



FAMILY/SCHOLAR  
ONLINE PROGRAM  
HANDBOOK

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# FAMILY/SCHOLAR ONLINE PROGRAM HANDBOOK

Revised: April 1, 2022

*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.



*Restoring America's Heritage by Developing Servant Leaders*

## **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

## 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 or homework. It is also using one's own efforts in ways prohibited by the online mentor (i.e., using a book or the internet to answer questions on a closed book assignment or assessment.)

Plagiarism includes representing the ideas, words, or work of another as if they were the scholar's original work. This does not mean that a scholar cannot use other people's ideas or work in their papers. 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 another person'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 online mentor of their class.

Assignments of any kind should be a scholar's own work. If papers/writing responses 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 online mentor.

### **Elementary School (TK-4<sup>th</sup>)**

All work submitted on canvas should be the scholar's own work. Parents may not write or do assignments for scholars but may assist them by breaking assignments up into smaller pieces, asking questions or helping scholars contact their online mentor for support. Failure to abide by the processes stated above will result in a parent online mentor conference with the online mentor. If scholars continue turning in work that is not their own i.e., copied from the internet, work being done by parent/tutor etc. Then scholars may be required to redo assignments. Plagiarized work will not be included as evidence of mastery on the report card.

### **5<sup>th</sup> - 6<sup>th</sup> Grade and Middle School (7<sup>th</sup> - 8<sup>th</sup>)**

Failure to abide by the processes stated above 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 (9<sup>th</sup>-12<sup>th</sup>)**

Failure to abide by the processes stated above 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.

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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 you are studying. Discuss it with parents or other scholars. It is exceedingly 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 key 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, this helps you to practice recalling information you have learned and putting ideas into your own words using your own writing style.
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 online mentor will teach you how to do this.

Remember that we expect scholar-level papers. Online mentors become concerned when a paper has vocabulary, sentence structure, unusual connections, or insights that are far beyond the grade level of the writer. All scholars have mastered some writing skills but need to work on others. Your scholar's online mentors 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 online staff can be reached via email and Canvas inbox between the hours of 8:00am-4:00pm during the school year. The online program office phone will also be answered within those same hours year-round except for national holidays. Individual scholar schedules and school calendar can be found in Canvas under the schedule tab on the homepage of any course.

**Flag ceremony** (for elementary) and **Leadership** (for secondary) 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 punctual.

### 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 online program 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/guardian and the John Adams Academy Administration.

### APPOINTMENTS

Outside of school appointments for your scholar(s) should be scheduled so that they do not conflict with LIVE instructional time. If an appointment does require your scholar to miss LIVE sessions, please email your scholar's online mentor(s) directly. All efforts should be made to notify your scholar's online mentor(s) as early as possible.

### 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 John Adams Academy website under FAMILIES.

## ASSEMBLIES

Throughout the school year, a variety of assemblies may be provided for scholars. Assemblies that include parents/families will be communicated through Canvas.

## ASSESSMENTS/TESTING

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

- CA Assessment of Scholar Performance and Progress (CAASPP)
- CAST (after Chemistry)
- PSAT (Optional)
- NMSQT - 11<sup>th</sup> graders (Optional)
- ELPAC (for English Language Learners)
- PFT (Physical Fitness Test)
- iReady testing (1<sup>st</sup>-6<sup>th</sup>), 3 times per year
- MAP (7<sup>th</sup> - 11<sup>th</sup>)

Please watch your inbox for dates, times, and details. Scholars and families should make every effort to be present for these assessments.

## 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 class participation, activities, discussion and relationships. Regular attendance to LIVE classes is crucial for scholars to attain the maximum benefit from their John Adams Academy experience. To pass particular courses scholars are required to attend at least 70% of all LIVE flag/leadership sessions as well as 70% of weekly required Colloquia per semester, as noted in their Canvas course. Other offered LIVE sessions are to be utilized as families and scholars deem necessary for their education. Scholars are considered in good standing when their attendance rate is at 70% or above for each required class. Families of scholars who fall below the 70% attendance rate will be notified to allow time for their scholar to improve their required class attendance rate before reaching the 50% mark. According to the board policy scholars who are at or below the 50% attendance rate will be under review for continuing enrollment with the Academy.

