



Parent Code of Conduct Policy

Some of the most important principles upon which Orange County Classical Academy (OCCA) is founded and the basis for school rules that students at school are expected to follow, are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, OCCA expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate this policy. Violation of such policies may result in discipline, removal from district facilities and events, or criminal charges as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

1. When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office and following check-in procedures.
2. If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
3. If a parent has questions or issues relating to the classroom or a class, they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to such concern explained.
4. All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
5. Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people



in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.

6. It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
7. Parents are expected and required to follow the Parent Conflict Resolution Procedure in order to resolve an issue with a staff member at OCCA. This policy requires that the issue first be addressed with the staff member directly and an attempt be made to resolve the same. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary.

Parental Conflict Resolution Procedure

The Board of Directors and staff at Orange County Classical Academy (OCCA) recognize the desire of the parent body to have a voice in the educational process of their children. The following procedure is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member of OCCA, the following steps should be taken; the issue must not be discussed with other parents or staff in the school, but should be dealt with one on one. Most problems can be resolved in this manner.

1. The parent should arrange a meeting with the staff member to discuss his/her concerns and attempt to come to a mutually agreed upon solution.
2. If mutually agreed closure is not reached, the parent may arrange a meeting with the Headmaster of OCCA. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Headmaster, at her discretion, may invite the staff member to be present.
3. If there is still no closure, the parent may request a meeting with the Executive Director. The Headmaster, staff member and parent may be present at this meeting. This meeting is private.