

Regina Catholic Education Center



Code of Christian Conduct for Parents and Guardians

Mission

Regina is committed to preparing tomorrow's leaders through a comprehensive educational experience focused on excellence and anchored in the teachings of the Roman Catholic Church.

Vision

To foster excellence with faith, knowledge, and community

Values

- Learn and live our Catholic faith
- Build community
- Educate each student to his or her potential
- Provide vast opportunities for growth
- Develop strong moral character

This Code of Conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is an expectation of support for the Mission, Vision, and Values of Regina Catholic Education Center.

At Regina Catholic Education Center we are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between us.

As a parent/guardian, celebrate that you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are the primary educator for your child and one of their most influential role models. Let us all strive to build a harmonious community where students can flourish.

This Code of Conduct is designed to guide parents/guardians in their dealings with staff, other parents, students, and the entire Regina community. The staff and students at Regina Catholic Education Center are guided by similar codes.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. We understand that misunderstandings can cause frustrations and have a negative impact on our relationships. When issues arise or misconceptions take place, please contact your child's teacher or coach who will be able to meet with you to hopefully resolve the area of concern. Where issues remain unresolved, please follow Regina's complaint procedure.

Your Rights as a Parent/Guardian:

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in regards to your child
- To have confidentiality over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised

Your Responsibilities as a Parent/Guardian:

- Value and champion Regina and its reputation. Be mindful of the hurt and damage gossip and social media may cause to staff members, students, and other parents
- Respect the rights of staff members, students, and other parents
- Respect the reputation of teachers and coaches and be mindful of communications, especially social media and the tone of emails
- Follow the correct procedures to resolve a complaint
- Respect staff members' time and make an appointment for discussions at a mutually convenient time. Do not expect a staff member to be available to meet unless a meeting is pre-arranged
- To protect our children, do not discuss any concerns or perceived failings in front of them regarding the school
- Participate appropriately in school sponsored events

What Regina Asks of You as a Parent/Guardian:

- To work courteously and cooperatively with the school to assist our students in meeting the academic, moral, and behavioral expectations of the school
- Adhere to the school's policies outlined in the Parent Student Handbook
- Model resilience and encourage healthy problem solving
- Help your child to understand that giving your best effort is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child, but remember that the event may be interpreted differently by others
- Understand the importance of a healthy parent-student-teacher/coach relationship and communicate any concerns in a constructive and appropriate manner, not in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive
- Support Regina in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school
- Maintain a positive, cooperative attitude and interact positively with other parents and members of the Regina community

Behavior That Will Not Be Tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the normal operations or activities at the school.
- Any inappropriate behavior on school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, staff members, visitors, students, or other parents.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text messages, voicemails, or other written communication (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, Board members, or staff members on Facebook, Twitter, Instagram, or any other sites or apps.
- The use of physical, verbal, or written aggression toward another adult or child. This includes physical or verbal punishment of your own child on school grounds.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward your own child.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises.
(Alcohol may only be consumed at authorized events.)

If any of the above actions take place at school or a school-related event the school may take action by contacting the appropriate authorities and/or consider banning the offending adult from entering school premises.

Actions to be Taken for Code Violations:

Regina reserves the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. If the inappropriate actions are

repeated or in cases of severe nature, immediate action without a warning and/or without an intermediate step leading to withdrawal may be taken.

Social Media Conduct

We ask that social media (public or private) not be used to fuel campaigns and voice complaints against the school, school staff, Board members, students, or parents. Inappropriate use of social media to publicly humiliate, criticize, or threaten another individual is taken very seriously. Parents should follow the complaint procedure given if they have any concerns about their child. Parents should not use social media as a medium to air any concerns or grievances.

Online activity considered inappropriate:

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

Appeal and Complaint Procedure for Parents/Guardians

We encourage you to provide us with insight and suggestions throughout the year. A Regina objective is to help parents, teachers, administration, and board of education members to develop into a "family." Family is defined as a group of people united by a common philosophy, a common set of beliefs and common goals. At Regina, the beliefs are encompassed in the Catholic faith. The philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental to a healthy school family. However, a family is more than a group of people who can converse in a civil manner. The Catholic school family is bound together by Christian love. This love allows family to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

A family promotes love and goodwill through a continual series of simple gestures, such as greetings, compliments, concerns for one another, sharing, listening, and helping. When conflict arises in these settings, there is concern for individuals and a willingness to resolve the conflict without harm.

