Classical Academy
ALBERTA

Parent Code of Conduct

Preamble

Parent partnerships are a cornerstone of the culture at the Alberta Classical Academy schools. Parents are primary educators of their children and the Academy should work closely with parents to support student learning and moral growth. The Academy relies on parents to be effective partners in their child's education and to fully support the goals, philosophy, programming, and staff of the Academy, and adhere to the Parent Code of Conduct and the parents' responsibilities under S. 32 of the *Education Act*.

General expectations

Parents & guardians are expected to do the following:

- Be actively involved in their child's education, make school and learning a priority, and help them grow in character and wisdom;
- Collaborate and co-operate respectfully with school staff to support the delivery of education services to their children;
- Ensure that their children arrive on time to school each day
- Ensure that their children are provided with adequate and healthy food and drink, and appropriate outdoor clothing;
- To the extent possible, refrain from scheduling routine medical appointments and vacations on school days;
- Ensure their children are dressed in age-appropriate, approved uniform pieces, which meet standards of cleanliness and propriety;
- Provide a distraction-free study environment in the home;
- Model virtuous and conscientious behaviour, providing moral guidance and inspiring a love of learning in them;
- Support the Academy's policies relating to cellular phones and screens in school;
- Be conscientious in placing limits on their child's use of screen-based technologies outside of school hours and in the home;
- Support the school's discipline decisions, or follow the prescribed communications and appeal process;
- Endeavour to contribute a minimum total of 10 hours in volunteer contributions to the school;
- Support their children in developing responsibility for their own personal, social, academic, and moral development, including in handling interpersonal disputes, commensurate with their age and maturity level;
- Pay all required school fees, and request financial assistance if necessary, within the prescribed timelines;
- Raise concerns with the appropriate school staff in a timely fashion and to work towards solutions in a constructive manner, with due regard to confidentiality and discretion;
- Inform the office if a student is expected to be absent or arriving late;
- Make truthful and honest representations to the school;

Communications between parents and school staff

Parents shall conduct themselves in a professional, courteous manner when dealing with the Academy, its employees, contractors, and other members of the school community. Hostility, disrespectful speech, and vulgarity undermines the culture and educational objectives of the school.

Where parents have concerns about their child's wellbeing, academic performance, or other issues arising in school, they should seek to resolve the issue by following this order of operations:

1. As appropriate and subject to the child's age and maturity, encourage the child to discuss the issue with their teacher, and to develop an action plan if necessary;
2. If the matter cannot be resolved between pupil and teacher, parents should communicate the difficulty directly with the relevant teacher, and schedule an appointment to address the issue if necessary. Teachers may also proactively contact parents to initiate an appointment.
3. Should difficulties persist, or if the matter cannot be effectively addressed by the teacher, parents may then contact the administration. Administration may facilitate a meeting with parents, teachers, and students, as they deem appropriate.

Parents are also encouraged to share information with teachers about their child's progress, interests, and any challenges they may be encountering in their school work or in the school environment. Parents are expected to refrain from directly contacting other students with whom their child is having a conflict in school.

Teachers can be contacted by email with the format firstname.lastname@classicalacademy.ca. Teachers will endeavour to respond within 48 hours if emails are received during the school week, or on the next business day if received on the weekend. For urgent matters, parents should contact the main office. Where longer conversations are needed, we ask that parents schedule an appointment.

Parents are an essential and valued part of the school community. However, they ought not to enter or loiter around administrative offices or other campus spaces without an invitation or appointment. Administrative offices are private workplaces that contain confidential student records, and excessive interruptions can disrupt the functioning of the school. Moreover, it is not acceptable to enter or visit classrooms without an invitation or appointment, or to seek impromptu meetings with teachers before or after school or during breaks.