### 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.

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### **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 required for all LIVE session times.

As an independent study program attendance is tracked through work completion. Scholars are expected to complete their independent work in order to be marked as present. There are no excused or unexcused absences. If scholars do not complete their work in their Canvas course, they are considered absent. Scholars have 1 week to turn in any assignments that are due. If extenuating circumstances require that assignments need to remain open for a longer period scholar and/or parent should reach out to their online mentors.

### **Consequences for multiple Absences**

Upon the third absence, the Academy will take preventative action and contact the family by email to set up a Zoom meeting to determine the reasons and causes for the absences.

Upon the sixth absence, in addition to sending an email, the Academy will call the family to schedule a Zoom meeting with a parent to discuss the absences and notify the parents that if four more absences occur, for a total of ten 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 absence, in addition to sending email communication, a second Zoom parent conference will be scheduled, and the parent will be notified that two more absences, for a total of ten 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 absence, the scholar will be considered disenrolled from the Academy.

### **Consequences for Multiple Consecutive 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 absences, 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 absence, the scholar will be disciplined up to

### **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 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 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 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 abstain from schoolwork. Only the online program 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.

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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.

## BIRTHDAYS

John Adams Academy recognizes that your scholar’s birthday is important. However, birthday celebrations, balloons, presents, decorations, etc. should not be viewable during academy LIVE zoom times, as valuable learning time is lost when LIVE sessions are distracting. If you are interested, personal birthday party invitations may be sent via Canvas inbox to scholars within that same course.

## CALLS

To minimize live zoom disruptions, please do not attempt to call or text your scholar on his or her cell phone during LIVE instruction times. 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 online mentors whenever possible. For general questions please email to: [online@johnadamsacademy.org](mailto:online@johnadamsacademy.org). You can reach JAA staff via canvas inbox or email. Any John Adams Academy staff member can be emailed using the following format [firstname.lastname@johnadamsacademy.org](mailto:firstname.lastname@johnadamsacademy.org). You may also use email requesting a staff member to set up a Zoom meeting, they will then send you a link. Emails to online mentors are expected to be returned within 48 hours (about 2 days), whenever possible. Likewise, parents are expected to respond to online mentor emails within the same 48-hour period.

## CANVAS

Canvas is the platform used for all Online Program classes. Scholars and families will take part in a Canvas Bootcamp upon enrollment to learn how to navigate Canvas as well as Online Program expectations. Parents will be enrolled with a Parent Observer account in Canvas. Parents are expected to utilize the Parent Observer account to communicate with our Online Program staff, and to monitor scholar classwork and grades. Logging in as a

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Parent Observer: <https://jaa.instructuremedia.com/embed/ea54534d-0b1f-493a-9a72-a709db9d3028>

Canvas can be accessed through the link on the Academy website, or by visiting <https://jaa.instructure.com> from any internet browser.

Parents are encouraged to download the Canvas Parent app to their mobile phone. Scholars/parents are expected to turn in handwritten assignments via the Canvas Student app.

Submitting assignments using Canvas Student app:

<https://community.canvaslms.com/t5/Canvas-Student-iOS-Guide/How-do-I-upload-a-file-as-an-assignment-submission-in-the/ta-p/1937>

### Parents Attending LIVE Sessions

Parents of elementary scholars in grades TK-6 are expected to attend LIVE sessions for the first 3 weeks of school, or until the scholar can independently log into Canvas and successfully access course content. For secondary scholars in grades 7-12, parents should plan on being available for support and supervision. After week 3, parents of scholars in 1<sup>st</sup> and 2<sup>nd</sup> grade may be asked by a mentor to continue to support their scholar in LIVE sessions if necessary. For TK-K scholars' parents should plan on supporting their scholar during all LIVE sessions for the entire year. Parents should model what we teach by abiding by the following guidelines while in Zoom sessions.

