Restoring America's Heritage by Developing Servant Leaders®

FAMILY /SCHOLAR HANDBOOK

Board Approved: October 1, 2026

WELCOME

Dear John Adams Academy Family,

You are joining or returning to an Academy that has a very special set of core values that guide how we act as a community to build a strong culture focused on achieving our unique vision of Restoring America's Heritage by Developing Servant Leaders®. The united effort of every member of the Academy is crucial in building such a strong culture. To this end, we are providing you with the **Family/Scholar Handbook** to assist you in your understanding of the processes that have allowed families and the Academy to come together for over a decade to build a safe, inspiring environment, based on virtue and the highest ideals of an academic standard.

Your help is invaluable when it comes to shaping the environment that our scholars will learn and grow in. It is crucial for you to be able to set the standard while modeling for your scholars many of the virtues that we hold dear. *Simply put, we cannot do this without you.* The state of our society and the challenges that our scholars face in an ever increasingly aggressive and hostile society demand that we come together in support of the proven methods that have created a beautiful learning environment
.
Whether you have been here from the beginning, or you are joining us for the first time, we urge you to read these expectations and to reaffirm your enrollment agreement. It is only with a firm commitment that we will be able to fulfill the ongoing success of our vision and mission. Familiarity with, and adherence to, the policies and procedures contained in this handbook will help your family receive the full benefit of our unique American Classical Leadership Education®.

The following are key concepts used at John Adams Academy to be reaffirmed on a yearly basis. A detailed understanding of these policies can be found in the **Family/Scholar Handbook.** We highlight these sections in the table of contents in red with an asterisk for ease of reference.

Please review these essential concepts contained in this document with your family to reaffirm your commitment by signing and returning the Family/Scholar Affirmation.

With great admiration,

Troy Henke
Superintendent

FAMILY/SCHOLAR AFFIRMATION

We are grateful to have you on this journey with us. Again, the full benefit of our educational model is experienced when families partner with us to *Build a Culture of Greatness*.
By signing below each school year, and by living the 10 Core Values, I/we acknowledge that my/our scholar's education and their development as a servant-leader of virtue and character matters and that I am/we are not only aware of these policies and procedures, but commit to partnering with the staff, teachers and leadership of John Adams Academy.

1. **Safety**
   Safety is our first priority. Any adult signing a scholar out of school must be either a parent/guardian or listed as that scholar's emergency contact in Aeries. That adult must show a photo I.D. while checking in at the front desk. All visitors to the campus are required to sign in at the front desk and must wear an identification sticker or badge while on campus. Any persons not signed in and badged, may be asked to leave the premises. Volunteers outside of the direct supervision of an Academy employee must complete a background check and have LiveScan clearance. I.D., background checks, and insurance requirements are required for field trip chaperones, and field trip drivers. (*see "Fingerprinting Policy (LiveScan)" and "Field Trips"*) In the event of an emergency, please follow our emergency procedures guidelines. Adherence to these guidelines will assist the Academy in providing the safest and most efficient means of keeping your scholar safe. (*see "Emergency Procedures"*)

2. **Attendance**
   Each school day is an essential learning opportunity for your scholar and impeccable attendance is crucial for your scholar to gain the maximum benefit from their education. *(See "Attendance, Chronic Absence, and Truancy Policy")* A John Adams Academy American Classical Leadership Education® is based off the participatory nature of Socratic discussion and primary source learning. The habits of good study require the discipline of excellent attendance and by choosing John Adams Academy, you pledge to support your scholar with excellent attendance. Please plan any family trips or days away from school with careful consideration of the school calendar. If your scholar is going to be away from school for more than two days, please consider using Independent Study to minimize the impact on their academics. Though nothing can replace their time in the classroom with their classmates, Independent Study is available to encourage daily engagement in schoolwork, even during times of extended absence. Learn more about this option in the "Independent Study" section.

3. **Family Participation**
When signing the enrollment agreement, families pledge to volunteer 40 hours per year at the Academy. Your volunteer hours are crucial to the success of your scholar. (*see "Volunteer Hours")* The Academy has only been successful because of the hard work and commitment of the families that have come to help build a school rather than attend one. Your service will allow you to model the core values and help you be the primary educator of your children. From helping to set the culture, to helping us grow our program, parents/guardians enable the Academy to maximize its resources while making sure that this is a partnership in building a strong community. Our Parent Service Organization (PSO) outlines how all parents/guardians are members and are encouraged to model servant leadership. (*see "Parent Service Organization")* Another important way you can support our academic programming is to participate in the *Materials Donation Program*. We urge you to partner with the Academy in creating an environment where our scholars' education is a priority. Learn how your contribution of $100 to the *Materials Donation Program* speaks to the heart of our *Abundance Mentality* by infusing this core value into our community in a very tangible way. *(See "Materials Donation Program")*

4. **Campus Environment**
In building an environment that is edifying and free from distraction, we expect scholars to come prepared to learn. This means that scholars are not allowed to use electronic devices at school. *(see "Electronic Devices and Cell Phones")* Scholars should not bring toys or other items from home and should come dressed and groomed in the approved uniform while they are on campus and participating in school-related activities. This includes shoes, outerwear, and grooming standards. *(see "Dress Code/Uniform Policy")* Also see the "Inappropriate Items" section to help keep distractions out of the classrooms and off the playground.

The section titled "Habits and Academics" articulates guidelines to help a scholar prepare for *High Standards of Academic Excellence*. John Adams Academy strongly suggests that scholars read at least 10 minutes per grade level daily. (4th Grade = 40 minutes, 5th grade 50 minutes, etc.) We also strongly encourage families with elementary scholars to read to their scholars daily.

5. **Academic Integrity**
Academic Integrity is a fundamental principle that allows your scholar to have a fixed understanding of the power of ideas and respect for the effort it takes to produce great work. To honor the effort of our scholars and their ideas, we pay close attention to ensure our scholars do not plagiarize, use Artificial Intelligence "AI", or any other means of claiming, misrepresenting, or circumventing the process of authoring their own work.

Scholars should refrain from using works without proper citation, copying or using

content that is not their own, and falsifying any academic work or document. Please see the "Academic Honesty and Plagiarism" section for more information.

6. **Communication**
   Communication at John Adams Academy takes effort on each party to remain connected to the academic process and school life. Thus, there can be an inordinate amount of communication from both the Academy and families. ParentSquare is the official communication platform for all safety notifications and official statements from the Academy. We urge all families to use the ParentSquare application for all communications as it is the only tool that reaches 100 percent of our families. The platform allows you to choose how you receive messages so that you may receive them in real-time or in a digest form once per day at 6:00pm. ParentSquare also allows for translation in variety of languages, ensuring our families have access to the most up-to-date information. John Adams Academy does not condone the use of unofficial social media pages, nor does it disseminate important information through social media platforms. The Academy is committed to clear and prudent communications. We ask our families to use direct communication with administration, including meetings, phone calls and close collaboration whenever working through an issue at the Academy. This ensures the highest degree of confidentiality and appropriate access to due process while providing for the safest environment for all families. *(See "Communication")* All families are active in ParentSquare once enrollment is fully complete. To learn how to best utilize ParentSquare, please visit our website under FAMILIES and select ParentSquare.

7. **Technology**
   Technology is and will continue to be an important part of our scholars' lives. John Adams Academy utilizes the latest protections and strategies against those with malicious intent. We expect our scholars to be virtuous in the use of technology and work diligently to ensure their safety while doing so. When coming to John Adams Academy, families and scholars agree to use technology in a virtuous and noble manner. Any effort to misuse or circumvent, destroy, or alter any Academy hardware or software systems are subject to disciplinary consequence. Any inappropriate use, misuse, bullying or intimidation on any platform will not be tolerated. To that end, we encourage you to stay involved in your scholar's digital life, and maintain a presence as you would with the use of any tool. We also suggest limiting the amount of screen time and access your scholar has to the digital environment. (*See "Computer and Internet Use"*)

As part of the affirmation process, we will also be asking our scholars to sign their Scholar Pledge in upholding the core values and expectations to create the best possible environment and conditions for learning. The Scholar Pledge will be discussed in class and sent home for you to discuss with your scholar. The Scholar Pledge is as follows:

Scholar Pledge
I willingly adopt the title of scholar and pledge myself to becoming a servant leader, to

understand and live the 10 Core Values, and commit myself to a lifelong pursuit of truth, virtue and wisdom through my own American Classical Leadership Education®.

As evidence by my/our signature on the enrollment agreement, and by my/our signature on this Family/Scholar Affirmation, I/we accept and agree to abide by this affirmation and the contents of the Family/Scholar Handbook, including the Scholar Pledge.

_____
Parent/Guardian Signature

_____
Parent/Guardian Signature

_____
Scholar Signature

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 a guide to the rules and policies of John Adams Academyto be 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. John Adams Academy is a TK-12th, grade public charter school and is a school of choice. 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 approved policies of the Board of Directors, which may change these policies at their discretion.

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. The term scholar implies someone who is passionate about learning. A scholar is defined as someone dedicated to learning, improving their character, and discovering 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 everyone 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 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 an American Classical Leadership Education®. Those fortunate enough to receive this type of education will truly be able to make a positive difference in the world.

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

John Adams ACADEMY

*ACADEMIC HONESTY AND PLAGIARISM

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

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

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

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

High School
Failure to abide by the above stated process will result in a failing 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 may 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 may be suspended from the academy.

While scholars may be aware that they should not download papers from the internet, they may not know what constitutes plagiarism. Plagiarism is using someone else's ideas or words without giving credit. This means unique phrases and information not commonly known must be cited. Scholars are not to copy sentence or paragraph structure from the source. Changing a few words in a sentence or paragraph is not sufficient to avoid plagiarism. It is our goal to help

your scholar develop their own style of writing and have confidence in their own skills.

Strategies for scholars to avoid plagiarism include:

1. Make sure you understand the topic. Discuss it with parents, other scholars, or your mentors. It is very difficult to write about a topic you do not understand. Do not use vocabulary or terminology you cannot define.
2. Carefully read the assignment. If possible, use several sources for your research essays. Think about how you can write about the topic using some of your own ideas or personal experiences.
3. Take notes on index cards. Avoid using sentences or phrases from the source unless you intend to cite the source. For example, if you are writing about life in colonial America, you might put the heading "typical colonial house" at the top of an index card, then list important facts you want to remember: walls ___ thick, walls constructed of ___, number of rooms_, etc.
4. Prepare an outline. For short papers, the outline could be simple, using keywords to remind you of information to include in the essay.
5. Do not look at your sources when you are writing.
6. Check for accidental plagiarism. Compare your essay to your source. You may have a good memory and accidentally use a phrase from the source. *Parents, this is where we ask your assistance. We can "Google" to look for online sources, but we do not know what books, in addition to the texts, your child is using at home. Please make sure the source is put away when your scholar is writing, and check for unintentional plagiarism.*
7. You may quote or paraphrase another author as long as you provide a proper citation of the source. Your teacher will teach you how to do this.

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

ACADEMY HOURS AND SCHEDULE

John Adams Academy office and teacher hours are posted on the website.

Flag ceremonies are the official start of the academic day. All scholars are expected to attend. Please schedule your morning routine to allow your scholar ample time to be on time. Flag ceremonies are an integral part of our day and set the tone for learning and becoming. Please underscore the importance of this unifying principle of John Adams Academy with your scholar. It is a moment to pause and reflect on the beautiful opportunity to educate ourselves as free people in a republic. The flag ceremony also reminds us of the sacrifices it took to hand down freedom and of our duty to causes greater than self. We also encourage parents to attend at least one ceremony a year and to be mindful of this practice at home.

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. Parents are to utilize Aeries parent portal to make any changes to contacts or other scholar information so scholar records are current. Please ensure that you update your emergency contact information regularly.

