

YPIC EOC Charter High School  
Parent Involvement Policy/Plan  
Version Adopted Date: September 14, 2022

EOC Charter High School believes that parent involvement will enhance the success of the school and students. Parental participation is encouraged.

In conformance with Section 1118 of the Elementary and Secondary Education Act and Arizona House Bill 2035 which amends Arizona Statutes 15-102, 15-113 and 15-711; the school, parents, teachers and administrators have developed this parent involvement policy.

The policy establishes the expectations for parent involvement, and commits the district and school to:

- Include parents in the development and ratification of the Parent Involvement Policy.
- Provide the coordination, technical assistance and other support necessary to assist the school in planning and implementing effective parent involvement.
- Build the school's and parents' capacity for strong parent involvement.
- Coordinate and integrate parental involvement strategies under Title 1 with parental involvement strategies under other programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the policy in increasing the participation of parents and to identify barriers to greater participation of parents, particularly to parents who are considered to be low income, disabled, limited English proficient, limited literacy skills, or are of ethnic minority backgrounds.
- Use the findings of the evaluations in designing strategies for school improvement and in revising, if necessary, the parental involvement policy.

To implement this policy, the school and district will:

- At least once annually, convene a meeting, at a convenient time, to which parents are invited and encouraged to attend, discuss the parent involvement policy, its requirements and their right to be involved.
- Offer a flexible number and times for meetings between parents, teachers and administrators.
- Make available e-mail addresses of all staff.
- Involve parents in planning, review and improvement of school programs and functions.
- Provide parents of students in Title 1 programs timely information in regards to school performance and their student's performance. The school will assist with the interpretation of results, description and explanation of curriculum, forms of assessment and the proficiency levels expected.
- Maintain a website that highlights school programs and student accomplishments.
- Post the parent involvement policy on the school's website.
- Issue, upon orientation or enrollment, a student handbook that explains school programs, policies and expectations, including the parent involvement policy.
- School staff will notify households of student absences daily by phone. If notification can not be made by phone and repeated absences occur, staff will notify household by mail or by home visit in an attempt to establish communication with parents.
- The school will host an annual open house in which parents are invited and at which faculty, staff and administrators are present.
- Notify parents on their students performance of the statewide assessment test, district assessment and other standardized normed referenced tests.
- Require parents and students that are deemed independent to make a choice in writing, about whether they accept to comply with school policies, programs and strategies.
- Provide a packet that outlines each staff members professional competency to include teaching background and experience in a particular academic content subject matter as pursuant to ARS 15-183 section F.

The family and the school staff share responsibility for improving student success. The following outlines specific responsibilities of involvement for the family.

Family responsibilities:

- Ensuring student is punctual and attends school.
- Provide home environment that facilitates the completion of academic studies
- Communicate daily with student about school activities
- Attend conferences, orientations and activities the student is involved in.

### **Policy for Parental Classroom Visits, Tours and Observations**

All visitors which include parents, guardians and primary caretakers must log in at the reception desk. Visitors that are disruptive to function of the school will not be granted permission to visit. Parents and guardians are free to enter the school and class at any time after receiving a visitor's pass for the following activities: visits, tours and observations. Identification is necessary to visit or release students. Visitors, to include parents, guardians, and caregivers are not permitted to confront other visitors or students regarding school based or non-school based conflicts without consent of school administrator. Police will be notified in the event of any visitor that enters educational settings, offices, labs, service learning sites, etc without prior permission from the front desk or administration; or threatens the health and safety of pupils and staff. Any person found on agency grounds without permission will be considered a trespasser and subject to immediate arrest.

### **Plan for Parent Participation in Discussing and/or Reviewing Course Materials**

1. Teachers will submit daily lesson plans to the site administrator at least weekly.
2. Parents, guardians and custodial caregivers may request copies of curriculum, worksheets, activity packets, other learning materials and other support materials. A parent shall submit a written request for information during regular business hours to either the school principal or the superintendent of the school.
3. Within ten days after receiving the request for information, the school principal or the superintendent of the school district shall either deliver the requested information to the parent or submit to the parent a written explanation of the reasons for the denial of the requested information.
4. If the request for information is denied or the parent does not receive the requested information within fifteen days after submitting the request for information, the parent may submit a written request for the information to the school district governing board, which shall formally consider the request at the next scheduled public meeting of the governing board if the request can be properly noticed on the agenda.
5. If the request cannot be properly noticed on the agenda, the governing board shall formally consider the request at the next subsequent public meeting of the governing board.
6. Parents, guardians and custodial caregivers may schedule meetings with teachers to discuss course of study for their children and review learning materials by either emailing the teacher or calling 928-329-0990 to schedule an appointment with the teacher.