- Parents should not interact with or speak to the mentor during LIVE sessions.
- Parents may not record LIVE sessions.
- Parents should not interact with other scholars in the LIVE session.
- Parents should stay out of camera view when possible.
- 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 online mentor via email or phone for a conference that will occur outside of class time.

### COMMUNICATION

Canvas is the main form of communication within the Online Program. You can set up Canvas so that the emails/messages go to your personal email and/or download the Canvas App. Canvas messages and announcements from staff will be the primary sources of communication with John Adams Academy families. All families are expected to provide an up-to-date email address to receive Academy communication. The John Adams Academy website is a resource for the families to find the school calendar, and other resources. ParentSquare is used to communicate events

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occurring on location at the JAA campus your scholar is enrolled through. Parent Square may also be used for parent-to-parent communication. Families who wish to receive printed materials must contact the office to request a copy.

Main: [online@johnadamsacademy.org](mailto:online@johnadamsacademy.org)

## 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 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. Scholars are expected to use academy provided computers to attend all LIVE sessions.

### 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. Families are expected to provide home internet. Families who are unable to do so need to reach out to John Adams Academy Administration. 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.



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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 the 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 online mentor, 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 online mentor 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)



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- 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 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.
- 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.

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### 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 provided laptop and network, 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 the website under the **Families** tab; **Notices**, and then selecting **AB 2601 Healthy Youth Act Notice** on the right-hand menu. Anyone unable to access the

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information or opt-out forms on the website may obtain copies of the form by emailing: [online@johnadamsacademy.org](mailto:online@johnadamsacademy.org) or at the main office of the campus your scholar is registered at.

## 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 online mentors and are listed on the John Adams Academy website.

## 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 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 skills, content, ideas, and character 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 the Academy's commitment to treating all scholars with fairness, respect, and equality.

The goal of a discipline interaction is to provide a learning opportunity for the scholar 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 with administration. 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

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scholar to reform his/her behavior.

Online mentors will have the authority to implement discipline in their classrooms that is consistent with the John Adams Academy discipline goals. Online mentors will utilize the administration to implement discipline whenever appropriate and most especially when disciplinary action by the online mentor 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, in online academy sponsored or related live classes or events, 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 individual classroom rules.

Each scholar is expected to follow the Academy's rules when participating in academy-related events.

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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 online mentor, not the clock.
9. Not use electronic devices (cell phones, iPads, secondary computers), have other tabs open during class, etc. during LIVE class times.
10. Not bring anything to in person events that could be used to cause harm or that is illegal.
11. 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 parents or guardians later that day.

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

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, online mentors 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 online mentor may remove the scholar from a live meeting and / or refer them to administration for a disciplinary conference. Removals and referrals are cumulative throughout the school year.

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### **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 online mentor or peer assistance programs. (See Education Code 48900.6)

### **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 / guardian 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 administrative 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.

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 online mentor may remove the scholar from a live meeting and / or refer them to administration for a disciplinary conference. Removals and referrals are cumulative throughout the school year.



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

1. While on Academy grounds;
2. While in a live online academy class or event,
3. While going to or coming from the Academy;
4. During the lunch period, whether on or off the Academy campus; or
5. 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, online mentors, 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,

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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 online mentor, supervisor or Academy employee who referred the scholar to the Administration



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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 online mentor 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

## DRESS CODE/UNIFORM POLICY

The John Adams Academy Uniform and Dress Code is an integral part of Building a 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.

### Live Zoom Sessions

While on LIVE Zoom sessions, the dress code/uniform policy applies.

Scholars should be in uniform for all Zoom sessions.

- a. Scholars should be wearing their JAA uniform polo shirt during all Zoom meetings and video recordings.
- b. Scholars may wear a solid (no prints or patterns) red, white, or navy-blue long sleeve shirt under their polo if they are cold.
- c. All outerwear (sweaters, jackets, etc) should have the JAA logo or can be solid red, white, or navy blue.
- d. Scholars should not be wrapped in blankets or have any coverings visible on camera. See Environment for Learning Success section.

