

Code of Conduct Policy

Beliefs

1. When parents, students and faculty/staff members become members of the school community, they adopt the standards of the school about how they will relate to each other and the protocols that guide interactions in the school.
2. Further to parents, students and faculty/staff members, the Code of Conduct should apply to any other person or group using any school facility, owned or leased.
3. These standards have been created in the spirit of all parties interacting with goodwill and good intentions.

Definitions

1. The term parent applies to
 - a. Adults responsible for the ongoing day-to-day care and supervision of students in the home environment
 - b. Legal guardians and custodians
 - c. Relatives with temporary responsibility of care
 - d. Adult friends designated by the family as temporary caregivers
 - e. Parents who no longer reside with the children of the family.
2. The term faculty/staff member applies to any adult under the employ of the school, including casual, temporary, part time and ongoing employees. It also applies to adults working at the school voluntarily. It does not apply to delivery people, contractors or occasional tradespeople repairing or maintaining the school's facilities.

Standards

1. At the school, parents, faculty/staff members, students, and other users of school facilities will be treated with respect and courtesy at all times, with care taken to preserve dignity and personal integrity.
2. For students, this expectation and the guidelines will be articulated in terms that are appropriate to their developmental ability level.
3. Parents, faculty/staff members and students will actively promote and support the school in the community, highlighting the school's positive attributes and reserving issues of concern for resolution through proper process.
4. Parents, faculty/staff members, students, and other users of school facilities will respect and comply with the policies of the school, as determined by the school Board and the administration body of the school.
5. Parents, faculty/staff members and students will actively attempt to resolve issues of concern by engaging in appropriate interactions with the relevant people.
6. All interactions shall have the goal of achieving outcomes mutually acceptable to the parties concerned.
7. All interactions shall be conducted in a calm and reasonable manner.
8. All interactions shall be issue-based, avoiding personal conflicts.
9. All interactions shall give due consideration to the points of view of all parties concerned.

10. An appropriate time and place shall be mutually arranged for discussing issues that are sensitive, contentious, confidential, or in need of prolonged consideration.
11. In the event of a parent, faculty/staff member or student being dissatisfied with the manner in which an interaction is conducted, an appointment will be made with the school Director for further discussion.
12. The school Director shall resolve conflict objectively, using an issue-based approach to broker reconciliation, taking into due consideration all points of view.
13. In the advent of unsatisfactory behaviour on the part of a student, the involved adult shall follow due process. If the involved adult is not a faculty/staff member, then they will refer the issue to the school Director.
14. In the advent of unsatisfactory performance or behaviour on the part of a faculty/staff member, the school Director shall follow due process.

Guidelines

1. The school leadership team will establish and enforce clear procedures based on best practices and [insert country] law to protect employees from all forms of harassment.
2. It can be expected that substantiated complaints against a faculty/staff member may negatively influence the consideration of contract renewal.
3. It can be expected that serious breaches of this code of conduct may result in contract termination and dismissal.
4. It can be expected that, in the advent of irresolvable, inappropriate and unreasonable behaviour by a parent, the school Director may confer with the school Board to consider offering to assist the family with relocation to an alternative school.