

Koraes Elementary School Parent/Guardian Code of Conduct

This Code of Conduct is an unsigned agreement between the Parents and Guardians of Koraes Elementary School.

At Koraes Elementary School, we are very proud and fortunate to have a very dedicated and supportive school community. At our school, the staff and the parents all recognize that the education of our children is a partnership between us.

We expect our school community to respect our school ethos, keep our school tidy, set a good example of their own behavior both on school premises and school related events.

In addition we also expect our parents and visitors to keep our children safe by adhering to the school's drop off and pick up procedures. All drivers must follow expected driving norms on school grounds and adhere to signage posted on campus.

As a partnership we are all aware of the importance of good working relationships and all recognize the importance of these relationships to equip our children with the necessary skills as they develop into independent thinkers and learners. For these reasons we will continue to welcome and encourage parents to participate in partnership with our school staff.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please follow our protocol of resolution. To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a speedy response, parents are expected to follow the school's protocol of resolution outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved.

Protocol of Resolution

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| Curriculum & Instruction | <ol style="list-style-type: none">1. Classroom teacher who is responsible for the concern2. Principal |
| Student Discipline | <ol style="list-style-type: none">1. Classroom teacher who is responsible for the concern2. Principal |
| Facilities, Grounds, Maintenance | <ol style="list-style-type: none">1. Principal |
| Policy in the Handbook | <ol style="list-style-type: none">1. Principal |
| Extra-curricular | <ol style="list-style-type: none">1. Person who is charge of the activity2. Principal |
| Personnel | <ol style="list-style-type: none">1. Employee in question2. Principal |
| All other matters | <ol style="list-style-type: none">1. Principal |

This Code of Conduct aims to clarify the types of behavior that is unacceptable. The Code of Conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

Behavior that will not be tolerated on school grounds, school related activities or on social media platforms:

- Disruptive or inappropriate behavior which interferes or threatens to interfere with any of the schools' normal operating procedures.
- Using loud or offensive language or displaying a temper.
- Threatening in any way, a staff member, visitor, parent or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or church or any of the students, staff, parents of the school on social media platforms.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment or derogatory interactions of your own child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol.

It is important for parents to make sure any persons picking up their children are aware of this policy.

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

Koraes Elementary School maintains a school Facebook page intended to communicate school events, provide updates and serve as an introduction to our school for prospective families. The KPTA has a Facebook page which allows parents to receive and respond to messages about school and community events. We encourage you to positively participate if you wish. Both Facebook pages are maintained and monitored by an employee in the building.

We ask that you use common sense when discussing school life online. "Think before you post." Social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of our staff or children. If parents have any concerns about their child in relation to the school as we have said above they should follow the protocol of resolution. Social media should not be used as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying, sharing, or posting images/videos of children
- Abusive or personal comments about staff, parish and school administration, children, or other parents
- Bringing the school dishonor
- Posting defamatory or libellous comments about the school, its employees or Koraes families
- Emails circulated or sent directly with abusive or personal comments about staff, administration or children, or for personal gain
- Using social media to publicly challenge school policies, school decisions, or discuss issues about individual children or members of Koraes staff
- Threatening behavior, such as verbally intimidating staff, Koraes families, or use bad language
- Breaching any school security procedure

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

What happens if someone ignores or breaks the code?

- In cases where the unacceptable behavior is considered to be a serious and potentially a criminal matter, the concerns will be referred to the police. This will include any or all cases of threats of violence and actual violence to any child, staff or other parents.
- In cases that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests that behavior would be tantamount to libel or slander, the school will refer the matter to the school's legal team for further action.
- In cases where the code of conduct has been broken but the breach was not libellous, slanderous or a criminal matter.

In all instances an emergency school board meeting will be called. The school board will send out a formal letter to the parent to attend a mandatory in person meeting. All meetings will be conducted face to face, or via Zoom when appropriate.

If the parent refuses to attend the meeting or no response is given, then the school board will notify the parent via certified mail of its decision in the matter. A second in person/Zoom meeting will not be offered.

In order to safeguard our school, a resolution will be determined by the school board which may include: a ban to prohibit the adult from entering the school grounds, a ban which will disenroll any child(ren) and family, or as decided by the school board. The duration of a ban will be dependent on the situation and determined by the school board.

In the event of non-compliance with a banning order, the school would work with the police or other relevant authorities to enforce any orders or take such further action as appropriate (this may include the enforcement of a restraining order to restrict access to the school site).

Thank you for abiding by this code. Together we create a positive and uplifting environment not only for the children but also for all who work and visit our school.