ADDING/DROPPING COURSES (SECONDARY GRADES)

Course assignments are designed to keep scholars on track to meet graduation requirements and ensure eligibility for university admissions. Scholars are expected to remain in assigned courses throughout the entire term . Course changes must be approved by a parent and the John Adams Academy Administration. Course changes can be submitted in writing using the High School Counselors' Add/Drop form and submitted in the designated inbox or digital process.

APPOINTMENTS

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

Please come to the front desk to pick up your scholar. Scholars will not get called out of class until the parent is physically present. Allow enough time for your scholar to be paged by the receptionist.

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

ARRIVAL TO AND DEPARTURE FROM 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 regarding Driveline, drop-off or pick-up processes, please go to ParentSquare or to the website under FAMILIES.

To ensure the fastest pick up and drop off times possible:

- Please use windshield signs during elementary pick-up. (Windshield signs can be

found on the website under DOCUMENTS)

- Do not enter Driveline early. Please do not arrive to the pick-up line before the stated dismissal time. Cars that stack in line before classes are dismissed block traffic and can prevent access around the campus. Any vehicle stopped in a lane of traffic will be required to park in a parking space or exit the property until classes have been dismissed.
- For the safety of all scholars and drivers, only drop-off or pick-up scholars in the designated areas. Do Not drop-off or pick-up scholars in the roadway or areas not designated.
- For the safety of all scholars and pets, please leave pets at home during drop-off and pick- up.
- **Never** leave children unattended inside your vehicle for any reason or any duration of time.
- **Never** use cell phones or other mobile devices while driving on campus roads, in the drop- off lines, pick-up lines, or Academy parking lots. Use of electronic devices while driving is a distraction to the driver that increases the risk of injury to the driver and others. As an act of public virtue refrain from use of electronic devices while driving on campus.
- All parents and scholars must use designated crosswalks to access the campus from parking lots. Parents of young scholars should escort their scholars through the crosswalks.
- Please do not park in any neighbor parking lots as we wish to respect our neighbors' right to conduct their business free from interruption or intrusion. Neighbor lots are private property, and unauthorized vehicles may be towed at owner's expense.

Please help us keep all of our entire community safe by paying close attention to drop-off/pick-up guidelines. Following the procedures outlined by the Academy such as pick-up/drop-off times, Driveline routes, etc., are carefully and thoroughly planned. Disregarding or failing to abide by these processes will result in longer pick-up and drop off times.

Please note that due to the higher-than-normal volume at the beginning of each year, congestion and delays are increased during the first few weeks of school. Traffic delays reduce and flow improves after the first few weeks as families learn the system and establish patterns.

High School Drivers:

High School scholars who drive to campus are required to complete the high school driver paperwork with the school office and will receive an assigned parking space in the designated scholar parking area. Scholars who have received authorization to park on campus must park in the designated scholar parking area in their assigned space. Scholars may not go into the parking area, or access their vehicles, during school hours. Scholars are not guaranteed a parking space. Parking spaces will be assigned based on availability and program need.

ASSEMBLIES

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

ASSESSMENTS/TESTING

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

- CAASPP (CAlifornia Assessment of Scholar Performance and Progress)
- CAST (CAlifornia Science Test)
- CLT (Classic Learning Test—*Optional*)
- ELPAC (English Language Proficiency Assessments for California—*for English Language Learners*)
- i-Ready (*Elementary*)
- MAP (Measures of Academic Progress—*Secondary*)
- PFT (Physical Fitness Test)
- PSAT (*11th grade*)

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

*ATTENDANCE, CHRONIC ABSENCE, AND TRUANCY POLICY

Attendance Philosophy

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

Internship and Work Experience Program

The Internship and Work Experience Program is for qualifying juniors and seniors and empowers scholars to begin exploring their unique interests as they craft a vision for their

future. This program provides authentic, real-world mentoring experiences with professionals and community leaders helping scholars cultivate connections that support both personal growth and societal contribution. Internships may be paid or voluntary positions.

Scholars in the Internship and Work Experience Program must attend at least four periods, or at least 180 minutes per day.

Concurrent Enrollment

Concurrent enrollment allows high school scholars to take college courses for high school credit and college credit simultaneously, preparing them for a seamless transition to college or a career.

Scholars participating in dual enrollment with a college must be offered and attend 80% of the instructional time required at a school site over the course of a year.

If a school has a College and Career Access Pathways (CCAP) agreement with a community college, scholars must be offered 80% of instructional minutes for the year and the scholar must attend at least 50% of the instructional time required.

ADA and Funding

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

Early Dismissal

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

For secondary scholars who drive themselves to school and are not being picked up by a parent/guardian for early dismissal, a written note shall be required for the scholar's release. T Written notice shall be provided by email sent to the school site main office. Email should derive from an email account that matches the parent guardian email address shown in Aeries. When the school site receives an email authorizing the early release of the scholar, a call may be made to the parent as a secondary verification prior to the scholar being released.

On-time Arrival

Promptness is the hallmark of many great leaders and is essential to the execution of one's daily duties. The John Adams Academy Academic day begins with flag ceremony, setting the

tone for the reverence and formality of the opportunity to educate ourselves. The requirement for on-time arrival is for both the beginning of the school day as well as every class period throughout the day. Scholars who disrupt class by arriving late must check in at the office. Please ensure your scholar arrives to school on time and underscore the importance of arriving to each class on time each day.

Excused Absences

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

The following are examples of excused absences:

- Illness or situations when a physician recommends a scholar miss school
- Medical, dental, optometric, or chiropractic appointments which cannot be scheduled outside the school day
- Religious holidays
- Court-ordered absences
- Death in the scholar's immediate family
- To spend time with a member of the scholar's immediate family, who is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position
- Attending naturalization ceremony
- Other unusual circumstances when requested in advance and approved by the Executive Director or his/her designee

Completion of Work

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

<u>Unexcused Absences/Truancy for Classroom-Based Attendance</u>

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

- "Long weekends" and vacations
- Family reunions
- Staying home to care for animals
- Moving days (change of residence)

- Transportation problems
- Appointments for non-essential activities
- Forgetting it was a school day

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

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

Consequences for Multiple Unexcused Absences

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

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

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

Upon the tenth unexcused absence, the scholar will be considered disenrolled from the Academy. This will result in a written notification from John Adams Academy that the scholar has been disenrolled.

Consequences for Multiple Consecutive Unexcused Absences

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

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

Chronic Absenteeism

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

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

Limits to Length of Excused Absences

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

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

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

Consequences for Chronic Absenteeism

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

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

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

Independent study

Please see section on *Independent Study*.

BACK-TO-SCHOOL NIGHTS

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

BIRTHDAYS

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

CALLS

To minimize class disruptions, please do not attempt to call your scholar on his or her cell phone during academic hours. We require that scholar cell phones be turned off and put away during academic hours. (Please see section on *Electronic Devices and Cell Phone*s.) In the event of an urgent matter that requires you to reach your scholar during the school day, calls should be made to the school office, not to your scholar's cell phone or other cellular device. If a scholar needs to call home, they are to come to the office to make the call, not use their personal cellular device. A scholar will not be denied a call to a parent if they come to the office to make a call.

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

CLASSROOM VISITS

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

- Please contact your scholar's teacher in advance to make arrangements for your visit.
- Arrangements for classroom visits must be made at least 24 hours in advance.
- Classroom observations do not include interaction with the teacher or the scholars.
- All visitors are required by law to sign in at the office and wear a visitor's badge while on campus.
- Please follow the same dress standards expected of scholars, namely uniform level standards, or business attire.
- If there is a matter you wish to discuss, please make an appointment with your scholar's teacher via email or phone for a conference that will occur outside of class time.
- If you would like to spend lunch with your scholar, please sign them out and take them off campus to eat. Due to space limitations and scholar safety, parents are not allowed to accompany scholars to lunch on campus or at recess unless specifically invited for a special event.
- For the safety of all, if you observe an adult on campus without a John Adams Academy visitor badge, please direct them to the office to sign in.

CLOSED CAMPUS

John Adam Academy is a closed campus. Once scholars arrive on campus, they are expected to remain on campus until the end of the day. If any scholar chooses to leave campus without parent and Academy permission, he or she will be classified as truant and will be subject to disciplinary action.

There will be times when classes may be held away from campus. The only exception to the closed campus rule is for scholars to attend these released time activities. Law enforcement may be summoned if a scholar's whereabouts are unknown.

All visitors on campus must first check in at the office to receive a visitor's badge and must have permission to be on campus. Once checked-in, all visitors must sign out at the office prior to leaving campus.

*COMMUNICATION

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

Main: johnadamsacademy.org

Bulletin boards on campus will be used for more specific information. *All bulletin board material*

must be approved by the administration prior to posting.

COMMUNITY SERVICE

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

Grades K—3:	No minimum number of hours apply. Scholars are encouraged to participate in at least one service project per year to create the beginning concept of servant leadership.
Grades 4-5:	Minimum 5 hours per year
Grades 6-8:	Minimum 10 hours per year
Grades 9-12:	Minimum 20 hours per year

*COMPUTER AND INTERNET USE

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

Technology Use Agreement

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

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

John Adams Academy has taken reasonable steps to ensure that technology services and network use is primarily for activities that support Academy goals and objectives. While the Academy employs internet content filtering technology in the interest of keeping harmful and

inappropriate content from being accessed, internet content filtering is not a perfect science and it may be possible for users of the internet to access inappropriate information. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes.

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

Responsibility

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

- Use network access in an acceptable manner, follow all academy rules and regulations regarding network use, including being polite, using appropriate language, and respecting privacy of others.
- Use online time and other technology/network resources efficiently and for educational purposes only.
- Report any known misuse of technology or network services to the appropriate teacher, administrator, or the Academy office.
- Be the sole user of an issued individual network account. The scholar will protect their account by not giving out the password and will report any suspected misuse to the appropriate teacher or administrator. Scholars will be responsible for all use of their account.
- Follow all applicable copyright laws. Scholars will understand that inappropriately copying or misusing other people's work may be considered plagiarism. Likewise, any work that the scholar creates through the use of John Adams Academy technology services/network is their property. Yet, it is subject to all the guidelines of this policy.
- Assist in keeping the John Adams Academy network free from viruses or other malicious attacks by refraining from opening attachments from unknown sources, downloading and/or installing unauthorized software, and being alert to warnings.
- Apply what they have learned about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms (outside of school), and cyber bullying awareness and response.

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

- Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the Academy. (e.g., games, applications, operating systems, shareware, computer components, and peripherals)
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate

matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others (cyberbullying) based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California penal Code Section §313(a).

- Using technology or network services for private business, commercial enterprise, or for political activities.
- Use of another individual's name, user account, or password.
- Allowing another user access to 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. They are urged to discuss online privacy issues with their parents or guardians. 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. Parents have the right to authorize or decline network/internet access for their scholar.

Scholar Internet/Network Users

By logging on to or using any computer or technology resource on the John Adams Academy network or on Academy premises the user understands and agrees to abide by the provisions and conditions of this policy as well as with 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 to ensure compliance with this policy.

Parent/Guardian of Scholar User

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

The Academy will not be responsible for any damage users may suffer, including but not limited to: loss of data, interruptions of service, or exposure to inappropriate material or people. The Academy is not responsible for the accuracy or quality of the information obtained through the system. The Academy will not be responsible for financial obligations arising through the unauthorized use of the system.

Users or parents of users indemnify and hold the Academy harmless from any losses sustained as the result of misuse of the system by users. By allowing your scholar(s) access to and use of any computer or technology resource on the John Adams Academy network or on Academy premises, you hereby give your scholar(s) permission to use the John Adams Academy local area networks (LAN) and internet gateway, and you agree on behalf of your scholar(s) to all terms and conditions set forth in this document.

COMPREHENSIVE SEXUAL EDUCATION OPT-OUT

California charter schools, including John Adams Academy, are required by 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.

If the parent/guardian does not opt-out, John Adams Academy makes this content available to scholars through the parent by providing an online course to be discussed at home.

