

# Child Protection Policies and Procedures

*Both parents' signatures are required. One form per family*

**Print, sign and send to Star Registration, 170 E. Yorba Linda Blvd. #1010  
Placentia CA 92870 OR scan and email to [registration@starhomeschool.com](mailto:registration@starhomeschool.com)**

Student's full name \_\_\_\_\_

Student's full name \_\_\_\_\_

Student's full name \_\_\_\_\_

## I.

### Overview

Star Homeschool Academy offers a supplementary education program for youth whose population consists of students, ages five to eighteen. Students are instructed in the disciplines of Bible, Humanities, Mathematics, Science, Foreign Language, and Electives. It is the commitment of the staff that the students are taught in an environment where they can receive a quality learning experience while being adequately supervised. The purpose of this document is to define terms, describe policies, and clarify procedures that will both enhance the learning environment and provide quality supervision of the student population.

## II. Definitions

- Star Homeschool Academy student: a student between the ages of five and eighteen who is enrolled in the Star Homeschool Academy program.
- Staff: full-time and part-time paid office, and campus staff including teachers and substitutes.
- Parent Volunteer: a parent or adult relative whose student is enrolled in Star Homeschool Academy who have regular contact with students.
- Parent Participant: a parent or adult relative whose student is enrolled in Star Homeschool Academy who have casual contact with students. Casual contact with students generally means those Parent Participants who do not have regular contact with students and who are satisfying the requirement of attending the classroom in which their student is enrolled which involves one time per class per semester for each student enrolled. As the parent of an elementary student, I will assist in supervising lunch on days that I am scheduled for the class before or after lunch. As the parent of a 7th-12th grade student, I may be asked to assist with lunch supervision.

## III. Selection Guidelines

- Application forms are required for all Staff and Parent Volunteers. These forms must be filled out in their entirety and include references.

## IV. Parent Volunteers and Staff over 18 who work directly with students must fill out a form authorizing Star Homeschool Academy to perform a background check.

- Background checks are completed on Staff and Parent volunteers who work directly with students.

## V. Post Selection Guidelines

- Training is completed for all Staff. The training consists of the following:
  - How to approach and talk to a student when giving instruction or addressing behavioral issues.
  - Safety policies and procedures.
  - Emergency preparedness, which includes a communication protocol.
  - Obligations under the California Child Abuse and Neglect Reporting Act.
- Supervision
  - Students are to be supervised by at least one adult at all times..
  - No Staff member is ever allowed to transport or be alone with a student.
  - An adult Staff member will supervise all Parent Participants.
- Teacher Assistants
  - An adult Staff member will supervise all teacher assistants.
- Violations
  - Upon the first violation of a policy or procedure, the Staff member, Parent Participant or Parent Volunteer will receive a verbal warning and/or additional consequences depending on the nature of the violation.
  - The second violation will be documented in writing and may result in removal of the Staff member, Parent Participant, or Parent Volunteer from their specific job.

## VI. Policies

- It is forbidden for an adult to be alone with one student. There should be other students, an unrelated adult, or a Staff member present.
- Open Door Policy: doors of classrooms or offices where meetings with students are taking place should remain open unless there is a

window in the door or a side window beside it. Doors should never be locked during class time except during an emergency.

- Adults who have access to student areas must wear specific name badges at all times (Star Homeschool Academy name badge, instructor or tutor nametag, Parent Volunteer lanyard, Parent Participant lanyard, visitor nametag).
- Restroom visits: Staff, Parent Volunteers, and Parent Participants should not be alone with a student in a bathroom with the door closed and should never be in a closed stall with a student.

## VII. Reporting Guidelines

According to the California Child Abuse and Neglect Reporting Act, certain individuals, including educators and educational administrators, are required to report known or suspected child abuse or neglect. All Star Homeschool Academy Staff and teachers are considered mandated reporters under this law. Child abuse or neglect must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (Penal Code 11166(a)). Allegations of suspected child abuse or neglect will be reported immediately to law enforcement and/or child abuse authorities according to California State Law and to the Star Homeschool Academy administration.

## VIII. Sexual Misconduct Guidelines

Any allegations of sexual misconduct will be taken seriously by Star administration. "Sexual misconduct" can include sexual harassment and sexual violence. Sexual harassment is generally defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. Sexual violence refers to physical sexual acts perpetrated without the affirmative consent of the parties or where a person is incapable of giving consent. For more information, please refer to the [U. S. Department of Education Title IX and Sexual Discrimination Website](#).

## IX. Signed Statement of Policies

A signed and dated form indicating that Staff, Parent Volunteers, and Parent Participants have read and understand the policies will be used and kept as part of Star Homeschool Academy records. I have read and understand the above Star Homeschool Academy Child Protection

Policies and Procedures.

### Father/Legal Guardian

I have never been convicted of or pleaded guilty or "no contest" to a felony or any other criminal offense involving a minor, including child abuse or child neglect, and I have not been arrested for any such crime for which a trial is now pending.

**If this is not the case, please attach a separate sheet giving complete details.**

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mother/Legal Guardian

I have never been convicted of or pleaded guilty or "no contest" to a felony or any other criminal offense involving a minor, including child abuse or child neglect, and I have not been arrested for any such crime for which a trial is now pending.

**If this is not the case, please attach a separate sheet giving complete details.**

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Other than Parent or Guardian

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_