

# Highland Academy

## Parent/Student Handbook



Welcome to Highland Academy! This is a positive and productive alternative for your child to continue their education. Highland Academy allows students to pursue educational opportunities in a project-based classroom, within the framework of the educational requirements of the Educational Standards of the State of California. The nature of Highland Academy gives teachers the opportunity to individualize instruction and the freedom to utilize various community resources to help students learn. We take the success of all of our students personally and are committed to helping them reach their goals.

### **MISSION**

Highland Academy exists to build strong character, foster self-motivation, and help all of our students to Find their Genius. Students will be expected to strive for academic success with hard work, personal excellence through self-discipline, and develop strong character through honesty, integrity, and service.

# Admission Policy

Highland Academy is a school of choice which is open to students in grades K-8. The program is developed around the commitment of parents, students, teachers, and administrators who support excellent education. Each person in this partnership agrees to do the following:

## Student

### I understand that:

- The charter school is the form of education that I have chosen.
- I am entitled to textbooks or other core materials, a teacher, supplementary materials and all services and resources available at Highland Academy.
- I must follow all of the discipline rules and behavior guidelines of the charter school.
- I have the same rights and responsibilities as any student of the charter school.

### I agree to:

- Complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated.
- Make satisfactory progress towards high school graduation or promotion requirements
- To participate in all State-Mandated Testing: Smarter Balance, CAT 6/CST, 4 & 7 Grade Writing Comprehension and Physical Fitness Test exams.
- My attitude, behavior, and work ethic are the most important part of my education and success at Highland Academy.
- Any violation of these guidelines or failure to meet school requirements could result in dismissal from Highland Academy.

## Parent/Guardian (if under 18), Student (if over 18)

I understand that the major objective of Highland Academy is to provide a **voluntary or optional educational alternative** for my son or daughter. I agree to the conditions listed above under “Student”. I also understand that:

- Enrollment in Highland Academy is an **optional alternative** that I have voluntarily selected.
- This student will not be enrolled as a student in another public or private school while attending Highland Academy.
- I am liable for the cost of replacement or repair of damaged or lost books, electronics and other materials that are checked out to the student.
- All materials and tutoring Highland Academy provides must be used to meet California Common Core Standards and for the use of the student enrolled in the charter during the school year.

- It is my responsibility to provide any needed transportation to the school site for the student.
- It is also my responsibility to ensure that my child participate in all State-Mandated exams.
- I have the right to appeal to the school administration any decision about the student's placement or school program in accordance with the charter's procedures.

## **Highland Academy Charter School**

### **Attendance Policy**

Attendance is critical for success at Highland Academy Charter School. If students are not in class, then they are missing out on valuable instruction and learning activities. Please make sure your students are in school every day and that they are on time. School begins at 8:00 am. Please make sure your student is on campus by 7:55 so as to be in class on time.

#### **Tardy Policy:**

- If students are not inside the classroom by the time the final bell rings for class, then they are considered tardy.
- If they are tardy, they must check in at the front office before they will be allowed into class.
- After 3 tardies, school administration will contact you for a parent conference to address the tardiness issue. This meeting will be used to plan changes to get the student to school on time each day. Your student will also be issued an after-school detention.
- After 5 tardies, a second parent conference will be held to give formal notice of a continual problem and to work to find a suitable solution to the tardy problem.
- After 7 tardies, the student will be evaluated for continued enrollment and may be removed from the program.

#### **Attendance Policy:**

- Students cannot be absent more than 3 days per quarter.
- If a student's absences exceed 3 in a quarter, school administration will contact you for a parent conference to address the attendance issue. This meeting will be used to plan changes to get the student to school each day. Your student will also be issued an after-school detention unless cleared by a medical doctor in writing.
- If a student's absences exceed 5 in a quarter, the student will be evaluated for continued enrollment and may be removed from the program.

## **Emergency/Disaster preparedness**

Disaster preparedness and safety are discussed and practiced in all classrooms. School-wide drills are conducted on a regular basis to familiarize students and staff with emergency procedure. Highland Academy has a specific emergency plan that will be followed in case of an actual emergency. If an actual earthquake occurs, students and staff will immediately “duck and cover.” After the quake, the buildings will be evacuated. In the event of a fire, buildings will be evacuated immediately. Staff members are assigned to teams which have been organized to carry out specific duties. First aid supplies are available. Students are encouraged to bring a large Ziploc bag with food items, water, etc. for their use in the event of an emergency. These items can be turned into the main office.