Opt-Out forms are available on the website under the FAMILIES tab; NOTICES, and then selecting AB 2601 NOTICES on the right-hand menu. Anyone unable to access the information or opt-out forms on the website may obtain copies of the form at the front office. Once filed, the opt-out is "evergreen" which means it will remain in effect unless revoked in writing at a future date by the parent.

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.

CONFERENCES

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

CURRICULUM

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

Classics

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

Graduation Requirements

John Adams Academy graduation requirements meet or exceed the California graduation requirements, and University of California (UC) and California State University (CSU) requirements for freshman admission. The chart below of graduation requirements demonstrates the Academy graduation requirements in comparison to current California, UC and CSU requirements as an example of the Academy meeting or exceeding said requirements. The Academy may amend graduation requirements during the term of the charter based on changes in California, UC or CSU requirements as well as the Academy's identification of scholar or program need. Parents will be informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements via

methods including, but not limited to, the Family/Scholar Handbook, family orientations, parent/school conferences, Academy website and information available at the main office.

If 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 or complete a credit recovery course to earn credit. Scholars who have been absent for any reason from 10% or more of the class during the time for which they were enrolled are deemed chronic absentees (see Board Policy on Attendance). 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.

	John Adams Academy Graduation Requirements	**California Graduation Requirements**	**University of California (UC) Requirements for Freshman Admissions**	**California State University (CSU) Requirements for Freshman Admissions**
History/Social Science (A)	**50 Units [1],** including 30 units Western Civilization; 10 units U.S. History; 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.
Philosophy	**10 Units** Moral and Political Philosophy	Not Applicable	Not Applicable	Not Applicable
Personal Finance	**5 Units [2]**	1 Semester (5 Units)	Not Applicable	Not Applicable

English (B)	**40 units**	**6 semesters (30 Units)**	**8 semesters (40 Units)** of approved courses.	**8 semesters (40 Units)** of approved courses.
Mathematics (C)	**30 Units [3],** including Algebra I and Geometry	**4 semesters (20 Units)**, including Algebra I.	**6 semesters (30 Units)**, including algebra, geometry, and intermediate algebra. 8 semesters recommended.	**6 semesters (30 Units)**, 40 Units recommended, including algebra, intermediate algebra and geometry.
Science (D)	**30 Units [4]**, 10 Units Biology, 10 Units from either Chemistry or Physics, 10 Units from any additional science.	**4 semesters (20 Units)**, including biological and physical sciences.	**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.
Foreign Language (E)	**20 Units [5]** in same language required.	**2 semesters (10 Units)** of either visual and performing arts, foreign language, or career technical education.	**4 semesters (20 Units)** in same language required. 6 semesters recommended.	**4 semesters (20 Units)** in same language required.
Visual /Performing Arts (F)	**10 Units** of visual or performing arts	**2 semesters (10 Units)** of either visual and performing arts, foreign language, or career technical education.	**2 semesters (10 Units)** of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	**2 semesters (10 Units)** of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.
Physical Education	Offered, but not a core class and not required for graduation	**4 semesters (20 Units)**	Not Applicable	Not Applicable
Electives (G)	45 Units (9.5 semesters)	Not Applicable	2 semesters (10 Units)	2 semesters (10 Units)
Exams	Not Applicable	Not Applicable	SAT or ACT with Writing.	SAT or ACT
Additional Requirements	• Thesis • Speech • Project	Not Applicable	Not Applicable	Not Applicable
Total Credits	**240 Unit Credits (48 semesters) (Grades below C- will not be awarded credit, save for the 10**	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)

	Unit exception listed above.)			

Please note: Scholars must be enrolled as full day students at John Adams Academy unless excused by their Principal 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.

[1] Scholars must complete all JAA Humanities curriculum courses to graduate, even if they transfer from another institution (unless it is shown as transfer credit—from another classical school—covers the same Great Book content). The requirement for Western Civilzation 3 begins with the class of 2028.

[2] Beginning with the class of 2030-31.

[3] The Algebra 1 and/or Geometry requirement may be met by successfully completing a course 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 the course is A-G approved or it can be demonstrated that the course content qualifies as high school level content. Beginning with the graduating class of 2028, scholars must complete a minimum of 30 Units of mathematics while in High School even if the mathematics requirements for graduation were completed in middle school. All scholars in grades 9 – 11 must be enrolled in a JAA math course during the school year.

[4] Beginning with the class of 2028.

[5] One year of language may be transferred from middle school if the course is A-G approved. Courses meeting the Foreign Language requirement may be transferred from middle school if the course is A-G approved or it can be demonstrated that the course content qualifies as high school level content. American Sign Language is deemed a foreign language for purposes of meeting the foreign language graduation requirement. Scholars must complete 10 units of foreign language while in high school even if Foreign Language requirements for graduation were completed in middle school.

Board approved: January 15, 2026

Credit Recovery

When 9th-12th grade scholars fail a required course for graduation (earn a grade of D+ or lower), they must retake the course. Upon retaking the course the scholar will receive the new grade earned with a notation on the transcript that the course was repeated. In certain circumstances the teacher of record may allow a scholar who received a grade below a C- to participate in credit recovery to improve the grade received for that course without having to retake the entire course. Credit recovery courses to retake the course or to complete missing work within the existing course may be offered either online or in-person. Successful completion in a credit recovery class of work assigned by the teacher of record will result in a change of the scholar's failing grade to C-. In order to earn a grade higher than C-, the scholar must retake the course in it's entirety.

DANCE POLICY

1. Doors close one half hour after the dance begins. No in/out privileges. All scholars must remain in the designated event location at all times. No exceptions.
2. Dances at John Adams Academy are for scholars in regular attendance at John Adams Academy. Scholars who have 10 or more unexcused absences will not be admitted.
3. Scholars who have been suspended, on or off campus within the current semester, or are expelled, are not permitted at dances.
4. Scholars with a current grade of F in any class or more than one D will not be allowed to attend.
5. Scholars/guests must immediately leave campus or be picked up when exiting from the dance. Scholars/guests not leaving or picked up within 30 minutes may lose future dance privileges.
6. Scholars/guests must display a current year scholar body I.D. (or a valid driver's license) to be admitted. No exceptions.
7. Dance Conduct:
    a. Scholars/guests shall dance in an appropriate manner. Unsafe, lewd, or vulgar dancing is not permitted. This includes freak dancing, crowd surfing, slam dancing, grinding, and moshing.
    b. Scholars/guests are expected to face their partner while dancing.
8. Smoking, drinking, possessing, or having consumed drugs or alcohol is not permitted. Anyone suspected of being under the influence will be evaluated and removed from the dance if found to be under he influence. Both parents and law enforcement will be called in such cases, and scholar(s) will be suspended for five days. Scholar may also be recommended to the Board of Trustees for expulsion. Any scholar/guest under the influence of alcohol or drugs at any school dance will not be allowed to attend the next school dance.
9. Scholars/guests shall dress appropriately according to the theme of the dance. The Academy dress code will be enforced. Scholars/guests who violate any of these rules will be removed from the dance.
10. In addition to the disciplinary actions already stated, repeated violations of any rule above may not only exclude a scholar/guest from future dances, but may result in cancelling of dances completely.
11. Administrators reserve the right to deny entrance to any scholar not complying with established rules.
12. All scholars who drive to campus for the dance will be asked to park in designated areas, as directed by leadership or chaperones. Scholars/guests will be escorted to their vehicles should they decide to leave the dance early, must leave immediately, and will not be granted re-entry to the dance.
13. While the uniform is not required, scholars are expected to adhere to the same minimum standards as the daily uniform. Modesty will be expected: no bare skin or midriff, no low cut or revealing clothing, and shorts will not be allowed. Dresses must have a minimum of two (2) inch-wide strap and dresses and skirts must touch the knee.

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 and others, including Academy faculty and staff, other scholars, other adults, and property. These procedures provide guidance and direction of acceptable behavior in order to develop a scholar's own sense of self-discipline, rather than create a menagerie of rules to follow.

The goals of discipline at John Adams Academy are:

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

The goal of discipline is to provide a learning opportunity for the scholar in order to implement a positive change in behavior. Meetings between administration and scholars on matters of behavior shall include discussions of the Core Values and notification to the scholar's parent of the scholar's visit to the office. Administration may call for a parent conference. The included goals of a parent conference with administration are:

1. To exchange accurate information about the scholar.
2. To determine how the parent-academy partnership can best work together to lead the scholar to reform his/her behavior.

Teachers will have the authority to implement discipline in their classrooms that is consistent with the John Adams Academy discipline goals. Teachers will utilize the administration to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom.

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

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

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 nonverbal expression/physical or electronic act/gesture or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any scholar. Bullying is prohibited on academy property, at academy- sanctioned events, when scholars are being transported to or from the academy or at academy- sanctioned events, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the academy, whether by electronic means or subsequently interferes with the ability of other academy scholars to learn or be secure. This also includes discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status, and to educate students on the negative impact of bullying other pupils based on their actual or perceived immigration status or religious beliefs and customs. 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. Learning requires scholars to be polite and attentive.

2. Attend school consistently, be on time, and take responsibility for promptly making up any work missed when absent. Each scholar will bear the responsibility for his or her own conduct. Each scholar will respect the Academy's atmosphere of learning by attending class and being prepared and punctual.

3. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property. Each scholar is expected to cooperate with and respect all faculty and staff, and any other individuals working or volunteering at the academy. Scholars are expected to communicate in an acceptable tone of voice using an acceptable choice of words.

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

5. Adhere to the dress code.

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

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

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

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

10. Not use electronic devices (audio players, earphones, AirPods, radios, pagers, cell phones, smart watches, smart glasses, tablets, game consoles, etc.). Such items will be confiscated. Acceptability of other devices is at the discretion of teachers and administration. (*Refer to electronic device policy*)

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

12. Adhere to the John Adams Academy Anti-Bullying Statement
13. If a scholar does misbehave, the consequences for the infraction will be immediate, relevant and effective.

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, or that an Academy policy has been violated. Items not allowed by John Adams Academy may be confiscated. Items than can be returned will be made available for pick-up by the parent.

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

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

In evaluating consequences, teachers and the administration will determine if the act is a first time, a repeated, or habitual offense.

Group Punishment

The whole class will never be punished for the misdeeds of individual scholar(s). This includes loss of recess or other group activities/privileges.

Discipline During Recess (Grades TK – 6)
A pupil shall not be denied recess by a member of the school's staff unless the pupil's participation poses an immediate threat to the physical safety of the pupil or to the physical safety of one or more of the pupil's peers.

Discretion

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.

Detention

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

Community Service

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

Saturday School

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

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

Other Means of Correction

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

Charter schools in California are schools of choice: enrollment is entirely voluntary, and no scholar is required to enroll or remain enrolled. (Ed. Code, § 47605(g).)

As an essential component of this integrated approach, all parents and scholars receive JAA's policies, rules, and expectations during the enrollment process and must acknowledge that they have reviewed and agree to comply with them. This agreement is not a mere formality. It is a vital part of maintaining the integrity of the educational model.

California law expressly permits charter schools to involuntarily disenroll scholars for any lawful reason. (See Ed. Code, § 47605(c)(5)(J)(iii).) Involuntary disenrollment is distinct from suspension or expulsion, and it is governed by procedures that differ from those set forth in JAA's suspension and expulsion policies. (See Scott B. v. Board of Trustees of Orange County High School of the Arts (2013) 217 Cal.App.4th 117, 124.) A scholar who is involuntarily disenrolled from JAA remains free to immediately enroll in their district of residence or another

charter school without any loss of instructional time.

Please refer to the *Board Policy on Involuntary Disenrollment* in Appendix F

Suspension

An administrator or designee has the authority to suspend scholars as appropriate.

