

Parent and Guardian Code of Conduct Policy

In the Orlando Science School System, we believe that a strong partnership between families and school staff is essential to every child's success. To support this partnership, all interactions between parents, guardians, and school personnel must be rooted in mutual respect, trust, and professionalism. This policy outlines behavioral expectations and safeguards to ensure a safe, respectful, and distraction-free learning and working environment for all.

This policy is based on the following values:

- Respect for all individuals in our school community.
- Trust in our professional educators and administrators.
- Constructive communication that supports problem-solving.
- Efficient use of time and resources, focused on student growth and safety.

This policy applies to all parents, legal guardians, and family members engaging with school staff, whether:

- In-person (on school property or during school events),
- By phone, email, or written communication,
- Through social media or online forums related to the school.

We commit to:

- Responding to concerns with professionalism and care.
- All formal complaints will be acknowledged, reviewed, and investigated in a timely manner, in accordance with applicable laws and school policies. Investigations will be conducted with due regard for confidentiality, procedural fairness, and the rights of all parties involved.
- Supporting open communication while protecting our staff and students.

We ask all families to:

- Communicate in a respectful, courteous, and constructive manner.
- Use school channels (Teacher > Principal > Chief Executive Officer > Governing Board, as needed) to address concerns or questions.
- Allow staff time to respond thoughtfully to inquiries.
- Support staff efforts by assuming good intent and professionalism.
- Maintain confidentiality and privacy of students, staff, and school-related matters.

While we value open communication with families, certain behaviors compromise the learning environment, distract from school operations, and place undue strain on staff. To protect our team and support a healthy school culture, the following behaviors are explicitly prohibited.

Prohibited Conduct Includes, but Is Not Limited To:

- I. Aggressive, Hostile, or Disrespectful Behavior
 - a. Yelling, personal attacks, insults, or threatening language directed at staff.
 - b. Interrupting staff during instruction, duties, or scheduled activities.
 - c. Confrontations in front of students or other parents.
- II. False or Baseless Allegations
 - a. Making unfounded claims or accusations without evidence or due process.

- b. Accusing staff of misconduct or wrongdoing through informal channels (e.g., group chats, social media) instead of the designated complaint process.
 - c. Filing repeated complaints with no new evidence or malicious intent.
- III. Excessive or Disruptive Communication
 - a. Sending multiple emails or messages in a short time frame without allowing staff to respond.
 - b. Demanding immediate answers outside school hours or bypassing protocol by contacting multiple staff about the same issue.
 - c. Repeatedly contacting school staff after a matter has been addressed or closed.
- IV. Inappropriate Campus Conduct
 - a. Arriving on campus unannounced for the purpose of confrontation or demanding immediate access to staff.
 - b. Refusing to leave after being asked or attempting to enter restricted areas (may result in trespass enforcement under Florida Statute § 810.097).
 - c. Interrupting school events, classes, or dismissal procedures with personal grievances.
- V. Recording or Sharing School Interactions Without Permission
 - a. Secretly recording staff conversations or meetings without the knowledge and consent of all parties, in violation of Florida's two-party consent laws (Florida Statute § 934.03).
 - b. Posting recorded conversations, images, or emails involving school personnel or students on social media or public platforms.
- VI. Misuse of Social Media and Online Platforms
 - a. Publishing defamatory, inflammatory, or inaccurate information about staff or school operations.
 - b. Encouraging others to harass or target school personnel online.
 - c. Spreading rumors or making claims that violate student/staff confidentiality under FERPA or Florida Statutes Chapter 1002.
- VII. Prohibited Digital Conduct
 - a. Posting false or misleading statements about school staff or operations.
 - b. Sharing private student or staff information without consent (including emails, messages, or meeting notes).
 - c. Recording and publishing school communications or meetings without explicit, mutual consent.
 - d. Engaging in coordinated online campaigns or harassment.
 - e. Impersonating school personnel or misrepresenting information as "official."

In the Orlando Science School System, we are committed to resolving parent/guardian concerns thoughtfully, respectfully, and in a timely manner. To ensure clarity, fairness, and accountability, all concerns must follow the school's structured communication and resolution protocol.

Step 1: Direct Contact with Involved Staff Member

- Parents/guardians should first reach out directly to the teacher, coach, or staff member involved in the issue.
- Contact should be made via official school channels (e.g., email, phone, scheduled meetings).
- Staff are expected to respond within 48 school hours.

Step 2: Administrative Review

- If the concern is not resolved at the staff level, it should be submitted in writing to the School Principal or designated school administrator.
- The written concern must include specific information (dates, parties involved, issue summary).
- The administrator will investigate the matter and issue a written response within ten (10) school days.