### **Plan for Disseminating, Aggregating and Reporting Parent-Teacher Satisfaction Surveys.**

1. The school-site leadership team will develop a parent-teacher satisfaction survey that includes a minimum of the following:
  - a. overall satisfaction with the educational services provided to the student
  - b. overall satisfaction with course materials
  - c. satisfaction with ability to be involved in overall school decision making process.
  - d. satisfaction with ability to be involved in the selection and review of course materials.
  - e. satisfaction with accessibility of teachers.
  - f. satisfaction with accessibility to school support staff (i.e. counselors, registrars, translators)
  - g. satisfaction with accessibility to school administrator.
  - h. satisfaction with accessibility to agency administrators.
  - i. section that allows parents, guardians and custodial caregivers to provide feedback.
2. A parent-teacher satisfaction survey shall be provided during the second semester of each school year.
3. The school administrator will collect and aggregate the data from the parent-teacher satisfaction surveys.
4. The school administrator will report a summary of findings to the school board and include the findings in the school's annual performance and perception report.
5. The annual performance and perception report will be made accessible through the school website or through written request.

### **Procedure for Parent to Withdraw their Student from an Activity, Class, or Program**

Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection may be made on the basis that the material or activity is harmful includes objection to the material or because it questions beliefs or practices in sex, morality or religion.

1. If a parent, guardian or custodial caregiver desires to remove their student from an activity, class or program. The parent guardian or custodial caregiver will submit to the school administrator in writing a request that indicates the following within 96 hours of the activity, class or program:
  - a. the name of the activity, class or program from which the student will be removed.
  - b. a statement that indicates whether an alternative activity, class or program is or is not desired.

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- c. the reason and rationale why the student is being removed from the activity, class or program
  - c. a date indicating the date in which the request was submitted to the school.
2. Upon receipt of the request, school administration will inform in writing with approval or denial of the request within 24 hours. School administration may deny any request for removal that is specifically required by Arizona as either by law, statute, regulation or code; or is specifically required as presented in Arizona's High School Standards.
  3. If the request for removal is approved and the parent has requested another activity, the teacher of the course will have 48 hours to provide an alternative activity. Parents, guardians and custodial caregivers may be liable for costs related to the obtainment of the alternative activity.
  4. If the request for removal is approved and the parent has requested another course of study or program, the school administrator will have 5 working days to convene a conference with parents, guardians or custodial caregiver to discuss the parameters of an alternative course of study or program. Parents, guardians and custodial caregivers may be liable for costs related to the obtainment and participation in the alternative course of study or program.
  5. Parents, guardians and custodial caregivers have the right to due process for decisions made in regards to denial of a request or objection to a proposed alternative activity, course of study or program. The school will at no cost to the parent, guardian or custodial caregiver engage an impartial hearing officer to review evidence and witnesses at a due process hearing. The impartial hearing officer's decision will be final.

**Procedure for enrollment of a Student in an Activity, Class, or Program in the Area of Sex Education Instruction**

1. School administration, prior to implementation of an activity, class, or program in the area of sex education instruction, will ensure all meetings related to the adoption of materials, activities, classes or programs in the area of sex education are open to the public prescribed in title 38, chapter 3, article 3.1.
2. School administration, pursuant to ARS 15-721.3 will make available at the school office for review by the public, for a period of sixty days prior to formal selection of textbook or curriculum, a copy of each textbook or curriculum that is being considered for selection. For the purposes of this section, "textbook" or "curriculum" means printed instructional materials or digital content, or both, and related printed or non-printed instructional materials, that are written and published primarily for use in school instruction and that are required by a state educational agency or a local educational agency for use by pupils in the classroom, including materials that require the availability of electronic equipment in order to be used as a learning resource.
3. School administration, prior to implementation of an activity, class, or program in the area of sex education instruction will submit to the school governing body the proposed sex education program, mode of instruction, and content of the activity, program or course of study.
4. Prior to implementation, school administration will ensure at least two public hearings, including the submission of written comments, are completed within the 60 days prior to governing board approval pursuant to ARS 15-711.F.3
5. Prior to implementation of an activity, class, or program; the school governing body shall review and approve the sex education course of study that is developed, adopted, revised or updated pursuant to Arizona laws and regulations.
6. Prior to activity, class, or program in the area of sex education instruction; parents, guardians and custodial caregivers will be provided a permission to slip to include the student in the activity, class, or program. The permission slip will explicitly notify in advance of and given the opportunity to opt their children in to any instruction, learning materials or presentations regarding sexuality, in courses other than formal sex education curricula. Parents are informed of the right to opt-in to a sex education curriculum.
6. Permission slips will be retained in the cumulative file of the student.
7. Prior to the activity, class, or program the school district or charter school shall make the sex education curricula available for the parent's review online and in person pursuant to section 15-102, subsection A, paragraph 2. The school shall notify parents where the sex education curricula are available for review at least two weeks before any instruction is offered pursuant to this section.
8. The teacher that provides sex education instruction shall include instruction on the laws relating to sexual conduct with a minor for pupils in grades seven, eight, nine, ten, eleven and twelve.
9. The teacher will submit to school administration the roster of students that participated in the include instruction on the laws relating to sexual conduct with a minor for pupils in grades seven, eight, nine, ten, eleven and twelve.

**Procedures by Which Parents May Learn About the Nature and Purpose of Clubs and Activities**

Parents, guardians and custodial caregivers will be given opportunities to learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs and activities that have been approved by the school.