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

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

Grounds for Suspension and Expulsion of Scholars

A scholar may be suspended or expelled for prohibited misconduct if the act is:

1. Related to Academy activity,
2. Academy attendance occurring at the Academy or at another other school, or
3. An Academy sponsored event.

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

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

Enumerated Offenses

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence on another, except self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence

of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. This section does not prohibit the use of his or her own prescription products by a scholar as dispensed by the Academy staff.

5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to Academy property or private property.
8. Stole or attempted to steal Academy property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, electronic/vapor cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
12. Disrupted Academy activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other Academy officials, or other Academy personnel engaged in the performance of their duties.
13. Knowingly received stolen Academy property or private property.
14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
16. Harassed, threatened, or intimidated a scholar who is a complaining witness or witness in an Academy disciplinary proceeding for the purpose of preventing that scholar from being a witness and/or retaliating against that scholar for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a scholar organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective scholar.
19. Made terrorist threats against Academy officials and/or Academy property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, bodily injury to another person, or property damage in excess of one

thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in fear for his or her own safety or for his or her immediate family's safety, or for the protection of Academy property, or the personal property of the person threatened or his or her immediate family.

20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an
intimidating, hostile, or offensive educational environment. This section shall apply to scholars in any of grades 4 to 12, inclusive.
21. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to scholars in any of grades 4 to 12, inclusive.
22. Intentionally harassed, threatened or intimidated a scholar or group of scholars to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading scholar rights by creating an intimidating or hostile environment. This section shall apply to scholars in any of grades 4 to 12, inclusive.

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

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

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

conference with Academy officials. Reinstatement of the suspended scholar shall not be contingent upon attendance by the scholar's parent or guardian at the conference.

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

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

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

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

Authority to Expel

A scholar may be expelled either by the John Adams Academy Board of Directors following a hearing before it or by the John Adams Academy Board of Directors upon the recommendation of an Administrative Panel to be assigned by the Superintendent or designee as needed. The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense.

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

*DRESS CODE/UNIFORM POLICY

The John Adams Academy Uniform and Dress Code is an integral part of our Culture of Greatness. Based on the principles of modesty, cleanliness and professionalism, it is designed to elevate a scholar's 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.

JAA uniform apparel may be purchased through
www.johnadamsacademy.org/uniform

On Campus

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

Off Campus

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

Spirit Days

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

Examples of inappropriate dress include, but are not limited to: visible underwear, boxers, thongs or bra straps; exposed midriff or cleavage, strapless tops or tank tops; pajamas; pointed metal, chains, sharp or studded jewelry; and lettering, aside from John Adams Academy logo; or bare socks or feet. Swimming trunks and bathing suits, when appropriate for an Academy approved activity or 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 of two (2) inch-wide strap and dresses, skirts and skorts must touch the knee.

Compliance

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

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

Provision of Uniforms/Uniform Store

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

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

Shirts/Blouses

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

Slacks – Secondary

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

Pants – Elementary

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

Skorts – Secondary

Approved John Adams Academy skorts—navy, khaki, and Hamilton plaid from the uniform store.

Skorts must fit properly so they are not too tight or revealing.

Skirts are not allowed in secondary.

Skirts, Skorts, Dresses, and Jumpers – Elementary

Must be long enough to reach the knee. Bohemian-style or maxi skirts are not permitted. Must be in good repair and appropriately fitting, i.e. not tight fitting.

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

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

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

Leggings/Tights

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

Shoes

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

Socks

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

Hairstyles, Grooming, Accessories

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

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

Boys: Clean-shaven with no facial hair; No piercings.

Girls: One pair of conservative earrings allowed. Make-up must be conservative. Girl's conservative hair accessories are allowed in red, white and navy.

Hats, hoods or sunglasses are not to be worn inside at any time.

Inclement Weather

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

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

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

OPTIONAL ITEMS:

Shorts - TK-6th Boys and Girls: Only

7th-12th Boys and Girls: Not permitted

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

John Adams Academy Blazer - High School Scholars: Only
TK-8th Boys and Girls: Not permitted

JAA Professional dress must be worn as a complete set comprised of an official JAA Blazer, oxford-style shirt and neck tie. All items may be purchased through the JAA uniform store.

Outerwear

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

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

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

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

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

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

Dressing for PE is an option for secondary scholars, but is not required. If a scholar chooses to exercise this option, please refer to your PE teacher. P.E. shoes should be an athletic shoe with support. Non-black athletic shoes are acceptable only during P.E. or physical mentor courses. Black-soled shoes are not allowed in the MPR or on any gymnasium floor. Scholars who require accommodations (e.g., religious, medical, etc.) from this uniform policy should make such requests with their administration.

*ELECTRONIC DEVICES AND CELL PHONES

Electronic devices (iPods, earphones, music players, handheld games, smart devices included

glasses, phones, and watches etc.) may not be used during the school day, including breaks and/or lunch times; allowing for personal interaction and relationship building throughout the day. All devices are expected to be left at home or, at a minimum, turned off and put away out of sight.

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

Notwithstanding the above, a scholar shall not be prohibited from possessing or using a smartphone under any of the following circumstances:

(1) In the case of an emergency or in response to a perceived threat of danger. (See the John Adams Academy Comprehensive School Safety Plan for further information regarding scholar cell phone use during an emergency.

(2) When a teacher or administrator grants permission to a scholar to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.

(3) When possession/use is required by a Section 504 plan, when a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the scholar.

(4) When the possession or use of a smartphone is required in a scholar's Individualized Education Program (IEP). (see Education Code 48901.7)

(5) Staff will be trained on these procedures as part of annual emergency response training. Pupils and parents/guardians will be informed of these rules through the student handbook, orientation materials, and other regular communications. This section of the Comprehensive School Safety Plan will be reviewed and updated annually.

*EMERGENCY PROCEDURES

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

Parent Responsibilities Before and During Emergency Events

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

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

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

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

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

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

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

In accordance with Education Code section 48901.7(b)(1), the Comprehensive School Safety Plan explicitly addresses pupil possession and use of smartphones (and other mobile communication

devices) in the case of an emergency or in response to a perceived threat of danger.

1. **General Rule During Declared Emergencies or Active Threats** During any school-declared emergency, lockdown, shelter-in-place, evacuation, active threat, or other situation involving a perceived threat of danger (including but not limited to active assailant, severe weather, fire, earthquake, or similar crisis), pupils shall not possess or use smartphones or other personal mobile communication devices unless expressly authorized by a school administrator, teacher, or other designated staff member under the specific conditions set forth below. This restriction is intended to:
    - Maintain silence and prevent location disclosure that could endanger pupils or staff;
    - Reduce the spread of misinformation or panic via social media or messaging;
    - Ensure pupils follow staff directions and emergency protocols without distraction; and
    - Support coordinated communication by school officials and first responders.
2. **Limited Authorized Use** A pupil may possess or use a smartphone during such an emergency or perceived threat only when:
    - A school administrator, teacher, or designated staff member grants specific, time-limited permission (subject to any reasonable limitations imposed by that staff member);
    - Use is directed by staff for a safety-related purpose (e.g., contacting emergency services if no other means are available, or following a staff-issued script for parent notification after the immediate threat has been contained); or
    - Possession/use is required by the pupil's Individualized Education Program (IEP), Section 504 plan, or a determination by a licensed physician and surgeon that it is necessary for the pupil's health or well-being (Education Code § 48901.7(b)(3)–(4)).
3. **Staff-Directed Communication** School staff will manage official communication with parents/guardians and emergency services through designated school channels (e.g., mass notification systems, administrative phones, or staff devices). Pupils will not independently contact parents or post on social media during an active emergency or lockdown unless authorized as described above. After the immediate threat has been resolved and under staff direction, limited pupil contact with parents/guardians may be permitted.
4. **Enforcement and Consistency with School Smartphone Policy** This provision is consistent with the school's adopted policy limiting or prohibiting smartphone use under Education Code § 48901.7(a). Unauthorized possession or use during an

emergency or perceived threat may result in temporary confiscation of the device and other disciplinary consequences as outlined in the school's student conduct policy and smartphone policy. Devices will be returned in accordance with school procedures once the situation is resolved and it is safe to do so.

5. **Training and Notification** Staff will be trained on these procedures as part of annual emergency response training. Pupils and parents/guardians will be informed of these rules through the student handbook, orientation materials, and other regular communications. This section of the Comprehensive School Safety Plan will be reviewed and updated annually.

*FIELD TRIPS

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

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

*FINGERPRINTING POLICY (LIVE SCAN)

The safety of our scholars at John Adams Academy is our first priority. All volunteers who drive or attend school-sponsored field trips must be fingerprinted and cleared, **including parents who only drive their own child. When on campus volunteering, volunteers must be fingerprinted when working with scholars and unsupervised by staff.** Fingerprinting is only required once from each volunteer and is maintained by the Human Resources Office. If volunteering in a position or role that requires fingerprinting, clearance from Human Resources is required prior to being allowed to volunteer.

Child Abuse or Neglect Reporting Procedures and Supervision/Protection from Child Abuse, Neglect, and Sex Offenses *(Education Code § 32282; Penal Code §§ 11164–11174.3;*

Education Code § 44010 as amended by SB 848)

A. Mandated Reporting: All Academy employees, qualifying volunteers, governing body members, and covered contractors whose duties involve contact with, or supervision of, pupils are mandated reporters under Penal Code § 11165.7 (as expanded by SB 848).

Any mandated reporter who, in their professional capacity or within the scope of their employment, has knowledge of or observes a child whom the reporter knows or reasonably suspects has been the victim of child abuse or neglect shall make a report to a child protective agency (Child Protective Services or local law enforcement) by telephone immediately or as soon as practically possible, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident.

Reports shall be made to Child Protective Services hotline and/or law enforcement agency as appropriate. The reporter shall not investigate the matter; investigation is the responsibility of the appropriate agency. School personnel shall cooperate fully with investigators.

Failure to report as required is a misdemeanor. The identity of the reporter shall be confidential to the extent permitted by law. No employee shall be subject to retaliation for making a good-faith report.

B. Procedures Specifically Designed to Address Supervision and Protection of Children from Child Abuse, Neglect, or Sex Offenses The Academy maintains the following measures to supervise and protect scholars from child abuse, neglect, and sex offenses (as defined in Education Code § 44010):

1. **Supervision Standards**
    - Adequate adult supervision shall be maintained during the school day, before/after-school programs, extracurricular activities, field trips, transportation, and any school-sponsored events.
    - Staff-to-scholar ratios and visibility protocols shall be observed in classrooms, restrooms, locker rooms, isolated areas, and outdoor spaces. One-on-one closed-door interactions between adults and scholars are prohibited except in limited, documented circumstances (e.g., counseling with open-door or visible-window protocols, or as required by an IEP/504 plan with appropriate safeguards).
    - Volunteers, contractors, and other adults interacting with scholars must complete required background checks, mandated-reporter training, and professional-boundaries training before unsupervised contact.
2. **Professional Boundaries** All employees, volunteers, and covered contractors shall adhere to the school's written Professional Boundaries Policy (adopted pursuant to SB 848). This includes prohibitions on inappropriate physical contact, private electronic/social-media communications with scholars, gift-giving that creates favoritism, and any conduct that could reasonably be perceived as grooming or boundary violations. Suspected boundary violations shall be reported immediately to the principal or designee and, when required, to child protective services/law enforcement.
3. **Facility and Environmental Safeguards** The school shall maintain physical-environment practices that reduce opportunities for abuse (e.g., clear sight lines where

feasible, restricted access to isolated areas, monitored entry/exit points, and appropriate restroom/locker-room protocols). These practices are reviewed periodically in coordination with the school's insurance provider/JPA and local partners.

