



## **FLA PARENT CODE OF CONDUCT AGREEMENT**

# **FLA PARENT CODE OF CONDUCT**

## **Our Vision**

At F.L.A, students are encouraged to experience the excitement of discovering and setting high expectations of themselves. We are committed to empowering learners to become critical thinkers who learn through predicting, inquiring, investigating & questioning. They are knowledgeable communicators, trained to do class presentations, to express themselves creatively, confidently, and effectively. They are encouraged to listen carefully to the perspectives of others, show empathy, compassion, and respect- be the best version of themselves. They are taught to act with integrity, dignity, and honesty. They are asked to take responsibility for their actions and assume the consequences. They are risk takers who explore new ideas and innovative strategies. They understand the importance of balancing different aspects of their lives- intellectual, physical, spiritual, and emotional. They recognize and understand our interdependence with other people and with the world. They are global citizens who work to understand their strengths and weaknesses to support their learning and personal development- on a lifelong journey. They are the future leaders!

## **Our Mission**

To form knowledgeable future leaders, who are open-minded, reflective, caring, principled, inquirers, thinkers, communicators, and risk-takers who have balance in their intellectual, physical, spiritual, and emotional lives.

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## Introduction

We are very fortunate to have a supportive parent body. Our parents recognise that educating our students is a process that involves partnership between parents, teachers, and the school community. As a partnership, our parents/guardians will understand the importance of a good working relationship to equip the students with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents to participate fully in our school.

## Purpose and Scope

The purpose of this policy is to provide a non-exhaustive set of rules and guidance procedures to all parents, guardians, and visitors on expected conduct to be adopted when interacting with the school, its staff, and students. This is so we can continue to flourish, progress, and achieve results in a safe environment through respect, and mutual understanding. The rules and procedures contained in the present Code of Conduct form part of the terms and conditions under which the students are admitted to school.

## General Guidance Procedures

Each parent, guardian or driver shall be individually responsible for ensuring that he/she maintains courteous behaviour on the school's premises and when dealing with staff and students of the school.

For example, we expect parents, guardians, and visitors to:

- Respect the caring ethos and values of our school.
- Understand that both teachers and parents need to work together for the benefit of the students.
- Treat all members of the school community with respect and set a good example in their own speech and behaviour.
- Listen objectively to all party's interpretation of any event or issue under investigation or reported to bring about a peaceful solution.
- Correct their child's behaviour especially where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Collaborate with the school to address the student's behaviour, whilst striking a reasonable balance between the student's best interests and those of all students and staff of the school.

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- Approach the school to help resolve any issues of concern.
- Respect the confidentiality of sensitive information shared by the school, staff, and other families.
- Not share personal or confidential information about other students or staff without proper authorisation.
- Familiarise themselves with and comply with the school's policies, rules and regulations as well as encourage their respective children to adhere to the school's code of conduct and disciplinary guidelines.
- Parents, drivers and or guardians are to wait for students at the "pickup station", at the end of the day- they may not roam around the school.
- Follow instructions given by FLA staff at the pick-up time to facilitate the management of traffic.
- seek permission and **obtain a visitor's badge** from the office before entering the school premises (classrooms, kitchen, outdoor activity areas included) save for dropping their respective children in the morning and picking them up in the afternoon.
- comply with such reasonable directions as may be given by the school from time to time to ensure the welfare, safety and security of staff and students.
- Refrain from publicizing sensitive matters on social media through using other parents' phone numbers obtained by virtue of being a member of the FLA community.
- Do not take pictures of students during activities.

**To support a peaceful and safe school environment the school will not tolerate parents, guardians and visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school including sport and other extra-curricular activity.
- Unauthorised access to the school premises; hallway, classrooms, kitchen etc... including outdoor activity areas.
- Using loud, profane or offensive language including swearing, cursing or displaying ill temper.
- Verbal threats of any kind to a member of school staff, visitor, fellow parent, guardian or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.



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- Physical aggression towards another adult or student.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written/verbal communication.
- Smoking and consumption of illegal substances whilst on school premises.
- Approaching another student to discuss or chastise them because of the actions of this student towards their own child. Such an approach to a student may be construed as violence and may have legal consequences.
- Approaching another parent to discuss or chastise them because of the actions of their child towards their own child.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media or sites (See Appendix 1).

Any concerns you may wish to escalate must be made through the appropriate channels (See Appendix 2), by speaking to the Vice-Principals or Directors, so they can be dealt with fairly, appropriately, and effectively for all concerned. Compliance with the present Code of Conduct is mandatory, and parents must make all persons responsible for collecting students aware of this policy.