### Off-Campus

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

### Themed Spirit Days/Week

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

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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. 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 attends a live Zoom in nonconforming clothes will be asked to change into uniform and may have their parents contacted for violation of this policy. 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 10<sup>th</sup> 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](http://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.

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### OFFICIAL UNIFORM:

The following items are included in the official uniform. Scholars attending any in person function at any one of our John Adams Academy campuses, are expected to be in complete 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.

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#### 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-6<sup>th</sup>): 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-2<sup>nd</sup>): Only logo embroidered dresses from the uniform store allowed for TK-2<sup>nd</sup> grade scholars.

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

#### Leggings/Tights

Solid red, white, navy or black in good repair, without designs or ornamentation and may

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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 always tied. 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](http://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 program administration directly.

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### Shorts

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

**TK-6<sup>th</sup> Boys and Girls:** Only

**7<sup>th</sup>-12<sup>th</sup> Boys and Girls:** Not permitted

### Outerwear

Applicable during LIVE Zoom sessions or while 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).

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

## ELECTRONIC DEVICES AND CELL PHONES

Electronic devices (*i.e.*, cell phones, iPods, earphones, music players, handheld games, smart watches, other computers, etc.) may not be used outside of Online Program usage during LIVE sessions. All devices are expected to be left in a location minimizing distraction, at a minimum, turned off and put away out of sight. Devices that create distractions will be asked to be

removed. We recommend that Online Program equipment be shut down and safely stowed away after academic work is completed.

### EMERGENCY PROCEDURES

In the event of in-person, that may be held periodically, 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



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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.

## ENVIRONMENT FOR LEARNING SUCCESS

The scholar's learning environment should be professional and free of distractions. The virtual background should be set to "none." A "blurred" background may be used for unique circumstances for older scholars, if approved by mentor. No other background options are permitted. During live sessions, scholars should be able to unmute their device and only their voice should be transmitted to the rest of the class. Therefore, no other distractions should be near the scholar during live sessions. Distractions may include, but are not limited to, other open tabs not related to the task at hand, cellular phones, other side conversations in the home, moving background scenery from vehicles, walking, etc.; loud pets, loud siblings; or snacking/meals. Scholars should not consume food during live sessions.

## FIELD TRIPS

The online program may provide field trip opportunities, but scholars must be fully vaccinated in order to participate. All transportation to and from school sponsored field trips must be arranged by parents. However, parents may organize field trip experiences and class get togethers via ParentSquare with grade level families. These events are not academy sponsored and are optional for families to attend.

## FLAG CEREMONY/LEADERSHIP

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. Scholars are required to attend daily flag/leadership classes.

## GRADE REPORTING

Parents will be informed of scholars' academic performance through report cards delivered at the end of the year for scholars TK-8<sup>th</sup> and at the end of each semester for high school scholars. Parents are also expected to monitor scholar progress and attendance using Canvas.



## 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 of the campus your scholar is registered at.

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 each of the following Capstone Requirements 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. Regular attendance in LIVE classes is crucial for scholars to attain the maximum benefit from their John Adams Academy experiences. In order to pass particular courses scholars are required to attend at least 70% of all LIVE flag/ leadership sessions as well as 70% of weekly required Colloquia per semester, as noted in their Canvas courses. Other offered LIVE sessions are to be utilized as families and scholars deem necessary for their education.