4. **Response to Suspected Abuse, Neglect, or Sex Offenses**
    - Immediate safety of the scholar is the priority.
    - The principal or designee shall ensure a mandated report is made when required.
    - The school shall follow its established protocols for internal documentation, cooperation with investigators, support for the affected scholar(s), and, when appropriate, temporary reassignment or administrative leave of the accused individual pending investigation.
    - After verification with local law enforcement that a report has been filed regarding a violent crime or sex offense occurring on school property or during a school-sponsored program/activity/event, the principal or designee is authorized to send written notice to each scholar's parent/guardian and to school employees describing the occurrence and general nature of the crime/offense (Education Code § 32281 as amended).
5. **Prevention Education and Training**
    - All mandated reporters shall complete annual child-abuse and neglect prevention training (including content required under Education Code § 44691 as amended).
    - Staff shall be trained on the full Comprehensive School Safety Plan, including these supervision and protection procedures.
    - Age-appropriate instruction on abuse prevention, healthy boundaries, and how to seek help may be provided to scholars consistent with Education Code § 51950 and guidance issued by the California Department of Education.
6. **Annual Review** These procedures shall be reviewed and updated at least annually as part of the Comprehensive School Safety Plan review process (by March 1 each year, or as otherwise required) and no later than the statutory deadline of July 1, 2026, for initial incorporation of the SB 848 requirements. The school shall consult, as practical, with local law enforcement, child protective services, the school's risk-pool/JPA or insurance provider, and other relevant partners.

C. Related Definitions

- "Child abuse or neglect" has the meaning set forth in Penal Code § 11165.6.
- "Sex offense" has the meaning set forth in Education Code § 44010 (including the expansions enacted by SB 848).

FLAG CEREMONY

Development of servant leaders is key to our mission and understanding of how we will

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

FOOD

See "School Meal Program" section.

GRADE REPORTING

Parents will be informed of scholar's academic performance through report cards delivered regularly throughout the year.

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

Grade Point Average (GPA)

John Adams Academy uses a traditional Grade Point Average (GPA) calculation for official transcripts. Grades in regular courses are calculated on a 4.0 scale, while approved Honors courses receive additional weight and are calculated on a 5.0 scale. Grades are assigned the following values:

A+ = 4.0/5.0, A = 4.0/5.0, A− = 3.7/4.7, B+ = 3.3/4.3, B = 3.0/4.0, B− = 2.7/3.7, C+ = 2.3/3.3, C = 2.0/3.0, C− = 1.7/2.7, and D or F = 0.

GRADUATION REQUIREMENTS

Please see section on *Curriculum.*

*HABITS AND ACADEMICS

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

HEALTH CONCERNS

Food Allergies

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

Illness

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

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

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

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

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

Medication

John Adams Academy (Academy) supports scholars who need medication during the regular school day in accordance with written health care provider orders, parent/guardian authorization, applicable law, and Academy procedures. Medication, including emergency epinephrine, must be used only as prescribed or otherwise authorized by law.

Medication, prescription or non-prescription (including aspirin, Tylenol, cough syrup, cough drops, etc.) will only be dispensed to scholars or allowed on the Academy site after a completed and signed medication form is on file in the office. (The *Medication Administration Form* can be found on the website under DOCUMENTS) If a physician requires a scholar to take a portion

of a tablet, pill, etc., the parent is responsible for dividing medication into the correct dosage. Any scholar caught taking or dispensing medication is subject to punishment, suspension, and/or expulsion.

A scholar who needs medication during the regular school day may be assisted by the school nurse or other designated Academy personnel when the Academy receives both:

- A written statement from the prescribing physician and surgeon or physician assistant that identifies the medication, method of administration, amount, and time schedule; and
- A written statement from the parent/guardian or foster parent requesting that the Academy assist the scholar as directed by the health care provider.

A scholar may carry and self-administer a prescribed epinephrine delivery system when the Academy receives both:

- A written statement from the prescribing physician and surgeon or physician assistant that identifies the medication, method, amount, and time schedule and confirms that the scholar is able to self-administer the prescribed delivery system; and
- A written statement from the parent/guardian or foster parent consenting to self-administration, authorizing Academy personnel to consult with the scholar's health care provider regarding the medication, and providing the liability release required by Education Code section 49423.

Required written statements must be renewed at least annually and more frequently if the medication, dosage, frequency, or reason for administration changes. Families should also immediately notify the Academy of any change in the delivery method or health care provider instructions.

Emergency Stock Epinephrine

The Academy maintains emergency epinephrine delivery systems at each school site and, where applicable, at any state- or federally subsidized childcare program operated by or under contract with the Academy. Stock epinephrine is stored in a location accessible for emergency use. Academy staff receive annual notice of the location at each school site.
An "epinephrine delivery system" is a disposable system designed to deliver a premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction. Depending on the prescription or standing order for the school site, product labeling, the ages and weights of persons served, availability, and personnel training, the Academy may stock an epinephrine auto-injector, an FDA-approved epinephrine nasal spray, or another legally authorized premeasured delivery system. The law does not require every school site to stock every available device type.

A school nurse or, when a school nurse is not onsite or available, an appropriately trained and designated volunteer may administer a stock epinephrine delivery system to any person who is suffering, or is reasonably believed to be suffering, from anaphylaxis at school or at an Academy activity or program when a physician is not immediately available. A prior allergy diagnosis or individual prescription is not required for emergency use of the Academy's stock supply under Education Code section 49414.

After emergency epinephrine is administered, Academy personnel will activate emergency medical services by calling 911 and will contact the scholar's parent/guardian and physician, if possible.

Families of Scholars with Known Severe Allergies

Families should promptly notify the campus office or health services staff of a scholar's known or suspected severe allergy and submit current health care provider orders, parent/guardian authorizations, emergency action plans, and individually prescribed medication as requested by the Academy. The Academy's stock epinephrine supply is an emergency safeguard; it does not replace a scholar-specific emergency care plan, individually prescribed medication, or accommodations required by an individualized education program or Section 504 plan.

HONOR ROLL/AWARDS

Scholars will be honored for excellence in academics and for exhibiting Core Values at periodic award ceremonies.

SENIOR COMMENCEMENT

Participation in Senior Graduation Activities

Seniors failing a required course for graduation, with a grade of D+ (69% or lower), 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.

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

Valedictorian & Salutatorian

A Valedictorian and Salutatorian will also be recognized at graduation. Recipients of these awards will be the two scholars possessing respectively the highest and second highest total grade point averages, of the entire graduating class, at the posting of the third quarter grades. Beginning with the Class of 2028, only courses offered by John Adams Academy will be used to determine the highest GPA, Valedictorians must have been a scholar at John Adams Academy from their Sophomore year, and if two or more scholars tie for highest GPA, the awards will be ranked according to the highest cumulative scores for the Capstone Project, Senior Speech, and Senior Thesis. 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.

*INAPPROPRIATE ITEMS

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

- Aerosol cans
- Drugs/drug paraphernalia (including, but not limited to, prescription, over the counter and illegal drugs)
- Electronic games
- Fireworks
- Flammable objects/fluids
- Weapons
- Gum/candy
- Lighters/matches
- Pagers
- Smart devices (phones, watches, glasses)
- Personal toys/knives
- iPods/MP3 players/radios/earphones/other such devices

- Laser pointers
- Skateboards
- Rollerblades/skates
- Shoes with retractable wheels (Heelys)

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

*INDEPENDENT STUDY

Independent Study is conducted solely for the educational benefit of the scholars attending John Adams Academy as a means to encourage daily engagement in school work even during times of extended absence.

Parents are to give at least seven (7) school days' notice of a request for Independent Study. *It is important for parents to understand the amount of time and effort required by the Academy office and teaching staff to compile curriculum for independent study agreements. Submitting requests with less than seven (7) school days' notice creates a burden for staff in their effort to assist parents and scholars.*

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

Independent Study Requiring Approval From the Principal.

Scholars who will be absent a ***minimum of one (1)*** school day up to a ***maximum of twenty (20) consecutive*** school days may be eligible to participate in Independent Study.

Independent Study allows a scholar to remain current in his/her studies and the Academy to retain a portion of its Average Daily Attendance (ADA) funding.

Independent Study requests for more than twenty (20) consecutive days, may be allowed on a case-by-case basis with approval by the Principal.

Requesting Independent Study

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

Independent Study will not be granted during:

- The first three weeks of school,
- The last three weeks of the academic year, or
- The final two weeks of each grading period (quarter).

We understand that emergencies may arise and will do our best to accommodate reasonable requests for Independent Study within these timeframes with approval by the Principal..

Independent Study Procedure

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

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

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

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

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

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

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

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

Failure to turn in the completed work to the office is a breach of the Independent Study

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

LOST AND FOUND

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

*MATERIALS DONATION PROGRAM

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

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

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

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

All donations to the Academy are non-refundable.

MENTORS

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

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

Scholars are expected to:

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

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

*PARENT SERVICE ORGANIZATION (PSO)

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

The PSO provides:

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

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

PARKING LOT INCIDENCES

In the case of any automobile accident on Academy property, the local authorities should be contacted to take a report. If the accident is deemed to be minor enough as to not contact law enforcement, please remember that it is the responsibility of the drivers involved to exchange relevant information and to take pictures if necessary. John Adams Academy will not

investigate, mediate, or intervene in any traffic accident unless it directly affects Academy property, or the safety and well being of scholars, families or staff. Drivers should conduct themselves in a manner that reflects and models our Vision & 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 performance-based electives require the allowance of photographs and/or video for the scholar to participate in a performance.

PHYSICAL EDUCATION EXEMPTION

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

PLAGIARISM

Please see section on *Academic Honesty and Plagiarism*

RE-ENROLLMENT OF EXISTING SCHOLARS

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

Failure to complete the re-enrollment process leaves the Academy without critical information to plan for the next year and may result in the scholar losing their seat for the upcoming year. As part of re-enrollment parents are to update contact information in Aeries to ensure all information is accurate and up to date.

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

RESOLVING CONFLICTS

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

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

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

The following guidelines apply to complaints concerning Academy employees:

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

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

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the **Principal** or other immediate supervisor of the employee. Complaints related to a **Principal** shall be initially filed in writing with the **Superintendent**. Complaints related to a **Superintendent** 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:

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

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

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

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

SCHOLAR ACTIVITIES

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

Sporting Events: Respect for the away team members and fans is 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 provided they meet the requirements for guests. Non-John Adams Academy scholars must obtain permission to attend dances by completing an *Application for Guest at Scholar Activity* form.

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

SCHOLAR GOVERNMENT

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

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

SCHOLAR DRIVERS

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

Scholars must:

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

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

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

SCHOOL MEAL PROGRAM

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

John Adams Academy uses Linq Connect (Formally known as Titan School Solutions) to manage scholar's meal accounts and for reporting purposes. Families can access Linq Connect by going to https://linqconnect.com/ .

Applications for Free and Reduced meal pricing are always available for families to fill out during the year to receive benefits, if qualified. Applications can be completed online by accessing Linq Connect's main page at the address above, on the website, or by visiting the front desk. Families are encouraged to complete a meal application at the beginning of each school year and at any time during the year if circumstances change.

John Adams Academy does not prepare meals on site, but has an offsite central kitchen that provides meals each day. There is a pre-order system, available to all families, so that meals are available for scholars who wish to participate in the School Meal Program. More information on the program and pre-ordering can be found on the website. Pre-order links are located on ParentSquare in the SCHOOL MEAL SERVICE group.

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

Please note the following regarding food on campus:

Lunch: If you do not wish to participate in our lunch program, please provide a nutrition sack lunch for your scholar.

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

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

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

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

This institution is an equal opportunity provider.

STUDENT INFORMATION SYSTEM – AERIES

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

TELEPHONE

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

*VOLUNTEER HOURS

John Adams Academy asks each family to donate a minimum of 40 hours per year to the Academy in the form of service. To fully understand the details of this service request, it is important to first understand the purpose behind it. The policies and action put forward by John Adams Academy are designed to reinforce the Core Values in an effort to more fully enrich the education of each scholar.