FLA reserves the right to take such steps as it considers appropriate in the circumstances, including but not limited to referring to the appropriate authorities, banning the offending parent or guardian from entering the school grounds and/or terminating the student’s enrolment with FLA.

We trust that parents and guardians will assist our school with the implementation of this policy, and we thank you for your continuing support of FLA.

## Parents/Legal Guardians Agreement

We/I, \_\_\_\_\_ are the parents/ legal guardians of \_\_\_\_\_

in grade(s) \_\_\_\_\_ acknowledge that we/I have read and understood the contents of the documentation ‘FLA Parent Code of Conduct’ and undertake to individually abide by such during the schooling of our child at FLA.

Signed by Parent ..... Date: .....

Signed by Parent ..... Date: .....



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After reading this, please re-read **FLA's vision and mission** and let us work together to align ourselves completely, so that we may continue to build a brighter future for our learners!

## Appendix 1:

Inappropriate use of social network sites, social media websites, and messaging groups are increasingly being used to fuel defamatory campaigns and complaints against schools, school staff, and in some cases other parents/students. FLA considers social networking sites, messaging apps, social media and/or websites being used in this way as unacceptable and not in the best interests of the students or the whole school community. Any concerns you may have must be made through the appropriate channels, so they can be dealt with fairly, appropriately, and effectively for all concerned. If any student or parent/guardian is found to be posting libelous or defamatory comments on social networking or messaging sites, FLA will expect that such comments be removed immediately. The school will also report the misuse to the appropriate 'report abuse' section of the network site and will not hesitate to consider legal options if deemed appropriate. Furthermore, cyber bullying or the use of any social media, messaging app or networking site by a student or a parent/guardian to publicly humiliate another member of the school community will be deemed by FLA as a serious incident of school bullying, and FLA will take immediate action.

## Appendix 2:

Just as we encourage our learners to communicate positively, we also need parents to do the same, if we are to nurture a positive school culture. We encourage you to please reach out to us with your feedback, and if at any time you have any questions or concerns, please contact us directly.

You may **start with your child's homeroom teacher**, and escalate from there, if the need arises.

For all Preschool academic/Extra-Curricular activities or Technical questions/concerns/feedback, contact:

**Deodate Kidikala, Preschool & Activities Vice Principal, and IT Manager**

Email: [deodatesell@gmail.com](mailto:deodatesell@gmail.com), WhatsApp Tel: +243823700780

For all Grades 1-5 academic questions/concerns/feedback contact:

**Jerry Sul Mwamb, Vice Principal of PYP Grades 1-5**

Email: [jerrysulmwamb@gmail.com](mailto:jerrysulmwamb@gmail.com), WhatsApp Tel: + 243824994994

For all SEN/Grades 6-9 academic questions/concerns/feedback contact:

**Nadine Kalembe, Vice Principal of SEN & MYP Grades 6-9**

Email: [nadmalekera@gmail.com](mailto:nadmalekera@gmail.com), WhatsApp Tel: + 243974846743

To escalate the above, contact:

**Khurshid Munshi, Principal & Director**

Email: [mrsmunshi@yahoo.ca](mailto:mrsmunshi@yahoo.ca), WhatsApp Tel: +243810047880, Local Tel +23059112366



## FLA PARENT CODE OF CONDUCT AGREEMENT

For all finance questions/concerns/feedback, contact:

**Reddy Tshibemba, Accountant**

Email: [rtshibemba@gmail.com](mailto:rtshibemba@gmail.com), WhatsApp Tel: +243823293717

**Antoinette Liteye, HR & Finance assistant**

WhatsApp Tel: +243821616094

To escalate finance concerns, contact:

**Carine Ndaya Banza, Finance & HR Director**

Email: [ndayabanza@gmail.com](mailto:ndayabanza@gmail.com), WhatsApp/Local Tel: +243990064550

For all lunch, snacks, uniforms and supplies questions/concerns/feedback, contact:

**Isha Tshibangui, Office Assistant**

Email: [tshibanguisha@gmail.com](mailto:tshibanguisha@gmail.com), Office Tel: +243842000046

To escalate logistics concerns, contact:

**Patricia Nzushi Sona, Logistics Director**

Email: [uhindusona@gmail.com](mailto:uhindusona@gmail.com), WhatsApp/Local Tel: +243841350074

For student attendance communications and general questions/concerns/feedback, contact:

**Jonas Kanabinda, Staff Admin Assistant**

Email: [kanabindajonas@gmail.com](mailto:kanabindajonas@gmail.com), WhatsApp/Local Tel: +243991580784