

Parent & Visitor Code of Conduct

Highland Academy Charter School is committed to the achievement of all of our students. We hope that as parents and volunteers, 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 on campus during school hours must have LiveScan service completed prior to entering campus. This service is at the expense of the parent or volunteer.

Code of Conduct

As a parent, visitor, 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 and around school grounds
- Address other parents and staff with respect and in a positive nature.
- Schedule meetings 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 support the enforcement of those directives when on the campus.

School Visits/Classroom Observations

In the event that a parent requests to visit a classroom, the following criteria must be met:

- Completion of LiveScan service
- Request approved by both the teacher and administration. A record of this permission will be on file in the office.

Each approval is valid for one classroom visit only. Any and all classroom visits must be evaluated through the same process for each individual visit.

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 adult will be restricted from entering the campus without prior authorization from school administration for a deemed period of time.

As 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.