



XXXX: Parent/Guardian Code of Conduct (A/P)

First Review: 25 04 08

BACKGROUND

The purpose of the Parent/Guardian Code of Conduct is to communicate the Board of Education's requirement of parent/guardian conduct, in person and on social media, related to school district business. It is expected all individuals to behave in a safe, respectful manner, and treat others with dignity. As partners in the education of students, Pacific Rim School District wishes to ensure communication and conduct at schools and at school sanctioned activities are respectful and free of harassment, bullying, and discrimination. A code of conduct sets expectations for a respectful, safe, and welcoming environment for all members of the school community. The administrative procedure helps create the foundation of collaborative relationships between school staff and families to support students' success.

REFERENCE

Demonstrating dignity towards others is the shared responsibility of students, staff, parents/guardians and invited guests such that each complies with and enacts the purpose and spirit of the British Columbia Human Rights Code, the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act and Declaration of the Rights of Indigenous Peoples Act.

DEFINITION

Core Expectations for Conduct

Listed are key expectations of conduct required from parents/guardians:

- **Respect for Others:** Parents and caregivers are expected to treat all individuals, students, staff, and other parents with dignity and respect. Respecting staff time and understanding that Staff will respond to appropriate communication within a reasonable timeframe.
- **Inclusive:** Ensuring equal treatment of all individuals, without bias based on race, religion, nationality, gender, sexual orientation, disability, or any other characteristic protected by law. Treat all members of school community with dignity and respect regardless of identity *as* protected by BC Human Rights Code.
- **Communication:** Encouraging open and respectful communication (email, text, social media, phone) with school staff to resolve concerns. Concerns are addressed with the teacher first and followed up by school administration by making an appointment outside of classroom time. Instructional time teachers have with students is valued and should not be disrupted with parent communication.



- **Conduct:** arrive safely and calmly at the school, without use of inappropriate language or threatening/abusive language. A scheduled/rescheduled appointment may be requested if expected conduct set out in this procedure is not demonstrated. Social media is not an appropriate method to voice complaints against the school or any staff member, parent/guardian, invited guest, or student.
- **Active Partnership:** participation in school activities, volunteer opportunities, and parent/guardian engagement at school is encouraged. When questions or concerns arise, seek to clarify with classroom teacher first, as well other perspectives with school staff to acquire a fulsome understanding.

These key expectations of conduct apply to school hours, during school sanctioned events after school hours, and on social media platforms.

PROCEDURE

Conflict Resolution and Reporting Violations

- **Complaint Process:** Steps for parents/guardians to follow regarding a complaint about school procedures or treatment are outlined in Policy 115: Appeal the Decision of an Employee and Administrative Procedure 1600: Complaints Against a Staff or Volunteer.
- **Intervention and Accountability:** What happens when someone violates the code is determined by the nature of the individual's misconduct (e.g., verbal warnings, meeting with school officials, restrictions on access to school sites and/or events, violence/threat risk assessment, or even legal actions in severe cases).
- **Consequences for Non-Compliance:** If conduct standards set out in this document are not demonstrated, the following may be presented:
 - Verbal or written warnings
 - Ending meetings and rescheduling if conduct is not respectful
 - Restricted access to the school or school events
 - Formal meetings with school leadership
 - In extreme cases, legal action or banning from school property

Safety and Security

The Board intends, through the implementation of the provisions of this administrative procedure, to honour its commitment to enforce the British Columbia Workers Compensation Act and/or applicable



provincial legislation pertaining to prevention of and response to incidents of violence in the workplace. With incidents of violence, threats, intimidation, bullying or harassment, the Board expects responses and interventions by school and/or district staff that are appropriate to the nature and circumstances of the incident. The Board expects that the education of parents/guardians and staff, which has the goal of preventing incidents of violence, bullying or harassment, will be a regular and on-going process in the district.

APPENDIX:

Infographic – Parent/Guardian Code of Conduct

RESOURCES AND REFERENCES

Provincial Standards for Codes of Conduct Ministerial Order -

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m276_07.pdf

School Act: Part 2 Students and Parents - https://www.bclaws.gov.bc.ca/civix/document/id/rs/rs/96412_02

BC Human Rights Code; Section 7 and 8 (Discriminatory Publication and Discrimination in accommodation, service and facility) -

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01#section7

Declaration of the Rights of Indigenous Peoples Act -

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19044>

Canadian Charter of Rights and Freedoms- https://www.mcgill.ca/dise/files/dise/cdn_rights.pdf

Developing and Reviewing Codes of Conduct: A Companion to the Provincial Standards for Codes of Conduct Ministerial Order and Safe, Caring and Orderly Schools: A Guide (2004)

Pacific Rim School District Policy 115 – Appeal of Decision by an Employee

Pacific Rim School District Policy 401 – Respectful Workplace

Pacific Rim School District Policy 510 Safe, Caring, and Orderly Schools

Pacific Rim School District Policy 711 – Health and Safety Violence in the Workplace



Parents/Guardian Code of Conduct

Pacific Rim School District partners with parents/guardians to ensure communication, conduct, and use of social media at school activities are respectful, safe, and free of discrimination, harassment, and bullying. Creating this shared understanding for all emphasizes respectful, safe, and welcoming environments for all members of the school community and builds the foundation for this important partnership.

 RESPECT FOR OTHERS	➤ Treat all individual students, staff, and parents/caregivers with dignity and respect ➤ Respect staff time and understand that staff will respond to appropriate communication within a reasonable timeframe
 INCLUSIVE	➤ EVERY student is important to us ➤ ALL STAFF in Pacific Rim School District are valued. Consideration for everyone and their needs to be at school ➤ Schools value connection and collaboration with families to help students experience success at school
 COMMUNICATION	➤ Open and respectful communication (email, text, phone) with school staff to resolve concerns in a constructive manner ➤ Communication process of addressing concerns with teacher first and followed up by school administration
 CONDUCT	➤ Please arrive at school safely and calmly, without the use of inappropriate language or threatening behaviour ➤ Social media must not be used to voice complaints against the school or any staff member, parent/caregiver, invited guest, or student. This does not resolve the issue
 ACTIVE PARTNERSHIP	➤ We encourage participation in school activities, volunteer opportunities, and parent engagement at school. Reach out for support if needed, we want to help ➤ Questions or concerns? Seek to clarify your student's version of events with school staff to have a fulsome understanding and perspective