



## Parent Code of Conduct

Some of the most important principles upon which Woodrow Wilson Academy 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, Woodrow Wilson Academy 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.

- (a) When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) Parents are expected and required to follow Policy 4.5-Parent Conflict Resolution, of the Woodrow Wilson Academy Board Policies, in order to resolve an issue with a staff member at Woodrow Wilson Academy. 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. A full copy of Policy 4.5 may be obtained in either the school office or on the school website.

## Parent Handbook: Parental Conflict Resolution Procedure

The Board of Directors and staff at Woodrow Wilson Academy 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 WWA, 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 Principal of Woodrow Wilson Academy. In this meeting the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at his discretion, may invite the staff member to be present.

3. If there is still no closure, the parent may request a meeting with the Board of Directors in executive session by contacting the Board President. The Principal, staff member and parent may be present at this meeting. This meeting is private and will be held in executive session. The majority decision of the Board of Directors is final, and the conflict will be considered resolved.

## **Board Policy Manual:            4.5 Conflict Resolution**

- A.     WWA supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. WWA firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process should be followed in situations of concern:
- i.        Any member having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
  - ii.       If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Principal unless the concern involves the Principal (see below). The two conflicting parties shall define "reasonable amount of time". At no time shall the timeframe be extended without mutual consent of both parties.
    - a.        If the parties cannot agree on a timeframe, they are required to bring the conflict to the Principal for the purpose of establishing the timeframe for resolution.
    - b.        In doing so, the Principal, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.
  - iii.      If the concern is with the Principal and no resolution has been established from bringing the concern to the Principal, the person in conflict with the Principal may take the concern to the board President.
    - a.        The board shall follow the same procedure as paragraph a. above to set a timeframe.
  - iv.      If conflicting parties and/or the Principal are not able to find resolution that is mutually agreed upon by all parties, then the Principal shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the attention of the board President.
  - v.        The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
    - a.        Remand the conflict back to the Principal, with a directive to find a reasonable and quick resolution.
    - b.        Remand the conflict back to the two parties, with the Principal mediating the conflict.
    - c.        Mediate the conflict and render a decision to resolve the conflict.
- B.     If any conflict involves individual safety, a threat to the preservation or security of WWA's facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school Principal, school personnel, or member.

*Policy Adopted: August 11, 2004*