# FAMILY/SCHOLAR ONLINE PROGRAM HANDBOOK

	<b>John Adams Academy Graduation Requirements</b>	<b>California Graduation Requirements</b>	<b>University of California (UC) Requirements for Freshman Admissions</b>	<b>California State University (CSU) Requirements for Freshman Admissions</b>
<b>History/Social Science (A)</b>	50 units including 20 units <sup>1</sup> Western Civilization; 10 units U.S. history; 10 units political philosophy, 5 units American government and 5 units economics.	6 semesters (30 Units), including 2 semesters (10 units) of U.S. History and geography; 2 semesters (10 units) of world history, culture, and geography; 1 semester (5 units) of American government and civics, and 1 semester (5 units) of economics.	4 semesters (20 Units), including 2 semesters (10 units) U.S. history or 1 semester (5 units) of U.S. history and 1 semester (5 units) of civics or American government; and 2 semesters (10 units) of world history, cultures, and geography.	4 semesters (20 Units), including 2 semesters (10 units) of U.S. history or U.S. history and government and 2 semesters (10 units) of other approved social science.
<b>English (B)</b>	40 units	6 semesters (30 Units)	8 semesters (40 Units) of approved courses.	8 semesters (40 Units) of approved courses.
<b>Mathematics (C)</b>	30 units, <sup>2</sup> including Algebra I and Geometry	4 semesters (20 Units), including Algebra I.	6 semesters (30 Units), including algebra, geometry,	6 semesters (30 Units), including algebra,
			and intermediate algebra.  8 semesters recommended.	intermediate algebra, and geometry.
<b>Science (D)</b>	20 units with lab required, chosen from biology, chemistry, or physics.	4 semesters (20 Units), including biology and physical science.	4 semesters, (20 Units) with lab required, chosen from biology, chemistry, and physics.  6 semesters recommended.	4 semesters (20 Units), including 2 semesters of biological and 2 semesters of physical science with lab.

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<b>Foreign Language (E)</b>	<b>20 units</b> <sup>3</sup> in same language required.	<b>2 semesters (10 Units)</b> of either visual and performing arts, foreign language, or career technical education. <sup>4</sup>	<b>4 semesters (20Units)</b> in same language required.  6 semesters recommended	<b>4 semesters (20 Units)</b> in same language required.
<b>Visual /Performing Arts (F)</b>	<b>10 units</b> of visual or performing arts	<b>2 semesters (10 Units)</b> of either visual and performing arts, foreign language, or career technical education. <sup>3</sup>	<b>2 semesters (10 Units)</b> of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	<b>2 semesters (10 Units)</b> of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.
<b>Physical Education</b>	Offered, but not a core class and not required for graduation	<b>2 semesters (20 Units)</b>	Not Applicable	Not Applicable
<b>Electives (G)</b>	70 units (14 semesters)	Not Applicable	2 semesters (10 Units) <sup>5</sup>	2 semesters (10 Units) <sup>4</sup>
<b>Exams</b>	Not Applicable	Not Applicable	SAT or ACT with Writing.	SAT or ACT
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Thesis</li> <li>• Speech</li> <li>• Project</li> </ul>	Not Applicable	Not Applicable	Not Applicable
<b>Total Credits</b>	<b>240 Unit Credits (48 semesters) (Grades below C- will not be awarded credit)</b>	130 Unit Credits (26 semesters)	150 Unit Credits (30 semesters) 14 semesters must be completed in the last two years of high school	150 Unit Credits (30 semesters)

<sup>1</sup> New scholars can meet one of these requirements with the submission of transferred World History/ Geography units.

<sup>2</sup> 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.

<sup>3</sup> Two years of language may be transferred from middle school if courses are A-G approved.

<sup>4</sup> For purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in foreign language.

<sup>5</sup> Must be chosen from approved academic courses in history, English, advance mathematics, lab science, foreign language, social science, or fine arts.

## FAMILY/SCHOLAR ONLINE PROGRAM HANDBOOK

**Please note:** Scholars must be enrolled as full day students their senior year at John Adams Academy unless excused by the Director 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.

### HABITS AND ACADEMICS

Good academic habits and daily routines are part of the John Adams Academy program. Please provide an effective morning routine to allow scholars to prepare for their day and be ready to learn. Please ensure a quiet, noise and distraction-free environment for Zoom classes. Likewise, during independent study hours, set aside ample study time, reading time, and family time to create a classical education foundation. Parents and guardians please utilize the [For Parents](#) sections of canvas and enjoy using those recommendations and discussions with your scholars each week.