**We ask that you follow these guidelines in the event of an actual emergency:**

1. Please do not telephone the school. Telephone lines are needed to request emergency services.
2. Tune your radios to local stations.
3. The school will keep your children safe until you are able to reach them, or until it is determined that it is safe to send them home.
4. Keep updated emergency information on file at the school. Students will not be released to anyone other than those individuals whose names are on file in our office.

## **Student Health**

### **Immunizations:**

All students must be immunized before entering school. Waivers can only be accepted for medical reasons as verified by a medical doctor in writing. **Students in grades 7-12 are required by state law to have a new Tdap immunization shot.** Please make sure all immunizations are current before the start of school. Required immunizations are:

- Polio (4 doses)
- DTP (5 doses)
- MMR (2 doses)
- Hepatitis B (3 doses)
- Tdap (for 7<sup>th</sup>- 12<sup>th</sup>)
- Varicella (1 dose) - 2 doses for out of state/country

### **Physical Examination:**

All students are to have a complete health screening examination before entering Kindergarten. This examination can be obtained from your family physician.

## **Medication:**

If your student needs to take medication at school, we follow certain procedures to ensure the proper administration of the medication. AN ADULT must bring all medication to the school in its original, labeled container (NO baggies, etc.). California State law (E.C.49423) requires that before any child is given medication at school, we must have **written permission** from the parent/guardian and a physician (this includes over the counter medications). The proper permission form must be filled out by the physician **EACH** academic school year. If a child has been given permission to carry an inhaler, the office must still have the proper paperwork from a physician.

## **Discipline plan**

As the primary educators of their children, parents are the first line of discipline and enforcement of the behavior codes at Highland Academy. Highland Academy relies on the support and cooperation of parents to ensure that their children understand and adhere to the guidelines at school and at school sponsored events. It is also the responsibility of parents to bring potential problems to the attention of school administration so they may be addressed.

Remember that all behavior guidelines and rules apply on campus and at **ALL** school sponsored events! Students are free to make their own choices as long as it doesn't create a problem for anyone else.

### **Discipline plan rules include, but are not limited to:**

1. Students are to be respectful of staff and other students at all times, in the classroom and on campus. Students will follow the rules and procedures established by classroom faculty.
2. Students are not to use foul language or profanity.
3. Students are expected to be on time. Students should be prepared with class assignments completed. Students who do not complete their work or who are continually unprepared are considered to be in violation of the behavior code and will be assigned to AIP.
5. Students need to attend school every day; academic success is directly correlated to attendance.
6. Students are to refrain from public displays of romantic affection.
7. Bullying of any kind will not be tolerated. Sexual harassment, name calling, rumors, off-color humor, racial remarks, offensive or threatening language may all be considered bullying and are grounds for disciplinary action.
8. Cyber bullying in the form of text messages, posts or comments on social media sites such as Facebook, Instagram, Snapchat, Twitter, Google+, Tumblr, Vine, etc. are also not tolerated and will result in school discipline.
9. Students will refrain from providing, possessing, or using dangerous drugs, narcotics, drug paraphernalia, intoxicating liquors, tobacco, or any dangerous objects or weapons.
10. Students will refrain from defacing, damaging, littering, or destroying school property.
11. Students will refrain from disrupting, interfering with, or making it difficult for other students to gain an education. Continued classroom disruptions will be addressed with disciplinary action.
12. Students will refrain from causing, attempting to cause, or threatening to cause physical injury to another person.
13. Students will refrain from engaging in any activity or game that causes or attempts to cause physical discomfort to any student or includes any element of hazing.

14. Students will refrain from gambling, card playing, games of chance, fantasy games, or any other inappropriate practices on campus.

15. Students may not post or upload any image, photo, video, audio, or other electronic information to the Internet (e.g. YouTube, Facebook, Instagram, Snapchat, etc.) that contains anything regarding Highland Academy's facilities, events, students, teachers, staff, administration, etc, without the express written permission of an authorized agent of Highland Academy.

The faculty and staff of Highland Academy believe that a well-disciplined student body is essential for academics success. To achieve this goal, we have adopted a common set of beliefs. This set of core beliefs will be adhered to when dealing with student issues and concerns.

1. We believe that students are responsible for solving their own problems with adult guidance.
2. We believe that students should have the opportunity to learn from their mistakes.
3. We believe that preserving and/or enhancing students' self-respect and dignity is crucial to successful disciplinary action.
4. We believe that students should not see the adult as the source of their problem during a disciplinary action.
5. We believe the adults' emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
6. We believe that discipline should be considered an opportunity for personal growth rather than something to be avoided.

