

## **Our Lady of Fatima School Parent/Caretaker & Visitors**

### **Code of Conduct**

To maintain an orderly, respectful and secure educational environment for the students and staff of the Our Lady of Fatima School Community, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the school.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study and ensure homework assignments are completed.
- Review the Student Code of Conduct with their child and sign it.
- Understand that parents and teachers need to work together for the benefit of children.
- Demonstrate in their own behavior that all members of the school community should be treated with respect and understand that even if there is conflict due to a member of staff's oversight, parents must remain calm and respectful.
- Approach school staff to help resolve issues
- Work with the school to build relationships with its staff.
- Seek to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue.
- Correct their own child's behavior, especially where it could lead to conflict.
- Avoid using staff as threats to admonish children.
- Park behind the Church for regular student drop offs and pick-ups and use the back door.
- Be VIRTUS trained to work with students in the classroom, in after-school activities, to coach, or to attend school field trips.

## **Public Conduct on School Property**

Schools are a place of work and learning. Certain limits must be set for parents and other community members who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the office of the secretary upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must always be worn while in the school or on school grounds. The visitor must return the badge to the secretary's office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

## **Conduct Prohibited on School Property**

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Engage in disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds.
- Use loud or offensive language, swearing, cursing or displaying temper.
- Threaten to do actual bodily harm to a member of school staff, visitors, parents or pupil.
- Damage or destroy school property.
- Send abusive or threatening emails, text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites.
- Use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises.
- Chastise someone else's child.
- Smoke or consume drugs while on school property.
- Bring dogs on to school premises.

If any of these behaviors occur the school may contact the appropriate authorities and, if necessary, ban the offending adult from entering school grounds.

#### Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

The school reserves its right to pursue a civil or criminal legal action against any person violating the code.

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#### **SOCIAL NETWORK SITES**

You will not place defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites.

Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Principal or the Chair of the School advisory board, so they can be dealt with fairly, appropriately and effectively for all concerned.

**Inappropriate use of Social Network Site**

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Principals, school staff, and in some cases other parents/pupils. The Board of Our Lady of Fatima School considers the use of social media websites in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Principal or the Board Chair, so they can be dealt with fairly, appropriately and effectively for all concerned.

If any pupil or parent of a child/ren being educated at Our Lady of Fatima School is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent or pupil removes such comments/ material immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

Thank you for your cooperation to ensure all children at Our Lady of Fatima remain happy, confident and successful.

Parent/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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