The most foundational skill upon which all others are built is the understanding, development and application of the attribute of virtue. The Founding Fathers understood that two types of virtue are necessary for great leaders and statesmen; private virtue and public virtue.

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

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

It is in this spirit with understanding of these Core Values that John Adams Academy requests

its families to provide 40 hours of service each school year.

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

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

Volunteer Opportunities

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

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

Finding Opportunities to Volunteer

There are several ways to find volunteer opportunities:

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

Classroom: Communicate with your scholar's teacher to determine needs and arrange times.

Urgent Needs: Emails will go out to families when an urgent need for volunteers occurs. Contact the front desk with any questions.

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

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

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

Tracking Volunteer Hours

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

Meeting Volunteer Needs

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

Did you know…

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

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

Volunteering with Preschoolers

While we appreciate the commitment and willingness of John Adams Academy families who have young children, bringing young children with you while volunteering can distract from instruction and poses a safety hazard. Please know that John Adams Academy cannot assume liability in these situations. Therefore, John Adams Academy asks that parents do not bring along children or babies when serving. There are many other ways parents can volunteer their time if arranging for childcare is not possible.

Family Member Delegates

For your convenience, family volunteer hours can be contributed by a parent, grandparent or other adult family member. Contributions performed by scholars during school hours do not count as family volunteer contribution hours.

APPENDIX A: A-G APPROVED COURSES

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

History / Social Science ("a")

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

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

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

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

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

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

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

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

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

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 Adopted from: The College Board Advanced Placement Program Chemistry	AP Chem	UC Honors Classroom-based Full Year
Biology 1A Adopted from: Biology / Life Sciences	Bio 1A	Classroom-based Full Year
Honors Chemistry	Honors Chem	UC Honors

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		

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

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 Adopted from: Visual Arts	Adv Art	Classroom-based Full Year
Advanced Vocal Ensemble Adopted from: Music	Advanced Vocal	Classroom-based Full Year
Choir Adopted from: Music	Choir	Classroom-based Full Year
Drama 1 Adopted from: Theater	Drama 1	Classroom-based Full Year

Visual Arts 1 Adopted from: Visual Arts	Art 1	Classroom-based Full Year

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 Adopted from: Laboratory Science – Physical Sciences	Earth Science	Classroom-based Full Year
Economics Adopted from: History / Social Science	Econ.	Classroom-based Half Year
Honors Economics Adopted from:	Honors Econ	UC Honors Classroom-based

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

APPENDIX B: BOARD POLICY ON UNIFORM COMPLAINT PROCEDURES – Board Approved 20251211

These Uniform Complaint Procedures ("UCP") contain rules and instructions about UCP complaints regarding any alleged violation of federal or state laws or regulations governing certain educational programs and activities offered by the John Adams Academies ("JAA"). JAA developed this UCP in accordance with Title 5, California Code of Regulations, §§ 4600 et seq. JAA has primary responsibility to ensure its compliance with applicable state and federal laws and regulations, and JAA will investigate and seek to resolve UCP complaints in accordance with this UCP. This UCP has been approved by the JAA Board of Trustees and applies to all JAA-operated schools.

UCP COMPLAINTS

Not all complaints fall under the scope of the UCP. Complaints arising from the employment relationship are separately addressed by JAA's employment policies. Many concerns, including classroom assignments, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, scholar advancement and retention, scholar discipline, scholar records, special education, the Brown Act, and other general education requirements, are not UCP complaints. JAA, however, may use these complaint procedures to address complaints not covered by the UCP in its sole discretion. Only allegations within the subject matters falling within the UCP can be appealed to the CDE.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include: complaints regarding certain programs and activities (list below); complaints alleging the charging of pupil fees for participation in an educational activity; complaints regarding non-compliance with the requirements of JAA's Local Control and Accountability Plans ("LCAP"); or an allegation of unlawful discrimination, harassment, intimidation, or bullying in certain programs or activities.

Complaints Regarding Programs and Activities

According to applicable law, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Consolidated Categorical Aid Programs
- Compensatory Education

- Career Technical and Technical Education; Career Technical and Technical Training Programs
- Child Care and Development Programs
- Course Periods without Educational Content (grades nine through twelve)
- Discrimination, Harassment, Intimidation, and/or Bullying any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration 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 program or activity conducted by JAA which is funded directly by, or that received or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code §§ 243(a) and 244.
- Education and Graduation requirements of Pupils in Foster Care, Homeless Pupils, former Juvenile Court Pupils, Pupils of Military Families, Pupils who are Migratory, and Pupils Participating in a Newcomer Program
- Regional Occupational Centers and Programs
- Reasonable Accommodation to a Lactating Pupil
- Schoolsite Councils
- School Plans for Student Achievement
- School or Athletic Team Names, Mascots, or Nicknames pursuant to Education Code § 221.3
- Pupil Fees
- Local Control and Accountability Plans (LCAPs)
- Every Student Succeeds Act
- Migrant Education
- Physical Education Instructional Minutes
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- State Preschool
- Any other state or federal educational program the State Superintendent of Public Instruction or the California

Department of Education or
designee deems appropriate

UCP ANNUAL NOTICE

JAA provides notice of this UCP on an annual basis. The notice addresses all scholars, employees, parents or guardians, school advisory committee members, appropriate private school officials or representatives (if applicable), and other interested parties. The notice includes information regarding allegations about discrimination, harassment, intimidation, or bullying. It lists all federal and state programs within the scope of the UCP. It lists the position at JAA who is responsible for and knowledgeable about processing UCP complaints, including a statement that the occupant in the position shall be knowledgeable about the laws and programs that they are assigned to investigate. JAA's annual UCP notice is in English. If 15% or more of scholars enrolled at a JAA school speak a single primary language other than English, the annual notice will be provided in that language as well pursuant to Education Code § 48985.

JAA does not operate a preschool program, but pursuant to applicable law, the notice includes a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers (1) that the health and safety requirements under Title 5 of the California Code of Regulations apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) of the location at which to obtain a form to file a complaint.

DESIGNATION OF RESPONSIBLE EMPLOYEE

The employee responsible for receiving, investigating and responding to UCP complaints (the "Responsible Employee") is as follows:

Troy Henke
Superintendent
1 Sierra Gate Plaza, Roseville, CA 95768
916-780-6800
troy.henke@johnadamsacademy.org

In no instance will the Responsible Employee be assigned to investigate a complaint in which they have a bias that would prohibit them from fairly investigating or responding to the complaint. Any complaint against the Responsible Employee or that raises a concern

about the Responsible Employee's ability to investigate the complaint fairly and without bias should be referred to the Board Chairman, who will determine how the complaint will be investigated.

JAA will ensure that the Responsible Employee (or designee) investigating the complaint is knowledgeable about the laws and programs at issue in the complaints. JAA may consult with legal counsel as appropriate. The Responsible Employee retains discretion to designate another school official as the Responsible Employee for a complaint.

CONFIDENTIALITY AND NON-RETALIATION

JAA will ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, or bullying remains confidential as appropriate.

COMPLAINT PROCEDURES

Step 1: Filing a UCP Complaint

A UCP complaint must be filed according to the procedures set forth herein.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a UCP complaint. However, a complaint filed on behalf of a scholar may only be filed by that scholar or that scholar's duly authorized representative.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that they personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to the same.

A UCP complaint is written and signed. If a complainant is unable to put their complaint in writing due to a disability or illiteracy, JAA will assist the complainant in the filing of the complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically-generated. Complaints related to pupil fees and/or LCAPs may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Complainants are encouraged, but not required, to use the appropriate complaint form(s), which are attached.

Complaints shall be filed with the Responsible Employee at the address or email address provided herein. A pupil fees complaint may also be filed with the Deputy

Superintendent, Principal, or Dean where the complaint originated. The Responsible Employee will maintain a log of complaints and subsequent related actions to the extent required by oversight agencies.

Upon receipt of a complaint, the Responsible Employee (or designee) will evaluate the complaint to determine whether it is subject to this UCP and will notify the complainant within five (5) workdays if the complaint is outside the jurisdiction of this UCP.

The Responsible Employee (or designee) may also determine if interim measures are necessary pending the result of an investigation. If interim measures are determined to be necessary, Responsible Employee (or designee) will consult with the appropriate school officials where the complaint originated or designee, prior to implementing any such measures. The interim measures shall remain in place until the Responsible Employee (or designee) determines that they are no longer necessary or until JAA issues its final written Investigation Report, whichever occurs first.

Timing of Complaints and Investigation

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of it. The time for filing may be extended by the Responsible Employee (or designee) for good cause upon written request from the complainant. Such extension shall be in writing and may not exceed ninety (90) days following the expiration of the six-month period.

All other complaints shall be filed no later than one (1) year from the date the alleged violation occurred, except this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints regarding LCAP, the date of the alleged violation is the date when the JAA governing board approves the LCAP or annual update.

Unless a UCP complaint is resolved through mediation as set forth below, JAA will investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Step 2: Mediation (Optional)

The Responsible Employee (or designee) and complainant may mutually agree to mediation. Any JAA employee or member of the JAA governing board who has not been involved with the allegations in the complaint may be assigned by the

Responsible Employee (or designee) to serve as mediator. The mediator will arrange for both the complainant and JAA to present relevant evidence. The Responsible Employee (or designee) will inform the complainant that the mediation process may be terminated at any time by either JAA or complainant, in which case the complaint will proceed directly to an investigation. If mediation resolves the complaint to the satisfaction of both parties, JAA will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties or within the parameters of law, the Responsible Employee (or designee) shall proceed with their investigation of the complaint.

The use of mediation does not extend 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

In order to investigate the complaint, the Responsible Employee (or designee) shall have access to applicable school records and/or information related to the complaint allegations. As part of their investigation, the Responsible Employee (or designee) will do all of the following, in any order:

- Provide an opportunity for the complainant or complainant's representative and JAA's representative to present information relevant to the complaint or investigative process;
- Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation;
- Review documents that may provide information relevant to the allegation; and
- When necessary, seek clarification on specific complaint issues.

Refusal by the complainant or their representatives to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in dismissal of complaint because of a lack of evidence to support the allegation.

Refusal by JAA to provide the Responsible Employee (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or 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: Final Written Decision (Investigation Report)

The Responsible Employee (or designee) shall prepare and send to the complainant a written report of the investigation and final decision (the "Investigation Report") within sixty (60) calendar days of receipt of the complaint, unless complainant agrees to extend this date. JAA's Investigation Report shall be written in English and, when required by law, in the complainant's primary language.

The Investigation Report shall include:

1. The finding(s) of fact based on the evidence gathered;

2. Conclusion providing a clear determination as to each allegation as to whether JAA is in compliance with the relevant law;

3. If JAA finds merit in the complaint, the corrective actions required by law;

4. Notice of the complainant's right to appeal JAA's Investigation Report to the CDE, except when JAA has used its UCP to address a non-UCP complaint; and

5. Procedures to be followed for initiating an appeal to the CDE.

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

An Investigation Report shall not include scholar information protected under the Family Educational Rights and Privacy Act or any private employee personnel information, including but not limited to the nature of the disciplinary action taken against a scholar or employee. If a scholar or employee is disciplined as a result of the complaint, the Investigation Report shall simply state that effective action was taken and that the scholar or employee was informed of JAA's expectations.

If JAA finds merit in a complaint regarding pupil fees, physical education instructional minutes, course periods without educational content, or LCAP, the remedy will go to all affected pupils and parents/guardians. For all other complaints within the scope of the UCP, the remedy shall go to the affected pupil. JAA, in good faith, will engage in reasonable efforts to identify and fully reimburse all pupils, parents, and guardians who paid any unlawful pupil fee within one year prior to the filing of the complaint.