We pledge to hold our students and ourselves accountable to this set of core beliefs regarding discipline. We also expect families will support the adopted set of core beliefs by ensuring that students who attend Highland Academy are not only academically prepared, but well-disciplined in thought and action.

### **Searches**

Highland Academy is responsible for maintaining order and discipline and to keep students, staff, and visitors safe. As such, searches and seizures can be conducted by school officials if "reasonable suspicion" exists that someone on campus is in possession of something that is against the rules, the law, or is dangerous. Highland Academy does not conduct "free-for-all" or "blanket searches". (New Jersey v. T.L.O.)

# Highland Academy Charter School

## Discipline Hierarchy

- This is a general guide for discipline matters. The first steps will vary depending on each classroom management plan and how teachers interact with students. With all actions below, teachers are instructed to diffuse as much as possible. Teachers will avoid confrontation and will not engage students in argument or debate in front of the class.

- Not all infractions require a consequence. Teachers will work with students to allow them to learn from their poor choices and to decompress where appropriate.

1. Verbal or Nonverbal Warning

2. Move student to isolated seat in rear of room

3. Have student step outside for 2-3 minute supervised decompression

- It may be a good idea to call the office to let administration know when you have a student outside so we can talk to the student while he/she is outside and help them self-correct.

4. Classroom Observation in another class (Accompanied by an email home to parents)

- Make sure you have a pre-arranged “buddy teacher,” who you can refer these students to.
- This form should be completed by the student and turned in to you afterwards. Please make a copy and give it to the front office.

5. Lunch or After School Detention (Accompanied by a phone call home to parents)

6. Referral to Office

- Do not send student to the office without a written referral or making a phone call to the office to inform administration of the nature of the offense.
- Once you refer to the office, your responsibility to call home, etc. is not required. All such matters will be handled by the office unless otherwise notified.

\*If the offense involves fighting, dangerous activity, sexual harassment, refusal to follow teacher directions, or defiance, skip to office referral.

\*\* All disciplinary measures such as suspensions, expulsions, etc. will be handled by the office administration.

# Valuables

Expensive jewelry and other personal items should not be brought to school. **The school is not responsible in the case of any lost or stolen valuables.** Only enough money necessary for lunch and other needs should be brought to school.

## Electronic Devices:

The use of cell phones and other electronic devices can be a disruption to the educational process and may not be used in class. If students choose to bring these items to school, they do so at their own risk and Highland Academy is not responsible for their misuse, loss, or destruction.

## Cell Phones:

We recognize that cell phones present a convenient way to stay in communication with your child. However, cell phones can be a disruption to the teaching and learning process; therefore, if you allow your child to carry a cell phone it must remain in the off position and remain in a bag or backpack during all classroom time. If a student uses a cell phone during class time, it will be confiscated and a parent will need to pick it up from administration. Students are responsible for the content of their cell phone; students should not let other students use their cell phone. **As with other electronic devices, lost or stolen cell phones are not the responsibility of the school.**

## Computer Usage:

Students and staff will sign Internet agreement forms stating that they will abide by the required guidelines to have safe Internet usage. Firewalls on the internet have been put in place to protect students from inappropriate content. Please be aware that while on the Highland Academy network, your computer use, email messages, and even what is on your screen at any given time may be monitored. Any inappropriate use will result in loss of computer privileges as well as disciplinary action. While on the Highland Academy network there is no expectation of privacy. Any misuse of computers will result in immediate termination of use and will be considered a violation of the school's behavior code.

Examples of misuse are, but not limited to:

1. plagiarism
2. cheating
3. attempts to disable the firewall or safety settings
4. visiting inappropriate sites

Any students/adults, who do not turn in an Internet form, will not be given access to Internet.

Students will be held to the highest standards of academic integrity. A student who plagiarizes or cheats in any way and submits work that is not his or her own will be disciplined. Violations will result in discipline measures and possible removal to the student's school of residence.



# DRESS CODE

Education Code 35183 authorizes Schools to adopt dress codes.

Parents are asked to assist the Highland Academy in enforcing the school's dress code. Please look carefully at the dress code prior to purchasing clothing for wear at school. Violations of the Dress Code are considered violations of the Behavior Contract.