Step 3: Governing Leadership Review (if needed)

- If the issue remains unresolved or involves matters of staff conduct, school safety, or harassment, a written request for further review may be submitted to the Charter School Chief Executive Officer or Governing Board Designee.
- The school's leadership will determine whether additional review or a formal meeting is warranted.
- The final response from the school's leadership will be considered binding for all internal school matters, subject to applicable law.

When parent or guardian behavior violates the standards set forth in this policy, the Orlando Science School System will take appropriate and proportional action. The goal is to restore respectful communication and ensure uninterrupted learning and teaching. Responses will be based on the frequency, severity, and impact of the behavior.

A. Informal Interventions

These are used for minor or first-time concerns:

1. Verbal Reminder or Clarification
 - A staff member or administrator may provide a courteous reminder about appropriate communication protocols and expectations.
 - This may include redirection to the proper communication channel (e.g., teacher before principal).
2. Informal Parent Conference
 - A meeting (in-person or virtual) may be arranged to clarify concerns, expectations, and next steps.

B. Formal Administrative Actions

For repeated or more serious issues, the following actions may be taken:

1. Written Warning
 - A formal letter from the Principal or administrative designee outlining:
 - The specific conduct of concern,
 - Relevant sections of this policy,
 - Expectations for future conduct,
 - Consequences of continued behavior.
2. Communication Protocol Adjustment
 - Limitations may be placed on future communication, including:
 - Designating a single point of contact at the school,
 - Requiring written (email or letter) communication only,
 - Limiting communication to scheduled times or emergency situations only.
3. Loss of Unsupervised Access to Campus

- The parent/guardian may be restricted from entering school buildings or attending events unless:
 - Authorized by administration,
 - Accompanied by school staff, or
 - Required by law (e.g., IEP meetings).
- 4. Behavioral Contract
 - The school may request the parent sign a formal agreement outlining:
 - Expectations for conduct,
 - Specific consequences for future violations,
 - Timeframes for review or reevaluation of restrictions.

C. Escalated

In cases of egregious or sustained misconduct, or where prior interventions have failed:

1. Referral to Chief Executive Officer or Governing Board
 - If the behavior persists or escalates, the issue may be referred to:
 - The Chief Executive Officer,
 - The school's legal counsel,
 - Or the School's Governing Board, as appropriate.
 - A formal review may be conducted to determine additional measures, such as extended access restrictions, formal letters of no-contact, or engagement through third-party mediation.
2. Involvement of Law Enforcement
 - If a parent engages in behavior that is threatening, harassing, defamatory, or criminally disruptive, the school may:
 - Issue a trespass notice,
 - Request a School Resource Officer (SRO) or law enforcement response,
 - File a police report or pursue legal protection for school personnel, consistent with Florida Statutes (§ 1006.145, § 836.04, § 810.097, etc.).
3. Civil Action
 - In severe or persistent cases, the school may pursue legal action, including:
 - Civil suits for defamation, harassment, or disruption of public function,
 - Cease-and-desist letters or court injunctions,
 - Filing under Florida Statute § 57.105 for knowingly baseless or vexatious claims.

D. Suspension of School Privileges

In rare cases, the following privileges may be temporarily revoked:

- Attendance at performances, sports events, and field trips,
- Participation in volunteer activities on campus,
- Involvement in advisory councils or parent organizations.

These decisions will be reviewed periodically and reinstated upon demonstrated compliance.

E. Appeal Process

Parents or guardians who wish to contest a formal action taken under this policy (e.g., communication restrictions, access limitations, or disciplinary notices) have the right to request a review, subject to the following procedures:

1. Right to Appeal

Parents/guardians may request an appeal of administrative decisions that result in a formal restriction, disciplinary measure, or administrative response under this policy.

2. Submission of Appeal

- Appeals must be submitted in writing within five (5) school days of receiving notice of the decision.
- The written appeal should include:
 - The specific decision being appealed,
 - The basis for the appeal,
 - Any supporting documentation or evidence the parent/guardian wishes to be considered.

3. Review by School Leadership

- Appeals will be reviewed by the School Principal, Chief Executive Officer, or other designated school leader not directly involved in the original decision.
- The reviewer will consider all relevant documentation, may request additional information, and will render a written decision within twenty (20) school days of receiving the complete appeal.

4. Final Review (if applicable)

- If the parent/guardian remains dissatisfied, and the issue involves significant legal, safety, or policy matters, a final written request may be submitted to the School's Governing Board or its designated appeal panel, as permitted by the school's governance policies.
- The Governing Board will determine whether a further review is warranted. If granted, a written decision will be issued within twenty (20) school days of the request.

Notes:

As a Florida public charter school, final decisions made by the school's governing body are binding unless otherwise appealable under state or federal law (e.g., IDEA, Section 504, Title IX, FERPA).

I acknowledge that I have read and understand this policy. I recognize the importance of adhering to this policy to help foster a school community built on safety, trust, and mutual respect. I welcome and support continued partnership between families and the school.

Parent/Guardian Signature _____

Date: _____