"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:15

The following is the suggested format to resolve such conflicts.

Complaints Against a Teacher/Coach/Staff Member

In summary, parents who have a concern about the classroom should go directly to the classroom teacher to resolve the issue.

1. The initiator shall first discuss the matter with the person against whom the complaint is made -- with the objective of resolving the matter formally at the point of origin.
2. If the problem remains unresolved, the initiator has another meeting with the respondent this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may refer the complaint to the principal/program director who will:
 - Name a conciliator (principal may assume this task or name another agreeable to the concerned parties)
 - Meet initiator and respondent individually
 - Meet with initiator and respondent together; endeavors to facilitate, enable and/or guide them to a peaceful solution of their problem.
4. If complaint is not resolved, formal arbitration may be necessary.

Complaints Against an Administrator

1. The initiator first discusses the matter with the administrator with the objective of resolving the matter formally.
2. If the problem remains unresolved, the initiator has another meeting with the administrator. This time clearly stating the complaint in writing including specifics such as evidences for complaint, sources of information, etc.
3. If the problem remains unresolved, the initiator or the administrator may request a conciliator for informal conciliation.
4. If the problem is resolved in the informal conciliation, the conciliator shall prepare a summary statement of the problem and its resolution and shall affix the signature of the three participants. Each participant is to receive a copy of the signed statement of agreement.
5. If no agreement is reached in the informal conciliation, any one of the three parties may request of the Diocesan School Office a professional evaluation of the problem under consideration.
6. The professional evaluator(s) writes a brief report and presents it in meeting with the initiator, the administrator and the conciliator who serves as chairperson.
7. If agreement is reached in step 6 (above), the conciliator and professional evaluator(s) write a brief report including the problem and terms of agreement.

The report is signed by all parties present, is given to each participant and a copy is provided the Diocesan School Office.

8. If complaint is not resolved, formal arbitration may be necessary

Complaints Against a Board Member

1. The initiator shall first discuss the matter with the board member concerned (respondent) with the objective of resolving the matter informally at the point of origin.
2. If the problem remains unresolved, the initiator has another meeting with the respondent, this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may request the assistance of the pastor or the board president in the process of informal conciliator.
4. If the problem remains unresolved, any one of the above parties may take the problem to the board of education for decision.
5. Before proceeding with the problem, the local board president may arrange for a professional evaluation of the matter.
6. The local board president prepares for and chairs the decision-making meeting. The following data may be requested of initiator and respondent:
 - Initiator's written description of the problem including specifics such as evidences of the problem, sources of information, etc.
 - Respondent's written response to problem under discussion
 - Professional evaluator's written report.
7. The president and board involve the initiator and respondent in discussion and in movement toward decision. Finally, the board, after dismissing the parties involved in the problem, and the professional evaluator, bring the problem to decision. The decision, in writing, is given to both parties.
8. If the decision is unacceptable to either party, appeal may be made to the Diocesan School Committee. The procedure at that level is similar to step #6 (above). The decision of the Diocesan School Committee is final.
9. If complaint is not resolved, formal arbitration may be necessary.

**Regina Catholic Education Center
Parent/Guardian Code of Conduct 2017-2018**

“Parents must cooperate closely with the the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty to collaborate very closely with parents, who are to be heard, willingly and for whom associations or meetings are to be established and highly esteemed.” Canon Law 796

I therefore pledge to be responsible for my words and actions and shall conform my behavior to the Regina Catholic Education Center Code of Christian Conduct for Parents and Guardians.

This includes, but is not limited to:

- Showing respect to all members of the Regina community and visitors
- Refraining from inappropriate language and actions
- Stopping rumors and working to eliminate them
- Using social media appropriately, not as a tool to threaten individuals, spread discontent, or create divisiveness

With the help of God, I endorse and accept the Regina Catholic Education Center Code of Christian Conduct for Parents and Guardians. I hereby agree that if I, or anyone associated with my family, fail to conform my conduct as stated above, I will be subject to disciplinary action, including but not limited to the following consequences: conference with the principal and/or Board of Education, ban from school premises, or family removal from Regina.

Parent/Guardian Name (Printed & Signature): _____

Parent/Guardian Name (Printed & Signature): _____

Date Signed:

This form must be signed and returned prior to August 23, 2017 (the 1st day of school). There will be a drop-off box for this form at Open House on August 21.