### HEALTH CONCERNS

#### **Illness:**

Please follow these guidelines and doctor's recommendations regarding online scholar presence at in-person events:

**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 attending an Online scholar event/activity the following day.

**Vomiting and Diarrhea:** If your scholar vomits or has diarrhea during the night, do not send them to the Online scholar event/ activity the next day. Scholars should be vomit/diarrhea-free for 24 hours before returning to the Academy. Scholars should be vomit/diarrhea-free for 24 hours.

**Colds:** As long as there is no fever or discomfort, the scholar may come to in-person activities. 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.

**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.

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### HONOR ROLL/AWARDS

Scholars will be honored for excellence in academics at periodic award ceremonies.

### INAPPROPRIATE ITEMS

Any dangerous objects or illegal articles should not be visible or distracting in the Zoom call. 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/fluids
- 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.

### 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 supplies provided by the academy as well as Curriculum.* For the online program it is important for scholars to have as many hands-on materials as possible so curriculum costs per scholar are higher for the online program than the in-person campuses. In addition to meeting individual scholar needs, the program also provides resources for classroom enhancement materials and state mandated supplies.

In the current fiscal climate, individual financial hardship is a reality and state funding does not

## FAMILY/SCHOLAR ONLINE PROGRAM HANDBOOK

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 note that you can set up a payment plan on the John Adams Academy website for whatever monthly amount you may be able to afford.

All donations to the Academy are non-refundable.

## PARENT MENTORS

A classical education involves more than just the best online mentors, books, and study materials. It requires the active, patient, inspiring, demanding mentorship of well-educated adults who inspire wonder and desire for studying the classics. Plato needed Socrates, Thoreau needed Emerson, and Thomas Jefferson needed George Wythe.

As a parent of an online scholar, you are your scholars first mentor. You are the one who will be with your scholar day in and day out navigating their successes and struggles. Online mentors will partner with you to support your scholar on their educational journey, but your scholars educational experience will greatly depend upon the support and mentoring you provide them on a daily basis.

Below are a few ways in which you can be an effective mentor to your scholar. One way is to assess your scholars' academic needs and then be proactive in meeting those needs. For example, your scholar may need more of your guidance and direction in teaching and reteaching concepts they are learning or perhaps your scholar needs your guidance with time management and completing assignments accurately. Creating an academically rich environment is also an essential part of being a parent mentor. Discussing with your scholar what they are learning. Utilizing the FOR PARENTS section and Mentoring Monday videos on canvas to keep abreast of the deep questions your scholars are considering and discussing them as a family around the dinner table, before they go to bed or as you are driving to activities. If you have young scholars finding every opportunity to make your scholars learning as hands on and interactive as possible will really help with their development and love of learning. Modeling JAA core values in your home and complimenting your scholars when they demonstrate these virtues and gently guiding them in the areas they need to grow. Help your scholars learning environment be one of simple beauty that is inspiring, comfortable, functional and distraction free. Most importantly as a parent mentor you need to lead by example in making education a top priority in your home. Model what we teach by reading with your scholar, not overbooking you or your scholar's day so ample time can be given to learning. Find ways to connect your scholars learning to the real world and help it come alive by going on outings that tie into areas they are studying or watching documentaries together about topics your scholar is studying just to name a few. Lastly, one of the beauties of online learning is the flexibility it gives scholars to really explore and develop their talents and how they may be a servant leader. Help your scholar cultivate areas of interest and participate in service opportunities.

## 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 online mentors, parents, and the administration of John Adams Academy.

PSO news and announcements can always be found on ParentSquare or our website under FAMILIES. Online parents are connected to the PSO at their enrolled campus (i.e. Lincoln, El Dorado Hills, Roseville). All online families are invited to participate in their campuses PSO meetings and events that take place before or after school. The online program also has a PSO liaison for each campus who helps communicate PSO information that is relevant to online families.