The Dress Code for Highland Academy is:

1. Shoes will be worn at all times. Sandals or flip-flops may be worn during warm months, so long as feet are kept clean. Tennis shoes must be worn for PE.
2. In general clothing must be modest and not be a distraction to the educational environment. For example, shirts worn by both girls and boys must cover the midriff and have sleeves (shoulders must be covered). Strapless tops, tank tops, spaghetti straps, and halter-tops may not be worn. Clothing must conceal undergarments at all times. Oversized apparel, including baggy pants worn low on the waist (known as sagging) may not be worn at school. Skirts, shorts, or dresses cannot be shorter than the tip of the student's fingers with arms down at their sides. Excessively large/long shirts or overalls with unfastened straps are not allowed. Too long or too short clothing is unacceptable. Body suits may not be worn. No ripped or torn clothing.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia, which are crude, violent, obscene or sexually suggestive, which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs or alcohol, or are otherwise considered inappropriate.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school .
5. Identified gang attire such as bandannas, haircuts or hair rollers, baggy shorts with long white socks, "do rags," or any gang-related/gang-type paraphernalia are prohibited.

## PARENTS

We ask that all Parents, Students, and other Guests will support Highland Academy by wearing appropriate apparel that adheres to the explained dress code when visiting the school site.

# Highland Academy

## Internet Acceptable Use Policy

Highland Academy believes that technology is not only a tool to improve your learning while in school, but also a tool to improve your ability to successfully deal with the future. Students who are allowed to participate will be expected to appreciate their good fortune in having this opportunity. Students will be expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network. Without a doubt, the Internet is a fantastic resource for everyone. However, because this is the Internet, and therefore is not controlled by a single person or group, any number of things can be found on it. For the most part, the information that can be found is useful. However, some material found on the Internet may not be appropriate for students of any age. San Bernardino County Schools will be using a filter to help restrict access to inappropriate material found on the Internet. However, these filters are not foolproof. That is why RPS is establishing an Appropriate Use Policy or AUP. AUP is a contract which the student, teacher and parent agree upon and sign. It states that the student will use the Internet in an appropriate manner. If the contract is broken, the action laid out in the policy will be upheld. This will mean anything from restricted use of the Internet to having all privileges revoked. It is a general policy that all computers used through RPS are to be used in a responsible, efficient, ethical and legal manner.

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to explore other computer systems.

If the policy and the guidelines for the use of E Net, as described below are not followed it will result in the removal of your user account. Any actions that might harm the equipment or software, or that shows disregard for the proper procedures set up for network access will not be allowed and will result in the removal of your user account.

Unacceptable uses of E Net include:

- \* Violating the conditions of California Education Code dealing with students' rights to privacy.
- \* Using profanity, obscenity, or other language that may be offensive to other users.
- \* Copying communication from one user to another user (reposting) without the author's prior consent.
- \* Copying commercial software in violation of copyright laws.

## TERMS AND CONDITIONS OF THIS CONTRACT

### 1. PERSONAL RESPONSIBILITY

I will accept personal responsibility for reporting any misuse of the network to the executive council.

Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that relate to or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. I understand that all rules of conduct described in the School Handbook apply when using the network. Violation of Education Code 48900 will lead to disciplinary action or prosecution when appropriate.

### 2. ACCEPTABLE USE

The use of my assigned account must be in support of education and research. I am personally responsible at all times when using E Net.

### 3. SERVICES

Highland Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. RPS will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions. Uses of any information from the systems are at your own risk. RPS specifically disclaims any responsibility for the accuracy of information obtained through E Net.

#### 4. SECURITY

On any computer system security is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

#### 5. VANDALISM

Is defined as any malicious attempt to harm or destroy data or hardware of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal action.

#### 6. NETWORK ETIQUETTE AND PRIVACY

You are expected to follow the acceptable rules of network etiquette. These rules include, but are not limited to, the following:

a. **BE POLITE** - Never send, or encourage others to send, abusive messages.

b. **USE APPROPRIATE LANGUAGE** - You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language.

c. **ILLEGAL ACTIVITIES** - Illegal activities of any kind are strictly forbidden, and subject to disciplinary action including suspension and/or expulsion.

d. **PRIVACY** - Do not reveal your home address and phone number or that of other students or colleagues.

e. **ELECTRONIC MAIL** - Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the system administrator.

f. **DISRUPTIONS** - Do not use the network in any way that would disrupt use of the network by others.

#### g. OTHER CONSIDERATIONS :

- Do be brief. Few people will bother to read a long message.
- Do use correct spelling and make sure your message is easy to understand and read.
- Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire is very often misunderstood.
- Do remember that if you post to multiple groups, specify all groups in a single message.
- Do give references for any facts you present.
- Do forgive the spelling and grammar errors of others. Do keep signatures brief.
- Do remember that all network users are human beings.
- Don't "attack" other users; persuade them with facts.
- Do contribute only to groups you know.

