

Parental Involvement Policy



Highland Academy Charter School is committed to the achievement of all of our students. We recognize the value in our relationship with our families and strive to involve them in their student's education and the decision making process here at school. Ultimately, our goal is to unify our school through an informed and engaged learning community that strives for the positive development of all students and staff.

In order to deliver a consistent and conducive learning environment for everyone, Highland Academy Charter School requires that all adults on our campus or assisting in school events adhere to the "Code of Conduct" listed below. All parents or other visitors who will be on campus during school hours or assisting in a school event at any time must have LiveScan service completed prior to doing so. This service is at the expense of the parent or volunteer.

Code of Conduct

As a parent, visitor, or adult volunteer at HACS (or HACS event) I will:

- Use appropriate language without the use of profanity or other offensive talk. Please address parents, students, and staff with respect and in a positive nature.
- Engage in positive and enriching behaviors around all students and staff.
- Drive safely in and around school grounds.
- Schedule meetings with teachers and staff through the front office with at least 24 hours notice.
- Keep conversations and possible disruptions to a minimum when in or near classrooms.
- Follow all directives of school staff and support the enforcement of those directives.
- Report any concerns immediately to the appropriate school staff.
- Limit movement to the areas of campus I am working and avoid wandering to other parts.

Classroom Observations

In the event that a parent requests to "shadow" their student and observe a class, the following criteria must be met:

- Completion of LiveScan service. Allow for at least 72 hours for this to be processed.

- Requests must be approved by both the teacher and administration.
 - Each approval is valid for one classroom visit only. Any and all subsequent classroom visits will be evaluated through the same process.
- Requests are for a *fixed date and time* and are not open-ended.

Parent Volunteers

Parent volunteers are principally limited to our elementary program (TK-5), although middle school teachers do sometimes request volunteers for specific events or activities. The approval process for volunteers is the same as the request to observe classes above, although parent volunteer approval can be more open-ended in some circumstances. Please also note that California law requires any volunteer with “frequent or prolonged contact with pupils” be free of infectious diseases, including tuberculosis (TB), and to complete a TB risk assessment. If risk factors are identified, a TB test and examination must be performed by a healthcare provider prior to volunteering for us.

All parent volunteer requests initiate with the teacher; if you are interested in volunteering, please contact your student’s teacher about possible upcoming opportunities.

We also have a robust parent volunteer organization and ASB program that are always looking for parent volunteers and we encourage all our families to reach out to them.

Violations of the Code of Conduct - Course of Action

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:

- (1) For first occurrence, the adult will be given a verbal warning by school administration in regard to their actions. The “Code of Conduct” will be reviewed and expectations moving forward will be discussed with them. This conversation will be documented.
- (2) In the event of a second occurrence, the adult’s behavior would be subject to a board review, in which a decision may be made to restrict access to the school site and activities for a determined period of time. The adult will be restricted from entering the campus without prior authorization from school administration during this time.
- (3) In the event of a third occurrence, the adult’s behavior would be subject to a board review in which a decision may be made to restrict access to the school site and activities for the remainder of the school year. The adult will be restricted from entering the campus without prior authorization from school administration.

Please note that any serious issues including but not limited to endangerment of minors or adults, harassment, intimidation, or threats of an illegal manner will be directed to the local police authority and will immediately initiate step 3 listed in the course of action described above.