## PARKING LOT INCIDENTENCES

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 wellbeing 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.

## 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 the website under FAMILIES 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](mailto: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 online mentor. Most problems can be resolved in a parent-online mentor conference.
- Comments toward your scholar’s online mentor should be kept positive, especially in front of the scholars.
- If resolution of the matter is not accomplished by working with the online mentor, please make an appointment with the appropriate administrator for your program.
- 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 an Online Administrator or other immediate supervisor of the employee. Complaints related to Online Administrators shall be initially filed in writing with the Director of Online Programming. 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 of 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 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*.

## 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 in-person for online scholars or any before or after school campus events that online scholars may be participating in. No scholar will be allowed in dances, sports events, or other activities, when not in compliance with the dress code.

## FAMILY/SCHOLAR ONLINE PROGRAM HANDBOOK

**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.

## SENIOR COMMENCEMENT

### Participation in Senior Graduation Activities

Seniors failing a course with a grade of D (69% or lower) or F and/or seniors with an incomplete credit recovery course, 30 days prior to the graduation date, will forfeit participation in graduation and senior activities (e.g., school coordinated senior trip, senior awards, and graduation ceremony) until credit units are met and grades are brought up to passing. Seniors will not receive their diploma until all graduation requirements have been met.

### 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.

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Each year each campus 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 total grade point averages of the entire graduating class, at the posting of the third quarter grades. 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 total grade point averages at this snapshot in time will be selected, regardless of any change in final grade status following entries at the end of the school year. However, for the remainder of the year, recipients of the Valedictorian and Salutatorian awards must remain in good attendance and behavioral standing, pass all classes (70% or greater), complete all Capstone requirements with passing grades, and obtain all credit units needed for graduation.

### **Scholar Commencement Speakers**

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

## 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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
American Government	American Gov	Classroom-based
Adopted from:		Half Year
Civics / American Government		
AP United States History	US History AP	UC Honors
Adopted from: The College Board Advanced Placement Program		Classroom-based
U.S. History		Full Year
History of War	History of War	Classroom-based
Adopted from:		Full Year
World History / Cultures / Historical Geography		

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Honors American Government	Honors Am Gov	UC Honors
Adopted from:		Classroom-based
U.S. History		Half Year
Honors United States History	Honors US History	UC Honors
Adopted from:		Classroom-based
U.S. History		Full Year
Political Philosophy Honors	Pol Phil Hon	UC Honors
Adopted from:		Classroom-based
U.S. History		Full Year
United States History	US history	Classroom-based
Adopted from:		Full Year
U.S. History		
Western Civilization I	West. Civ. I	Classroom-based
Adopted from:		Full Year
World History / Cultures / Historical Geography		

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Western Civilization I Honors 9	West Civ I (honors)	Classroom-based
Adopted from:		Full Year
World History / Cultures / Historical Geography		
Western Civilization II Honors 10	West Civ 2 (honors)	UC Honors
Adopted from:		Classroom-based
World History / Cultures / Historical Geography		Full Year
Western Civilization II( non-honors)	West Civ II	Classroom-based
Adopted from:		Full Year
World History / Cultures / Historical Geography		

### 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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
AP English Language and Composition	AP Engl Lang	UC Honors

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Adopted from: The College Board Advanced Placement Program		Classroom-based
English		Full Year
English 10	ELA 10	Classroom-based
Adopted from:		Full Year
English		
English 11	ELA 11	Classroom-based
Adopted from:		Full Year
English		
English 12	ELA 12	Classroom-based
Adopted from:		Full Year
English		
English 9	ELA 9	Classroom-based
Adopted from:		Full Year
English		
English Composition	Composition	Classroom-based
Adopted from:		Full Year

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English		
Honors English 10	Honors ELA 10	UC Honors
Adopted from:		Classroom-based
English		Full Year
Honors English 11	Honors ELA 11	UC Honors
Adopted from:		Classroom-based
English		Full Year
Honors English 12	Honors ELA 12	UC Honors
Adopted from:		Classroom-based
English		Full Year

