



Parents' Rights and Responsibilities

Code of Conduct

Pan American Christian Academy expects that all adults engage in safe, supportive, and respectful interactions with children at all times. We believe that parents are valuable contributors and participants in the life of our school. The following Code of Conduct outlines the way in which our community expects all parents to conduct themselves when visiting our school, participating in school activities, and communicating with members of our school community. (This code applies to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters. For convenience, the term "parents" will be used.)

Parent Rights

- To participate in their children's learning by being informed and being listened to.
- To be treated with courtesy and without discrimination.
- To expect confidentiality and privacy.
- To expect an environment which offers safety.
- To expect that access to support services is available for their child when needed.

Parent Responsibilities

- To take an active interest in their children's academic lives; to convey concerns and inform staff of any circumstances that could affect their child during the school day.
- To treat with respect and courtesy all members of the school community; to promote such attitudes in their children.
- To express their ideas to the appropriate personnel; to respond to communications and publications from the school; to accept decisions made by the school administration.
- To maintain confidentiality and privacy.
- To encourage their children to maintain personal safety and be safe towards others
- To inform the school of their child's particular needs and assist with necessary documentation and consult with support services in creating an appropriate academic plan.

Participation in School Life

- To allow children to start the school day by moving away from classrooms doors and windows when the morning bell rings for school to start, allowing students to better focus on the beginning of the school day.
- The school has caring and trained adults ready and able to assist each student. Aside from the first few days of a new school year, or a specific reason for being on campus during school hours, parent presence during the school day should be minimal. Parents are welcomed on campus before and after school and are encouraged to participate in the many school activities.
- To inform teachers (or teacher assistants) when observing student misbehavior at school. A parent should not be correcting another person's child except in the instances when there is a request to supervise that child before/after school or if there is immediate danger and not intervening would harm the child.
- To respect and abide by child safety guidelines established by the school. At no time, should a parent be meeting with another person's child in a secluded location or in a classroom without another adult present.
- To comply with all safety and emergency procedures in place at school and in the event of an emergency while on campus, to follow instructions given by any staff member.
- To listen respectfully, in the same manner required of students, and to refrain from creating unnecessary noise or disturbance during school performances.
- To accept the authority of the classroom teacher when visiting classrooms or participating in a class outing, field trip, activity, or event.
- To be mindful of classroom hours and teachers' time, taking care not to expect immediate phone or email response especially outside normal working hours or during school holidays.

Expectations for Communication

- To use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- To act in the best interests of students, their families and staff members and to refrain from malicious or judgmental gossip, ensuring that anything said about others is fair and truthful.

- To abstain from actions and behavior that constitutes harassment, discrimination or vilification, including abusive or threatening e-mails, text/voicemail/phone messages or other written communication.
- To respect the privacy of other parents' email addresses and not send or forward unsolicited emails or "spam" to school parents. Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the school in order to receive communications from the school about school related matters and their child. The school will not give out the email address of parents to other parents without permission.
- To abide by the school's communication expectations by sending email or other communication that is void of solicitation and inflammatory or politically/religiously offensive content.
- To avoid any defamatory, humiliating, offensive or derogatory comments regarding the school or any of the students/parents/staff, at the school on Facebook or other social sites. Any concerns about the school must be made through the appropriate channels by speaking to the classroom teacher, the principal, or Superintendent so that such matters can be dealt with fairly, appropriately and effectively for all concerned.

I understand that Pan American Christian Academy has procedures for reporting concerns of child safety or any violations of the Personal Protection Policy. Reports may be directed to a school administrator, school counselor, member of the school's Child Safety Team, by completing a form on the school's website (www.paca.com.br), or through email at cspn@paca.com.br. My signature confirms that I have read the PACA Child Safety & Personal Protection Handbook. I understand the definitions of harassment and abuse. I have read and understood this Code of Conduct and commit to these expectations, regardless of differences in cultural background, family background or personal convictions. I understand that any violation of this Code of Conduct or failure to report any violations of the Personal Protection Policy by staff or students may result in restrictions from campus activity. I understand that PACA will fully cooperate with local authorities, embassies, employers, professional agencies, and sending organizations if allegations of abuse are made, investigated and confirmed.

Printed Name: _____ Date: _____

Signature: _____