#### 7. PRIVILEGES

The use of the information system is a privilege, not a right, and inappropriate use will result in a removal of those privileges. The executive committee may close an account at any time deemed necessary. The executive committee of Highland Academy may deny, revoke, or suspend specific user accounts.

## **Voluntary Withdrawal Policy**

**In the event that you choose to voluntarily withdraw your student from school, or upon Promotion from Highland Academy, the following criteria must be met:**

- All school materials and devices must be returned to the Main Office**
- All fees for PE clothes, fundraising money, damaged property, etc. must be paid in full to the Main Office**
- A signed withdrawal letter must be completed with Administration in the Main Office**

**If these criteria are not met, Highland Academy will not release student cumulative files to their new school. All questions regarding any of these items should be directed to Mrs. Sam Mosher in the Main Office**

## **Damage of Property**

**Students who willfully destroy or damage devices or school equipment or electronic devices will be subject to disciplinary consequences by school administration and parents may be billed for replacement costs of devices damaged willfully. Determination of willful destruction will be made upon an investigation of the incident by school administration.**

## HACS Parent Code of Conduct

Highland Academy Charter School is committed to the achievement of all of our students. We hope that as parents you can understand the need and desire to maintain a positive and cohesive learning environment for students and staff. Highland Academy Charter School requires that all adults on our campus adhere to the "Code of Conduct" listed below, in hopes of providing a peaceful and inviting atmosphere for learning. All parents or other visitors who will be helping on campus during school hours must have LiveScan service completed prior to entering campus for volunteer hours. This service is at the expense of the parent or volunteer.

As a parent or adult volunteer at HACS I will:

- Use appropriate language on campus, without the use of profanity or other offensive talk.
- Be respectful to anyone I come in contact with while on campus.
- Engage in positive and enriching behaviors around all students and staff.
- Refrain from instigating problems between staff and myself or students.
- Drive safely in the school parking lot at a speed of no more than 5 mph.
- Address other parents and staff with respect and in a positive nature.
- Schedule visits with teachers at least 24 hours beforehand via phone or email if wishing to meet with them.
- Support the staff in providing uninterrupted learning time by keeping conversations to a minimum when in or near classrooms.
- Follow all directives of the school and staff and administration and will support the enforcement of those directives when on the campus.

In the event that an adult on campus does not comply with the "Code of Conduct" parameters, the School administrator or designee will, take the following course of action:

For first occurrence the adult will be given a verbal warning in regard to their actions and review the "Code of Conduct" and discuss expectations with them.

In the event of a second occurrence, the parent or volunteer will be restricted from entering the campus without prior authorization from the school director for a deemed period of time.

The third and final course of action, the adult's behavior would be subject to a board review, in which a decision may be made to restrict all access to the school site and activities for the remainder of the school year. Any serious issues including but not limited to endangerment of minors or adults, major harassment, or threats of an illegal manner will be directed to the local police authority.

# Highland Academy Charter School

## Support Hierarchy & Late Work Policy

### Grade 6:

#### All supports in place

- AIP Mandatory for all F's. Teachers provide assignments
- Make Up Work accepted anytime during semester
- Tutoring Mandatory for chronic failing grades
- Travel Cards Mandatory per PTC Requirement

### Grade 7:

#### Moderate Supports

- AIP mandatory/voluntary for all F's. Teachers provide assignments.
- Make Up work/Re-take Tests later than 2 weeks not accepted.
- Tutoring voluntary unless PTC stipulates.
- Travel Cards Mandatory per PTC Requirement.

### Grade 8:

#### Minimal Supports

- AIP Voluntary unless PTC stipulates. Student brings own assignments.
- Make Up work/Re-take Tests later than 1 week not accepted
- Tutoring available with individual arrangement with teacher.
- Travel Cards available upon student request. Daily Checks initiated by student.

### General Guidelines:

**8th Grade Parent Night is Mandatory to attend Knott's Berry Farm Trip**

**Highland Academy Charter School**

**2017-2018 Parent/Student Handbook**

**Signature Page**

**I have received a copy of the 2017/2018 Parent/Student Handbook and agree to abide by all policies contained in it. I recognize that all decisions regarding discipline and consequences are binding and will stand in all cases. I have the right to appeal to the Highland Academy Charter School Board of Directors. I also understand that Beaumont Unified School District does not have authority to overturn any discipline decisions made by Highland Academy administration.**

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**Parent/Guardian Signature**

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**Printed Name**

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**Student Signature**

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**Student Name**

**This signature document will remain on file in your student's cumulative file for the duration of their attendance at Highland Academy Charter School. All policies contained in the handbook apply to all students and parents.**