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1. School administration will ensure the student handbook includes a section that describes the nature and purpose of clubs and student organizations.
2. Faculty or Club Sponsors must submit a statement to school administration on the nature and purpose of the club or organization.
3. An electronic version of the handbook will be posted to the school's website upon school board adoption or revision.

**Enrollment Procedure and Parents Rights of Open Enrollment Pursuant to Section 15-816.01**

1. School Administration will review enrollment procedures and documents at least annually to ensure they conform to the laws and regulations established by the state of Arizona.
2. Parents, guardians, custodial caregivers and students that have reached the age of majority may complete enrollment forms online at <https://charter.ypic.com/>, or download enrollment forms or acquire enrollment forms at the high school.
3. Enrollment procedures shall ensure an open enrollment without charging tuition to resident students and non-resident students that do not meet standards established in item 4 below.
4. Tuition may be charged to nonresident pupils only if the tuition is authorized under section 15-764, subsection C, section 15-797, subsection C, section 15-823, subsection A, section 15-824, subsection A or section 15-825 or if two school districts have entered into a voluntary agreement for the payment of tuition for certain pupils. These policies shall include the information required by 15-816.01.I, basic information that is needed to request enrollment and that is consistent with guidance and state and federal law regarding pupil privacy and civil rights, and information regarding the provision of transportation or resources for transportation.
5. School administration will ensure the policies of open enrollment are easily accessible from the home page on the school's website and be available in English and in Spanish or in any other language used by a majority of the populations served by the school.
6. For the definition of Open Enrollment, the agency will define Open Enrollment as:
  - a. the school shall provide enrollment preference to and reserve capacity until capacity is reached for all of the following:
    - Resident pupils of Yuma County
    - Pupils returning to the school from the prior year
    - Siblings of pupils already enrolled
    - Enrollment where the pupil is not currently expelled as defined under ARS 15-841 sections C or E.
    - Enrollment where the school total enrollment hasn't exceeded the enrollment numbers has not exceeded the number established in the charter of the school.
  - b. the school may give enrollment preference and reserve capacity for all of the following:
    - Pupils who are children of persons who are employed by or at a school in the school district
    - Resident transfer pupils and their siblings
    - Pupils who meet additional criteria established and published by the school district governing board in accordance to ARS 15-842 subsection A.
7. School administration will direct the technology department to update the school's website the school's capacity and whether the school is currently accepting open enrollment students, by grade level, at least once every twelve weeks unless there are no changes to report for the individual school. If the school has any other separate capacity by specialized program, the information required pursuant to this subsection shall also be posted by specialized program.
8. Schools shall accept pupils throughout the school year as capacity allows. Pupils who are denied access due to capacity shall be informed that they are on a wait list and of the details regarding the process prescribed in ARS 15-816.01 subsection E. Pupils shall be selected as seats become available.
9. If capacity at a school remains, but capacity is insufficient to enroll pupils that have submitted a timely request, the School administration will conduct a lottery to select pupils for enrollment, except that preference shall be given to the siblings of a pupil selected through an equitable selection process such as a lottery.

**Procedure for Review and Adoption of Curriculum and Text Books**

1. Instructional staff must complete a text and courseware evaluation tool for any textbook or primary courseware used for instruction. For the purposes of this section, "textbook" means printed instructional materials or digital content, or both, and related printed or non-printed instructional materials, that are written and published primarily for use in school instruction and that are required by a state educational agency or a local educational agency for use by pupils in the classroom, including materials that require the availability of electronic equipment in order to be used as a learning resource.
2. Instructional staff or school administrator will secure a sample text book or sample frameworks that includes course content for courseware that can be provided to the public.

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3. The Governing Board shall approve the course of study and the basic textbook(s) and courseware for each course following a sixty day period in which the public has had opportunity to review the textbook(s) or courseware; and after the occurrence of at least two public hearings.

4. Proposed textbooks and courseware will be reviewed by a selection committee that includes parents prior to submission to the Governing Board for final approval.

5. A copy of each textbook that is being considered for selection shall be made available at the school for review by the public, for a period of sixty days prior to formal selection of textbooks.

6. The Governing Board may approve all supplemental books and teaching aids, including instructional computer software, that are used in the course prior to approval of the course.

7. If instructional staff includes an adopted textbook for the course and uses supplemental books that has not been approved by the governing board at the time of approval of the course, a teacher may use the supplemental books at any time during the school year. Use of the supplemental books shall be brought to the attention of the governing board during the school year in which they are added for ratification.

**Procedure by which Parents may Learn about Parental Rights and Responsibilities Under the Laws of Arizona**

1. School administration will ensure at a minimum of at least twice a year that a link to the Arizona Department of Education Parental Rights Handbook is prominently posted on a publicly accessible portion of the school's website.

2. School administration will provide a newsletter describing the location on the school's homepage the location of the Arizona Department of Education Parental Rights Handbook and how to request a copy of the Arizona Department of Education Parental Rights Handbook at the beginning of each year.

3. School administration, in coordination with the technology department, will provide a statement describing the process in which parents can learn about parental rights and responsibilities under the laws of Arizona.