



PARENT CODE OF CONDUCT / CONFLICT RESOLUTION POLICY

Dear Parents/Guardians: The Muskegon Catholic Central Parent Code of Conduct policy has been prepared to provide you with information relating to parent rights, responsibilities, and policy when filing a complaint with Muskegon Catholic Central.

In order for these guidelines to have the greatest positive effect, we need your support. Thank you for your cooperation.

By signing below, I agree to read and comply with the rights, responsibilities, policies, and procedures outlined in the Parent Code of Conduct, Parent Conflict Resolution, and Student Parent Handbook.

Please provide student's full name and current grade:

_____, _____ *Student Name, Grade*
_____, _____ *Student Name, Grade*
_____, _____ *Student Name, Grade*
_____, _____ *Student Name, Grade*

Parent/Guardian Name (please print) Parent/Guardian Signature

Parent/Guardian Name (please print) Parent/Guardian Signature

Date

PARENT/GUARDIAN CODE OF CONDUCT

Some of the most important principles upon which Muskegon Catholic Central was founded provide the basis for the school rules our students are expected to follow are grounded in our faith. As we know from the gospels, while Jesus did not always agree with everyone, he valued the dignity of everyone he encountered, demonstrating respect for others and personal responsibility. Parents/Guardians play a formative role in shaping their child's understanding of justice (fundamentally about "right relationships" with our neighbor), accountability, and the dignity and worth of all members of our school community. Because of the parents' influential role, one of the most impactful ways they can teach their children is to lead by example. Accordingly, Muskegon Catholic Central expects each parent and responsible adult with children enrolled at our school to reflect the aforementioned Christ principles, engaging in behaviors that adhere to the standards of conduct set forth below.

- Parents/Guardians should observe all school rules when visiting or volunteering at MCC, including checking in at the office.
- If a parent perceives that the actions of another student have infringed upon the rights of his or her son/daughter, under no circumstances shall the parent or guardian approach the student in question to discuss or discipline them. A parent may approach the classroom teacher to seek a peaceful resolution.
- If a parent has questions or issues relating to the classroom or a class, they should address them directly with the classroom staff member. To handle this situation, the recommended approach is to arrange a confidential meeting between the staff member and parent(s). This will allow for a respectful discussion of concerns and an opportunity to explore and explain the actions that led to those concerns. If the parent does not reach a satisfactory resolution after meeting with the staff member, they may meet with the appropriate supervisory personnel, as necessary. The full process is discussed in greater detail below in the Parent Conflict Resolution Policy.
- All communication (verbal and non-verbal) regarding issues with other parents, staff, visitors, and students at the school or school events shall remain respectful, dignified, and focused on the specific issues at hand. Parents are expected to resolve issues through calm, respectful, and merciful dialogue that honors the dignity of others. The following forms of communication trample on the dignity of others. They will not be tolerated at MCC: yelling, taunting, foul language or gestures, derogatory remarks, racial, ethnic, and sexist slurs, and threatening/abusive behavior. Suppose communication of this latter variety occurs in a private parent/staff member meeting or at a school event. In that case, MCC reserves the right to end the meeting or ask the parent to leave campus.
- To respect the privacy and dignity of others, parents shall practice the principle of "assuming good intentions" with any MCC staff members, students, or parents with whom they may be experiencing a difference of opinion or conflict, as well as practice restraint in bringing others not directly involved in the disagreement into its resolution. We discourage casual discussions with other parents regarding specific issues they may be experiencing at MCC, preferring instead that parents honor the process of meeting one-on-one with the person or persons with whom they have an issue directly. Doing so protects the reputation and good name of all people involved, demonstrates personal responsibility and positively stewards the right relationships in the MCC community.
- It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. As responsible and invested members of our school community, we expect parents to approach appropriate MCC staff to verify the factual basis of any issue/story about which they may have questions. Honoring this process can quickly and simply clarify the issue/story in question and the intent involved, minimizing inaccurate information that could potentially affect members of the MCC community.

CONFLICT RESOLUTION POLICY

The Board of Trustees and staff at Muskegon Catholic Central recognize and expect that parents desire to have a voice in the educational process of their children. The following procedure is informed by our faith-inspired values in human dignity, personal responsibility, justice, care for the vulnerable, and stewardship and is intended to help facilitate a positive learning environment in which the right relationships are nurtured and respectful problem-solving skills are utilized and modeled for our students.

When a conflict arises between a parent and a staff member of MCC, the following steps should be taken:

1. The parent/guardian should arrange a meeting with the staff member to discuss their concerns and attempt to come to a mutually agreed upon solution. Honoring the privacy of the issue through this direct, one-on-one conversation with a staff member is the expectation at MCC. Most problems can be resolved in this manner.
2. If a mutually agreed closure is not reached, the parent may arrange a meeting with one of the administrators at Muskegon Catholic. In this meeting, the parent should discuss the attempts to settle the problem with the staff member. The Administration, at their discretion, may invite the staff member to be present.
3. Without closure, the parent may request a meeting with the President. The Administration, staff members, and parents may attend this meeting. This meeting is private. The majority decision of the Administration is final, and the conflict will be considered resolved.

Muskegon Catholic Central supports a voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. MCC firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction.

The following grievance process should be followed in situations of concern:

1. Any member having concerns with school personnel shall address that concern one-on-one with the person with whom they are having a problem.
2. If a resolution is not established, the parties shall raise the concern with Administration unless the concern involves Administration (see below).
 - a. In doing so, the School President, or their designated representative, shall mediate the conflict and ensure it is resolved.
 - b. The School President shall rule on the conflict based on the information gathered. Any decision made is final.
 - c. Remand the conflict back to the two parties, with the President mediating the conflict.
3. If the concern is with the School President and no resolution has been established from bringing the concern to the School President, the person in conflict with the School President may take the concern to the Board President.
 - a. The Board President shall follow the same procedure as above.
 - b. Mediate the conflict and render a decision to resolve the conflict. Any decision by the Board President is final.

If there is a conflict that endangers personal safety, poses a risk to MCC's facilities, or blatantly goes against school policies or procedures, then the Board and School President must be notified immediately.