



General Policies and Procedures

Policy Topic: Parent/Visitor Code of Conduct

Policy Number:

Applicable: ICS

Effective Date: February 16, 2016

Irvington Community School Inc. (ICS) endeavors to partner with all parents/guardians and caregivers in the education of their children. This partnership must be one of mutual respect, and interactions between parents and school staff should always be focused on constructive dialogue in the best interests of our students. To ensure that expectations for interaction are mutually held, the *ICS Parent/Visitor Code of Conduct* provides the necessary clarity for those who may not understand the importance of civil behavior when advocating for their children or visiting a school campus. Indeed, the most effective way children learn appropriate behavior is through the example presented by their parents. So it is important that parents and caregivers, as well as visitors and volunteers, behave civilly whenever they are on a school campus for any reason.

In order to maintain a peaceful, safe, and secure school environment, Irvington Community Schools cannot tolerate parents or visitors exhibiting the following:

- Engaging in disruptive behavior that threatens to or actually does interfere with the daily operation of the school – whether in a classroom, hallway, administrative office, parking lot, gym, or otherwise. This includes extracurricular activities, such as meetings, clubs, and athletic events.
- Using loud and/or offensive language, including swearing, as well as displaying any other aggressive, angry, and violent behavior.
- Threatening to physically harm anyone on campus, whether student, staff, or visitor, as well as committing any act of physical aggression.
- Damaging or destroying school property.
- Sending abusive and/or threatening e-mail, text messages, instant messages, voicemail, or phone messages or other written forms of communication to that end.
- Using social media specifically to threaten or to make offensive and/or defamatory comments about any ICS student or staff member. (In such unfortunate instances, ICS will, as necessary, take even greater action against any such adult, including contacting the involved social networking site and the Indianapolis Metropolitan Police Department, as well as potentially taking legal action.)
- Making offensive comments regarding the school or any of its students, family members, or staff while on school grounds.

Any concerns a parent may have about the school's educational-related services should be made through the appropriate channels by speaking to the class teacher, Behavior Coach, Counselor, or a building or corporate administrator so they can be dealt with fairly, appropriately, and effectively for all concerned – and always in the best interests of the children ICS serves.

Following are the progressive discipline steps ICS will take should any adult breach our code of conduct:

1. Any adult who violates the *ICS Parent/Visitor Code of Conduct* will be asked to leave the school premises immediately per the dictates of any school administrator. A phone call from the School Resource Officer/Chief of Police will be made as follow-up to remind the misbehaving adult of ICS's conduct expectations while on school grounds.
2. If a second conduct violation occurs, the adult will again be asked to immediately leave the property and a meeting with the School Resource Officer will take place before that adult is allowed to return to any of the three ICS campuses.
3. If a third violation occurs, the adult will be banned from all three campuses and served a formal letter from the office of the ICS Chief of Police stating all expectations for interacting with the school going forward. *Please note: if an ICS parent is banned from the campuses, the parent's child(-ren) will in no way be discriminated against for the parent's poor behavior.*

ICS reserves the right to alter the terms of any corrective action taken as a result of any violation against the *ICS Parent/Visitor Code of Conduct* based upon the severity of the incident(s). Moreover, failure of any adult to leave any ICS campus due to poor conduct and/or violating the ban may result in a call to the Indianapolis Metropolitan Police.

Any parent/guardian who has been banned from the ICS campuses may request permission to attend student-involved on-campus events such as parent-teacher conferences, musical presentations, or athletic contests. That request must be made in writing, specifying the individual event, its date and time, and sent to the attention of the ICS Chief of Police for consideration and response. *Please note that this in no way suggests that such a request will be granted.*

The ban is in effect indefinitely and may be revisited prior to the beginning of the next school year upon request.