APPEAL PROCESS

A complainant may appeal JAA's Investigation Report by filing a written appeal within thirty (30) calendar days of the date of the Investigation Report to the California Department of Education ("CDE"). This appeal to the CDE must specify and explain the basis for the appeal, including at least one of the following:

1. JAA failed to follow its complaint procedures;
2. Relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law;
3. The material findings of fact in the Investigation Report are not supported by substantial evidence;
4. The legal conclusion in the Investigation Report is inconsistent with the law; and/or
5. In a case in which JAA found noncompliance, the corrective actions fail to provide a proper remedy.

The appeal must be sent to CDE with: (1) a copy of the locally filed complaint; and (2) a copy of JAA's Investigation Report. As of the date of adoption of this UCP, an online Appeal Assistance Form is available on the CDE website at Appeal Assistance Form - Complaint Procedures (CA Department of Education).

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, § 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 evidence that supports such a basis.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. 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.

APPENDIX C: BOARD POLICY ON SCHOLAR DISCIPLINE – Board Approved: 20170713

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

The goals of discipline at John Adams Academy are:

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

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

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

The included goals of a parent conference with administration are:

1. To exchange accurate information about the scholar.
2. To determine how the parent-academy partnership can best work together to lead the scholar to reform his/her behavior.

Teachers
Teachers will have the authority to implement discipline procedures in their

classrooms that are consistent with the John Adams Academy discipline goals. Teachers will utilize the administration to implement discipline whenever appropriate and most especially

when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom.

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

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

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

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

JAA's staff shall enforce disciplinary rules and procedures fairly and consistently among all scholars. The Discipline Policy and its Procedures will be printed and distributed as part of the Scholar Handbook and will clearly describe discipline expectations.

APPENDIX D: BOARD POLICY ON PRIVACY OF SCHOLAR INFORMATION (FERPA) – Board Approved: 20250911

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 Superintendent 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)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. 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
5. The sale by scholars of products or services to raise funds for school-related or education-related activities
6. Scholar recognition programs

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 scholars should submit to the Superintendent 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 scholar 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 Superintendent.

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 scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, 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 scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar’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 scholar's education records, without consent of the parent or eligible scholar, 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 scholar:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. (§99.31(a)(1).)
2. To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar'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 scholar's State. (§§99.31(a)(3) and 99.35.)
4. In connection with financial aid for which the scholar has applied or which the scholar 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 scholar 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 scholar 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 scholar if the scholar is a dependent for IRS tax purposes. (§99.31(a)(8).)
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9).)
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10).)
11. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a scholar'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 scholar in foster care placement. (20 U.S.C. § 1232g(b)(1)(L).)

13. 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.

Directory Information

As stated above, John Adams Academy may disclose appropriately designated "directory information" without written consent, unless you have advised John Adams Academy to the contrary in accordance with our procedures. The primary purpose of directory information is to allow the John Adams Academy to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your scholar's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing, for example, weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require John Adams Academy to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised John Adams Academy that they do not want their scholar's information disclosed without their prior written consent.

If you do not want John Adams Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify John Adams Academy in writing by the first day of each school year. John Adams Academy has designated the following information as directory information:

- Scholar's name
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Parent's/guardian's name
- Parent's/guardian's telephone number
- Parent's/guardian's email address

APPENDIX E: BOARD POLICY ON TITLE IX – Board Approved 20251211

John Adams Academies (hereinafter, the "Academy") is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in the Academy's education programs and activities. This Policy applies to all John Adams Academies.

This Title IX Policy ("Policy") details the Academy's commitment to maintain a learning environment that is free from sexual harassment and provides a grievance process for allegations of sexual harassment as defined under Title IX. Any individual can report sexual harassment at the Academy to staff (e.g., Superintendent, principal, dean, teacher, etc.), and the Academy will take appropriate action in accordance with this Policy.

Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this Policy. The Academy considers sexual harassment to be a major offense which can result in the suspension or expulsion of scholars and termination of employees.

Definition of Sexual Harassment Under California Law

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Under Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following:

- Exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity;
- Exclusion from participation in, or denial of equivalent opportunity in, athletic programs.

The full definition of discrimination and harassment based on sex from Education Code section 230 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=230.

The definition of sexual harassment under California law and the definition of Sexual Harassment under Title IX overlap in some areas. Complaints alleging unlawful discrimination, harassment, intimidation or bullying based on gender, sex, gender identity or expression, or sexual orientation may be eligible to be investigated pursuant to the Academy's Uniform Complaint Procedures. However, if any formal complaints alleging sexual harassment constitute Sexual Harassment as defined under Title IX (see below), the complaints may be investigated under the Title IX Grievance Procedures (see below). The Academy prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

Sex Equity in Education Act Statement

Scholars have all the rights set forth in Education Code section 221.8 (as applicable to the Academy's programs). This includes the right to fair and equitable treatment, the right to a school environment without discrimination on the basis of sex, and the right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code section 221.8 can be found here: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=221.8.

For more information about Gender Equity/Title IX, please visit the following CDE website: https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp.

Title IX Grievance Procedures

I. Scope and Jurisdiction

This Policy's Title IX grievance procedures apply only to conduct that falls within the definition of "Sexual Harassment" under Title IX. Academy employees or scholars may submit formal complaints of Sexual Harassment for investigation under this Policy.
Sexual Harassment under Title IX means conduct on the basis of sex that falls within one or more of the following categories:

1. An Academy employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Academy education program or activity.

3. Sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in 34 CFR section 106.30(a)(3)).

II. Title IX Personnel

The Academy has designated the following individual as its Title IX Coordinator to coordinate the investigation and resolution of Sexual Harassment formal complaints as outlined in this Policy:

Troy Henke
Superintendent
5 Sierra Gate Plaza, Suite 100,
Roseville, CA 95678
916-780-6800
Troy.Henke@johnadamsacademy.org

The Title IX Coordinator may designate other individual(s) to fulfill all or part of their duties.
In addition to the Title IX Coordinator, the following Title IX personnel are involved in the formal complaint process:

- Investigator: The individual responsible for gathering all evidence related to the formal complaint. This individual will create an "Investigation Report" which will summarize the relevant evidence. The Title IX Coordinator may be the Investigator.

- Decision-Maker: The individual responsible for evaluating evidence in order to make a determination regarding the formal complaint. The Decision-Maker submits a written determination of findings to the parties. The Decision-Maker cannot be the Title IX Coordinator, the Investigator, or any individual involved in the investigation of the formal complaint.

- Title IX Appeals Officer: If applicable, this individual is responsible for evaluating an appeal of the final determination. The Title IX Appeals Officer cannot be the Title IX Coordinator, Investigator, Decision-Maker, or any individual involved in the investigation of the formal complaint.

All Title IX personnel will receive training in accordance with Title IX requirements. The Title IX Coordinator must ensure individuals responsible for investigating a formal complaint are neutral.

III. Reporting Allegations of Sexual Harassment and Submitting Formal Complaints

Any individual (e.g., a scholar or employee who is alleged to be a victim of Sexual Harassment or a parent/guardian of a scholar who is alleged to be a victim of Sexual Harassment), may report Sexual Harassment directly to the Academy Title IX Coordinator, or to any other available Academy employee who shall immediately inform the Title IX Coordinator.

Upon receiving such a report, whether written or verbally, the Title IX Coordinator will contact the complainant and inform them of their right to file a formal complaint and the process for filing a formal complaint.

A formal complaint is one that contains the complainant's physical or digital signature, and it may be filed at any time with the Title IX Coordinator in person, by mail, or by email. A complainant may use the attached Title IX form (below) to submit a formal complaint to the Title IX Coordinator.

IV. Initial Response to a Report of Sexual Harassment

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator or designee will take the following steps. These steps are offered regardless of whether the complainant submits a formal written complaint:

4. Contact Complainant and Determine Need for Supportive Measures: The Title IX Coordinator will contact the complainant and respondent[1] to discuss the availability of supportive measures to stop the harassment, protect scholars, and ensure access to the educational program.
    a. Supportive measures are non-disciplinary and non-punitive and shall be available at any point during the Title IX investigation. Supportive measures may include, but are not limited to: wellness check-ins, counseling services, extension of deadlines or course-related adjustments,

[1] The "complainant" is the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. The "respondent" refers to the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment. If a parent or guardian has a legal right to act on behalf of a complainant or respondent, this right applies throughout all aspects of the Title IX matter, including the grievance process.

modifications of work or class schedules, changes in work locations, or leaves of absences. The Title IX Coordinator is responsible for implementing the supportive measures.

5. Determine Need for Emergency Removal: The Title IX Coordinator will review the facts to determine whether the respondent (either scholar or staff) may need to be removed from the school setting to prevent any further sexual harassment and/or maintain the safety of scholars and staff.

    a. If the respondent is a scholar, the Academy may determine that removal from the educational program is justified due to an immediate threat to the physical health or safety of any scholar or other individual arising from the allegations. The Academy will conduct an individualized safety and risk analysis before the removal. The Academy shall provide the scholar with notice and opportunity to challenge the decision immediately following the removal. The Academy will comply with applicable laws concerning disciplining or expelling scholars.

    b. If the respondent is an employee, the employee may be placed on administrative leave during the formal complaint investigation.

6. Consider Use of Informal Resolution Process: At any time after an informal or formal complaint has been filed, but before reaching a determination regarding the allegation, the Academy may offer an informal resolution process (such as a mediation) to the complainant and respondent. However, the informal resolution process is not available where the complainant alleges that an employee sexually harassed a scholar.

V. Initial Review of Formal Complaint

If a formal complaint is filed, the Title IX Coordinator will review the complaint to determine whether it raises allegations that fall within the definition of Sexual Harassment under Title IX. The Academy may consolidate multiple formal complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances.

If it does, the Title IX Coordinator will follow this Policy's grievance procedures for formal complaints. If it does not, the Title IX Coordinator will determine whether the complaint should be dismissed (as explained below) and/or investigated pursuant to another applicable Academy policy (e.g., Uniform Complaint Procedures, General Grievance Procedures).

VI. Mandatory or Permissive Dismissal of Formal Complaint

Under certain circumstances, a complaint must or should be dismissed by the Title IX Coordinator. The Title IX Coordinator will endeavor to make this determination no more than **ten (10) calendar days** from the date they receive the formal complaint.

7. Mandatory Dismissal: The Title IX Coordinator must dismiss the formal complaint if they determine any of the following:

    a. The alleged conduct would not constitute Sexual Harassment as defined under Title IX even if proved; or

    b. The alleged conduct did not occur in the Academy's education program or activity or did not occur against an individual in the United States.

8. Permissive Dismissal: The Title IX Coordinator may dismiss a formal complaint if they determine any of the following:

    a. The complainant has notified the Academy, in writing, that they would like to withdraw the complaint or any allegations in the complaint;

    b. The respondent is no longer enrolled in, or employed by, the Academy; or

    c. Specific circumstances prevent the Academy from gathering evidence to reach a determination with regard to the complaint.

Written Notice of Dismissal: If the Title IX Coordinator dismisses the complaint, they must send written notice of the dismissal simultaneously to both parties (complainant and respondent) as follows:

- The written notice should state the reason(s) for the dismissal and inform the parties of their right to appeal in accordance with the procedures described in the "Appeals" section below.

- If the Title IX Coordinator determines another Academy grievance procedure (e.g., Uniform Complaint Procedures) is the appropriate grievance procedure for the complainant's allegation(s), the written notice shall inform the parties (complainant and respondent) of the Academy's intent to investigate the complaint through that grievance procedure.

VII. Title IX Grievance Procedures

If the Title IX Coordinator does not dismiss the formal complaint, the Academy will initiate the following Title IX Grievance Procedures and issue a Written Decision. The Academy will endeavor to complete its investigation and issue a Written Decision within **ninety (90) calendar days of receipt of the formal complaint**.