Relationships on- and off-campus

The relationship between teachers and pupils is a unique one, characterized by mutual respect, warmth of heart, and by shared interest in seeking truth and wisdom. It is also an inherently hierarchical relationship, wherein teachers aim to impart knowledge and elevate or raise up students, rather than treating them as equals. Teachers are expected to model dignity, awe, and moral rectitude; to be worthy of the authority their position entails; and to treat each student respectfully and as an individual. Pupils, in turn, should regard teachers with the reverence and deference befitting authority figures in the school. For that reason, pupils address teachers using formal titles (i.e. Dr., Ms., Mrs., or Mr.) with their last name. We ask that parents likewise model this behaviour by using formal titles in conversation with school staff.

A wall of separation should be maintained between teachers, pupils, and families - both in the sense of understanding their distinctive roles, and in preserving appropriate personal and professional boundaries. For example:

- Teachers and staff will not be overly familiar with students, and will maintain appropriate physical boundaries.
- Teachers understand that, while it is appropriate to share intellectual interests with pupils, they should not disclose to students information about their private lives, nor will they attempt to elicit such information from students.
- Where students require support in dealing with personal, social, or familial issues, the matter will be referred confidentially to the administration and/or the parents.
- Teachers will not conceal or withhold information about a child's wellbeing from their parents or guardians, excepting in circumstances of suspected abuse that triggers mandatory reporting requirements.
- Teachers will not transport children in their personal vehicles unless express permission is granted from parents or in cases of emergency.

We ask that parents and pupils respect the privacy of teachers and school staff, and understand that there is a necessary separation between the professional and private lives of staff. Students and parents should refrain from visiting or contacting teachers or staff members off campus, unless such contact has been explicitly invited, and should likewise refrain from contacting them via social media.

Volunteering

We welcome volunteers in the classroom, on field trips and to support community events, and ask that each family contribute a minimum of ten volunteer hours per year. Parent volunteers have a unique opportunity/responsibility to inspire children by serving as yet another model of intellectual and moral excellence. Volunteers, whether in school or offsite, are considered representatives of the Classical Academy and are expected to adhere to the same expectations as teachers and staff.

Police Checks

All volunteers working inside the school must obtain and provide to the school office a Police Information Check and Vulnerable Sector Screening.

Volunteer Expectations, Confidentiality, and Code of Ethics

- Complete confidentiality and discretion is expected from volunteers. This means keeping observations, experiences, and information regarding students, staff, or parents confidential.
- Volunteers must model and embody virtuous behaviour. This means using respectful, encouraging, and appropriate language when speaking with students and staff, and remaining calm and polite at all times.
- Volunteers are expected to respect the professional role and judgement of the teacher. Teachers set rules and expectations, and volunteers offer support. Parents should refer any discipline issues to the teacher in charge.
- Alberta Classical Academy schools are smartphone-free. Phones must be on silent or turned off and kept out of sight at all times.
- Please do not use volunteer time to discuss your own child's progress or issues related to the school. A separate meeting time must be booked.
- Volunteers are to support all children under their charge, not just their own.
- Volunteers respect the varied backgrounds and values of all children and uphold the values and philosophy of the school.
- All volunteers must sign in at the front office to receive a volunteer/guest pass before reporting to the teacher in charge. Without a pass you will be sent to the main office.

- Teachers in charge will debrief all volunteers on the field study, safety, and their expected roles. If in doubt about the nature of the task you are to undertake, please ask the teacher for clarification.
- Volunteers must be prompt and reliable. If you cannot keep your commitment, a call to the school is greatly appreciated.

Non-compliance

Parents who fail to adhere to the Parent Code of Conduct may be directed to:

- Refrain from entering the school building;
- Refrain from initiating communication with one or more staff member;
- Recuse themselves from School Council or other school-related activities.

Where these remedies are applied, children of the involved parents will continue to be treated with the same care, respect, and dignity as any other member of the school community. In circumstances involving persistent or severe misconduct, such as fraudulent misrepresentation, or verbal or physical abuse of staff, the principal may make a recommendation to the Board to remove the family from the school or to decline future enrolment of the parent's children.

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