### 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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
Algebra 1	Alg 1	Classroom-based

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Adopted from:		Full Year
Algebra I		
Algebra 2	ALG2	Classroom-based
Adopted from:		Full Year
Algebra II		
AP Calculus AB	AP Calculus	UC Honors
Adopted from: The College Board Advanced Placement Program		Classroom-based
Calculus		Full Year
Geometry	Geo	Classroom-based
Adopted from:		Full Year
Geometry		
Honors Geometry	Honors Geometry	Classroom-based
Adopted from:		Full Year
Geometry		
Honors Precalculus	Honors Precalc	UC Honors
Adopted from:		Classroom-based



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Advanced Mathematics		Full Year
Statistics and Probability	Stats	Classroom-based
Adopted from:		Full Year
Statistics		

### 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.

Title/Discipline	Transcript Abbreviation(s)	Course Details
AP Chemistry	AP Chem	UC Honors
Adopted from: The College Board Advanced Placement Program		Classroom-based
Chemistry		Full Year
Biology 1A	Bio 1A	Classroom-based
Adopted from:		Full Year
Biology / Life Sciences		
Honors Chemistry	Honors Chem	UC Honors



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Adopted from:		Classroom-based
Chemistry		Full Year
Honors Human anatomy and Physiology	Honors Anatomy	UC Honors
Adopted from:		Classroom-based
Biology / Life Sciences		Full Year
Honors Physics	Hon. Physics	UC Honors
Adopted from:		Classroom-based
Physics		Full Year

### 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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
Latin 1	LAT 1	Classroom-based
Adopted from:		Full Year
LOTE Level 1		



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Latin 2	LAT 2	Classroom-based
Adopted from:		Full Year
LOTE Level 2		
Latin 3	LAT 3	Classroom-based
Adopted from:		Full Year
LOTE Level 3		
Spanish 1	Spanish 1	Classroom-based
Adopted from:		Full Year
LOTE Level 1		
Spanish 2	Spanish 2	Classroom-based
Adopted from:		Full Year
LOTE Level 2		
Spanish 3	Spanish 3	Classroom-based
Adopted from:		Full Year
LOTE Level 3		



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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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
Advanced Art	Adv Art	Classroom-based
Adopted from:		Full Year
Visual Arts		
Advanced Vocal Ensemble	Advanced Vocal	Classroom-based
Adopted from:		Full Year
Music		
Choir	Choir	Classroom-based
Adopted from:		Full Year
Music		
Drama 1	Drama 1	Classroom-based
Adopted from:		Full Year
Theater		





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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.*

Title/Discipline	Transcript Abbreviation(s)	Course Details
Earth Science	Earth Science	Classroom-based
Adopted from:		Full Year
Laboratory Science - Physical Sciences		
Economics	Econ.	Classroom-based
Adopted from:		Half Year
History / Social Science		
Honors Economics	Honors Econ	UC Honors
Adopted from:		Classroom-based



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History / Social Science		Half Year
Political Philosophy	Political Philosophy	Classroom-based
Adopted from:		Full Year
History / Social Science		
Senior Capstone	Senior Capstone	Classroom-based
Adopted from:		Full Year
Interdisciplinary		
Yearbook	Yearbook	Classroom-based
Adopted from:		Full Year
Interdisciplinary		



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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.

Bottom of Form

### **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).



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Joseph Benson  
Executive Director  
5 Sierra Gate Plaza, Roseville, CA 95768  
916-780-6800  
[Joseph.benson@johnadamsacademy.org](mailto: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



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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

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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:*

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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.

### **Online mentors**

Online mentors will have the authority to implement discipline procedures in their classrooms that are consistent with the John Adams Academy discipline goals. Online mentors will utilize the administration to implement discipline whenever appropriate and most especially when disciplinary action by the online mentor 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 online mentors, 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).)





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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.



