in English and, when required by law, in the complainant’s primary language.

The decision shall include:

1. The finding(s) of fact based on the evidence gathered;
2. The conclusion(s) of law;
3. Disposition of the complaint;
4. Rationale for such disposition;
5. Corrective action, if any are warranted;
6. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil remedies.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office of Civil Rights.

In addition, any decision on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If a scholar or employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the scholar or employee was informed of JAA’s expectations. The report shall give no further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding Local Control and Accountability Plans or scholar fees, deposits and other charges is found to have merit, JAA shall provide a remedy to all affected scholars and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

**Appeal**

If dissatisfied with JAA’s decision, the complainant may appeal to the CDE by filing a written appeal within 15 calendar days of receiving the JAA’s final decision. The appeal shall specify the basis for the appeal and whether the findings of facts are incorrect and/or the law has been
misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of JAA’s final decision.

*Appeals of JAA decisions regarding discrimination, harassment, intimidation, and/or bullying allegations, as well as findings regarding provision of accommodations to lactating scholars should be sent to:*

California Department of Education  
Education Equity UCP Appeals Office  
1430 N Street  
Sacramento, CA 95814

*Appeals of JAA decisions regarding educational program complaints or pupil fees should be sent to:*

California Department of Education  
Categorical Programs Complaints Management Office  
1430 N Street, Suite 6408  
Sacramento, CA 95814

*Appeals of JAA decisions regarding LCAP should be sent to:*

California Department of Education  
Local Agency Systems Support Office  
1430 N Street, Suite 6400  
Sacramento, CA 95814

*Appeals of JAA decisions regarding special education compliance should be sent to:*

California Department of Education  
Procedural Safeguards Referral Service  
1430 N Street, Suite 2401  
Sacramento, CA 95814

Upon notification by the CDE that the complainant has appealed JAA’s decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by JAA, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of JAA’s complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by JAA when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which JAA has not taken action within sixty (60) days of the date the complaint was
filed with JAA. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include clear and convincing evidence that supports such a basis.

**Civil Law Remedies**
A complainant may pursue available civil law remedies outside of JAA’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if JAA has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.
APPENDIX C: 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.
APPENDIX D: BOARD POLICY ON PRIVACY OF SCHOLAR INFORMATION (FERPA)

Purpose
The Governing Board believes that personal information concerning John Adams Academy Scholars and their families should be kept private in accordance with local, state and federal law applicable to charter schools. This constitutes the Annual Notification of FERPA Rights for all John Adams Academy charter schools.

The Executive Director or designee shall develop processes and procedures for protecting information concerning scholars and their families and shall consider input from parents/guardians regarding the application of this policy.

Collection of Personal Information for Marketing Purposes
The Board prohibits staff from administering or distributing to scholars survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

Requirements regarding the collection of personal information for marketing or sale to scholars shall not apply to the collection, disclosure, or use of personal information collected from scholars for the purpose of developing, evaluating, or providing educational products or services for, or to, scholars or educational institutions, such as the following: (20 USC 1232h)

- College or other postsecondary education recruitment or military recruitment
- Book clubs, magazines, and programs providing access to low-cost literary products
- Curriculum and instructional materials used by elementary and secondary schools
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about scholars (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- The sale by scholars of products or services to raise funds for school-related or education-related activities
- Scholar recognition programs

Directory Information
Scholar directories shall not be created or disseminated without prior approval by the Executive Director.

Access to Scholar Records
Parents shall have the right to inspect and review the education records of their children. If any material or document in the education record of a scholar includes information on more than one scholar, the parents of one of such scholars shall have the right to inspect and review only such part of such material or document as relates to such scholar or to be informed of the specific information contained in such part of such material. Parents or eligible students should submit to the Headmaster or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school shall establish appropriate procedures for the granting of a request by parents for access to the education
records of their children within a reasonable period of time, but in no case more than forty-five days after the request has been made.

**Right to Request Amendment of Scholar Education Records**
Parents of scholars who are or have been in attendance at a John Adams Academies, Inc. school are to be provided an opportunity to challenge the content of such scholar's education records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy rights of scholars, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation of the parents respecting the content of such records. Please note that this right to request an amendment to scholar records does not allow families to challenge subjective educational decisions (e.g., grading of an essay). Any such requests should be directed in writing to the Executive Director or Headmaster.

**Right to Provide Written Consent Before Certain Disclosures**
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information (PII) from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

Note that John Adams Academy will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

**U.S. Department of Education**
Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by John Adams Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**Potential Disclosure of Information**
FERPA permits the disclosure of PII from student’s education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the
FERPA regulations. John Adams Academy charter schools may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. (§99.31(a)(1).)

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2).)

3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State. (§§99.31(a)(3) and 99.35.)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4).)

5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5).)

6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6).)

7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7).)

8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8).)

9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9).)

10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10).)

11. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L).)
12. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K).)

John Adams Academy will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.