

## Parents and Visitors Code of Conduct

### Policy/Approach:

SOHS is committed to ensuring the safety of children, parents, visitors, and staff in all our facilities.

In order to maintain an open, orderly, respectful and secure environment it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct described below.

#### Head Start Program Performance Standards:

Childcare Division Regulation 414-300-0070 (6)

1302.90(c) Standards of Conduct

### Southern Oregon Head Start Agency Values:

Teamwork, Transparent Respectful Communication, Safe & Responsive Culture,  
Integrity & Accountability, Compassionate Inclusivity

Southern Oregon Head Start strives to establish a welcoming and inclusive atmosphere that fosters respect and support for children, families, and staff. We aim to make everyone feel heard, seen, and valued, and to cultivate a sense of community and belonging.

### Procedure:

#### A. Expectations

Parents and visitors are expected to:

- Behave in a respectful and orderly manner on school property or when attending a school function.
- Speak to others kindly and with respect.
- Respect and honor the rights of other parents, children, and staff to a safe and inclusive environment.
- Address concerns in an appropriate manner, with the appropriate people. (See: [Parent Concern Resolution Policy](#))
- Recognize that the education and safety of children is a joint responsibility of the parents and the Southern Oregon Head Start school community.

- Know, and help their children understand, the school and classroom guiding principles:
  - We take care of ourselves.
  - We take care of others.
  - We take care of our things.
- Keep our classrooms, hallways and playgrounds focused on children, by turning cell phones to silent or off while at Southern Oregon Head Start Centers.
- Convey to children a supportive attitude toward education and the Southern Oregon Head Start school.
- Build good relationships with school staff, other parents and their children's friends.
- Respect that Southern Oregon Head Start facilities are tobacco-free.

## **B. Conduct Prohibited on School Property**

No person shall:

- Intentionally injure any other person or threaten to do so.
- Disrupt classes, school programs or other school activities.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, culture, disability or for any other reason.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons (including but not limited to pocket-knives) in or on school property or at school function.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use tobacco products on, or in sight of, Southern Oregon Head Start facilities.

## **C. Violation of Conduct**

If parents or visitors appear to be disruptive or threatening while on school property, the following steps will be taken:

The safety of the children and staff at the school is the first priority. In the interests of child, parent, visitor, and staff safety, individuals may be asked to leave the premises immediately. Law enforcement may be called if necessary.

The Site Manager will discuss specific behavioral issues with the parent/visitor and request their input in resolving the safety issue.

If this fails to result in changed behavior, the Site Manager will:

- Request a consult with center staff, Parent Family and Community Engagement, Site Manager Lead, Education Director, 0-5 Director, etc. to discuss a plan of action that:
  - Describes the specific unsafe, rude, or threatening behavior of the parent/visitor.
  - Outlines staff's commitment to work together to solve this problem in a supportive fashion.
- Set up a written behavioral contract with the parent/visitor which specifically defines;
  - Appropriate and inappropriate behaviors.
  - Consequences for any violation of appropriate behavior including asking a parent/visitor to leave the premises and calling the police.
  - Document to be signed by the parent and attending staff as appropriate.
- Share with supervisors, managers, etc.
- If the parent/visitor blatantly or continually violates this contract, proceed with outlined consequences within written behavioral contract including possible exclusion of parent from Head Start premises.