1. Send Written Notice of Formal Complaint

    The Title IX Coordinator must provide the parties (complainant and respondent) with a Notice of Formal Complaint. The Title IX Coordinator will endeavor to provide this Notice within **ten (10) calendar days of receipt of the formal complaint**. The notice shall include: (1) a copy of this Policy; (2) a description of the allegations potentially

constituting Sexual Harassment with sufficient details known at the time; (3) a statement that the respondent is presumed not responsible for conduct and that a determination regarding responsibility is made at the conclusion of complaint process; (4) a statement informing the parties of the opportunity to have an advisor of their choice throughout the grievance process and the ability to inspect and review evidence; and (5) a statement informing the parties that they must not knowingly make false statements or submit false information.

2. Investigator Conducts Investigation

The Investigator will gather and review evidence related to the allegations. This can include, but is not limited to, interviewing parties or witnesses, as well as reviewing relevant evidence. The Investigator will not require, request, or rely upon any information protected under a legally recognized privilege, unless the person holding such privilege has waived it.

Written notice of all investigative interviews or other meetings must be provided to any individual whose participation is invited or expected to be provided with sufficient time for the individual to prepare to participate. Notice must include the date, time, location, participants, and purpose of the meeting. Attendees of such meetings will have the right to be accompanied by an advisor of their choice.

3. Investigator Provides Parties Equal Opportunity to Review Gathered Evidence

The Investigator will provide both the complainant and respondent with an equal opportunity to review the evidence that is directly related to the allegations raised in the formal complaint. The parties will have a period of at least **10 calendar days** before the Investigative Report is provided to the parties to review the evidence, ask the Investigator additional questions, provide or suggest additional evidence to be considered by the Investigator.

4. Investigator Prepares and Shares Investigative Report

The Investigator will prepare an Investigative Report summarizing the relevant evidence. The Investigative Report is **not** the Academy's final Written Decision. The Investigator will send the Investigative Report to the parties and their advisors, if any, for their review and written response at least **10 calendar days** before issuance of the Written Decision. The Academy will inform the parties in writing that they may submit to the Decision-Maker written, relevant questions that the parties want asked of any party or witness. The Decision-Maker is responsible for providing the responses (if any) to these questions to both parties.

5. Decision-Maker Issues Written Decision

The Decision-Maker will endeavor to issue the Written Decision within **ninety (90) calendar days from the receipt of the formal complaint**. The Decision-Maker will issue a Written Decision to both parties simultaneously. The Decision-Maker uses the "preponderance of evidence" standard (i.e., it is more likely than not that the respondent committed the alleged conduct). The Written Decision will include all of the following:

a. Identification of the allegations potentially constituting Sexual Harassment.

b. A description of the procedural steps taken by the Academy during the investigation process (e.g., notifications to the parties, interviews with the parties and witnesses, site visits, or methods used to gather other evidence).

c. Findings of fact supporting the determination.

d. Conclusions regarding the application of the Academy's policies to the facts.

e. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the Academy imposes on the respondent, and whether remedies designed to restore or preserve equal access to Academy's educational program will be provided by the Academy to the complainant.

f. The Academy's procedures and permissible bases for either party to appeal the decision.

6. Remedies

If the Academy determines that the respondent engaged in Sexual Harassment, the Academy will provide remedies to the complainant, as appropriate. This may include supportive measures. Remedies may also include: transfer from a class; parent/scholar conference(s); positive behavior support; warnings; detention; and/or formal discipline, such as suspension and expulsion. When an employee is found to have committed Sexual Harassment, the Academy will take appropriate disciplinary action, up to and including termination, in accordance with Academy policies and as permitted by law.

VIII. Appeals

Either party may appeal the Academy's Written Decision, or its dismissal of a formal complaint or any allegation in the complaint, within **five (5) calendar days of the decision**. An appeal may be made on any of the following grounds:

9. A procedural irregularity affected the outcome.

10. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

11. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainant or respondent that affected the

outcome of the matter.

Upon receipt of an appeal, the Academy will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue a written decision of an appeal. The Title IX Appeals Officer will endeavor to issue their decision within **thirty (30) calendar days from the receipt of the appeal**.

IX. Record Keeping

The Academy will maintain for a period of seven (7) years records pertaining to Title IX Sexual Harassment allegations, as well as all material used to train Title IX Personnel.

X. Updates

The Superintendent or designee may update, modify, or implement this policy in a manner to comply with applicable law.

Title IX Complaint Form

Instructions: This form can be completed by any individual who has knowledge of a sexual harassment conduct occurring within the education program or activity of John Adams Academies (hereinafter, "Academy"). Please complete the information below. Should you need additional space or would like to provide documentation to support the allegations in the complaint, you can attach those to this complaint form. If you have any questions, please contact the Title IX Coordinator listed below.

Contact Information and Complainant's Information

Full Name of Person Filing the Complaint: _____

Address:_____

Phone:_____Email: _____

Campus Name: _____

Complainant's Full Name (if different from above): _____

Respondent's (Accused) Information

Respondent's Full Name: _____

Is the accused a scholar? ☐ No ☐ Yes

If yes, what is the scholar's grade and relation to complainant: _____

Is the accused an Academy staff member? ☐ No ☐ Yes

If yes, what is the staff member's relation to the complainant (e.g., teacher)?_____

If no, what is the accused's affiliation to the Academy? _____

Details of Complaint

Date of the Alleged Incident(s):_____

Location of Alleged Incident(s):_____

Please describe the facts underlying your complaint. Provide details such as the names of those involved, the dates of the incident(s), whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to a complaint investigator.

_____
_____
_____
_____
_____
_____
_____
_____

Did the harassment occur at the Academy or during an Academy activity? If so, please describe below:

_____
_____

Did this incident interfere with your ability to access or participate in Academy programs or activities? If so, please describe below:

_____
_____
_____
_____
_____
_____

List the individuals involved in the relevant incident(s):

_____
_____

List any witnesses to the incident(s):

_____
_____

Acknowledgements

By submitting this form to the Title IX Coordinator, I wish to initiate the Academy's formal Title IX Grievance Procedures.

_____ _____

Signature of Complainant Date

Once you have completed this form, please submit it to the Title IX Coordinator or Main Office:

Troy Henke - Superintendent -1 Sierra Gate Plaza, Roseville, CA 95768 - 916-780-6800 - Troy.Henke@johnadamsacademy.org

APPENDIX F: BOARD POLICY ON INVOLUNTARY DISENROLLMENT – Board Approved 20260115

Overview

This policy sets forth the procedures governing the involuntary disenrollment of scholars from the charter schools operated by John Adams Academies, Inc. ("JAA"). Charter schools in California are schools of choice: enrollment is entirely voluntary, and no scholar is required to enroll or remain enrolled. (Ed. Code, § 47605(g).) Due to the success of JAA's innovative educational model, our charter schools regularly operate at full capacity and maintain long waitlists of scholars seeking admission.

The Charter Schools Act declares several purposes, including improving scholar learning, encouraging the use of innovative teaching methods, expanding educational choice for parents and scholars, and fostering healthy competition within the public school system. (Ed. Code, § 47601.) JAA advances these purposes by offering a comprehensive, classical education that is not otherwise available in the communities we serve. JAA also benefits from the broad statutory flexibility for charter schools often referred to as the "mega waiver." (Ed. Code, § 47610.) This autonomy allows JAA to implement its American Classical Leadership Education® model, which intentionally integrates curriculum, dress code, core values, and the school culture to cultivate servant leaders. Every aspect of the school experience, including academic programming, dress code, pedagogy, physical environment, and school traditions, is designed to function cohesively as part of this model.

As an essential component of this integrated approach, all parents and scholars receive JAA's policies, rules, and expectations during the enrollment process and must acknowledge that they have reviewed and agree to comply with them. This agreement is not a mere formality. It is a vital part of maintaining the integrity of the educational model.

California law expressly permits charter schools to involuntarily disenroll scholars for any lawful reason. (See Ed. Code, § 47605(c)(5)(J)(iii).) Involuntary disenrollment is distinct from suspension or expulsion, and it is governed by procedures that differ from those set forth in JAA's suspension and expulsion policies. (See *Scott B. v. Board of Trustees of Orange County High School of the Arts* (2013) 217 Cal.App.4th 117, 124.) A scholar who is involuntarily disenrolled from JAA remains free to immediately enroll in their district of residence or another charter school without any loss of instructional time.

Nothing in this policy authorizes JAA to discriminate against scholars, to discourage a prospective scholar from enrolling or seeking to enroll, or to encourage a current scholar to disenroll in violation of Education Code section 47605(e) or any other applicable law.

Definitions

- "Involuntary disenrollment," "involuntary removal," or "dismissal" means any action by which JAA unilaterally disenrolls, dismisses, transfers, or terminates a scholar's enrollment at JAA, other than an expulsion or suspension as defined in JAA's discipline policies.
- "Parent" includes a parent, guardian, or other educational rights holder.

Grounds for Involuntary Disenrollment

Subject to applicable law and this policy, JAA may initiate involuntary disenrollment of a scholar for violating any of JAA's policies, including, but not limited to, the following:

a. Violations of JAA's Board Policy on Uniform (Dress Code).

b. Plagiarism, cheating, or other academic dishonesty.

c. Behavioral violations, including, but not limited to, harassment, bullying, threats, or other behavior that disrupts the educational program.

d. Excessive unexcused absences, truancy, or chronic absenteeism.

e. Actions that endanger the health or safety of other scholars, staff, or the school site.

Written Notice of Disenrollment

JAA shall not involuntarily disenroll a scholar from JAA for any reason unless the parent of the scholar has been provided with **written notice** of JAA's intent to remove the scholar **no less than five (5) schooldays** before the effective date of the action.

This written notice shall include:

1. The factual basis supporting the proposed involuntary disenrollment.

2. The proposed effective date of the disenrollment.

3. An explanation of the parent and scholar rights described in this policy, including the right to a hearing before a neutral school official, the right to present testimony, evidence, and witnesses, the right to confront and cross examine adverse

witnesses, and the right to be represented by legal counsel or an advocate prior to the effective date of the involuntary disenrollment action.

4. A copy of the Charter School Complaint Notice and Form.

The written notice shall be in the native language of the scholar or the scholar's parent, or, if the scholar is a homeless child or youth, or a foster child or youth, in the native language of the homeless or foster child's educational rights holder. In the case of a foster child or youth, the written notice shall also be provided to the foster child's attorney and county social worker. If the scholar is an Indian child, as defined in Section 224.1 of the Welfare and Institutions Code, the written notice shall also be provided to the Indian child's tribal social worker and, if applicable, county social worker. A foster child's educational rights holder, attorney, and county social worker and an Indian child's tribal social worker and, if applicable, county social worker shall have the same rights a parent of a scholar has to receive an involuntary disenrollment notice, and other documents and related information.

Right to Hearing and Hearing Procedures

Pursuant to Education Code section 47605(c)(5)(J)(iii), a parent may request a hearing before a neutral school official after receiving notice of a proposed involuntary disenrollment from JAA.

If a parent initiates the hearing procedures by the deadline in the notice, the scholar shall remain enrolled at JAA and shall not be disenrolled until JAA issues a final decision after the hearing. If no hearing is requested before the effective date, the involuntary disenrollment may proceed as of the close of school on that date.

Upon disenrolling a scholar for any reason, JAA shall notify the superintendent of the scholar's school district of residence within 30 days.

Appointment of a Neutral School Official

Upon timely request for a hearing, the JAA Superintendent or designee shall appoint a neutral school official who has not been directly involved in the underlying incident(s) to act as hearing officer. The neutral school official does need to be a certificated employee.

Hearing Rights

The hearing shall be held within a reasonable number of days from the parent's request. The scholar shall have a fair opportunity to present testimony, evidence, and witnesses. The scholar and parent shall have the right to confront and cross-examine any adverse

witnesses. The scholar shall have the right to bring legal counsel or an advocate. The hearing may be held in-person or virtually.

Scholars with Disabilities

JAA shall comply with all applicable laws regarding scholars with disabilities, including, but not limited to, the requirement to hold a manifestation determination before a change in placement.