



COASTLINE CHRISTIAN SCHOOLS

PARENT CODE OF CONDUCT HANDBOOK

2023-2024



FAMILY INVESTMENT

The value of family involvement in school is strongly supported by research that indicates its benefits for children, parents, schools, and the community. The involvement of family has shown to be a critical component in the building of an effective school-family relationship. (Deuteronomy 6:7 and Ephesians 6:4). Coastline Christian Schools families and parents are encouraged to be involved and participate in their students' education and contribute meaningfully to the CCS community.

FAMILY INVOLVEMENT IN SCHOOLS HAS BEEN SHOWN TO CONTRIBUTE TO STUDENT SUCCESS

1. Improved student achievement, including math and reading scores
2. Higher motivation to excel in school
3. Better school attendance
4. Improved behavior at home and school
5. Better social skills and adaptation to school

FAMILY INVOLVEMENT IN SCHOOLS ALSO HAS REWARDS FOR PARENTS

1. The opportunity to closely monitor their children's performance and recognize and address difficulties they may be having in school
2. Better relationships and communication with their children's teachers
3. Having a voice in decisions that enhance and improve the educational experience

FAMILY INVOLVEMENT IN SCHOOLS ALSO GIVES SCHOOLS MANY ADVANTAGES

1. Immediate access to parents to garner their support on school initiatives
2. Improved teacher and staff morale
3. Higher ratings of teachers by parents, which can boost their reputation in the community
4. Involved parents can become powerful allies to engage community wide support for educational excellence for children in the school community.

We encourage families to support CCS by active participation in the school community through the parent-teacher conferences, open house, Parent-Teacher Fellowship (PTF), school events, musicals, academic and sports competitions, fundraisers, and Coffee Connections. A vibrant and respectful parent-school community is vital for the health and growth of CCS and its students.



PARENT CODE OF CONDUCT

Some of the most important principles upon which Coastline Christian is founded and the basis for school rules that students at school are expected to follow, are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, dignity, and the value of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, CCS expects the behavior of each parent, guardian, and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

COASTLINE CHRISTIAN SCHOOLS' FAMILIES ARE EXPECTED TO ABIDE BY THE FOLLOWING:

- Ensure that their children attend school each day and promptly report and explain an absence or tardiness to the school.
- Provide their children with resources needed to complete classwork and homework.
- Assist their children in being healthy, neat, and clean.
- Refrain from using profanity, gossip, abusive language, or inflammatory actions in all personal interactions with school staff and in social media related to CCS.
- Respectfully bring to the attention of school authorities any problem or condition which affects their children or other children of the school community.
- Discuss report cards and work assignments with their children.
- Attend Parent/Teacher conferences. If meetings are held virtually, all parties will turn on their video cameras to help with communication and understanding.
- Maintain up-to-date home, work, and emergency contact numbers at the school.
- Seek changes in a cordial and respectful manner.
- Inform the school of changes of their child's physical and/or social-emotional health.

PARENT CLASSROOM VISITATION POLICY

Coastline Christian encourages parents/guardians to take an active role in their children's education. To respect the privacy and safety of students and to maintain a safe learning environment, parents are permitted to be present in a classroom as volunteers or with administration approval.

- Regular parent volunteers must have a live scan clearance and all required paperwork on file prior to their volunteer start date. When visiting or volunteering at the school, parents must observe all rules of the school, including checking in at the office.
- Parents/guardians are encouraged to meet with the child's teacher frequently and can schedule an appointment 24 hours in advance. To schedule the appointment, a parent/guardian can contact the main office at 510-522-0200 or email the teacher directly. If the parent/guardian is in school for a visit, he/she must sign in at the main office and put on a visitor badge, at which point someone may escort the visitor to the classroom.
- On occasion, a parent may be asked to accompany a child in class to support his/her academic and/or behavioral progress. During such an instance, the parent/guardian is expected to act as a silent bystander so as to not disrupt the learning process of the classroom.





CONFLICT RESOLUTION & MEDIATION

It is the philosophy of Coastline Christian Schools that parents and staff should be proactive in their approach to behavior management and follow the biblical principles stated in Matthew 18 (refer to Parent Handbook for listing of principles) to resolve conflict. Therefore, conflict resolution and mediation strategies will be employed in a proactive manner to assist parents, students, and staff in addressing conflict and discipline issues.

- If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. Alternatively the parents may directly approach the child's parent or guardian.
- If a parent has questions or issues relating to the classroom or a class, questions should first be addressed directly to the staff member overseeing the classroom in question. Parents are requested to set up a private meeting where their concerns can be discussed and the actions giving rise to such concern explained.
- All communications regarding issues with other parents or school staff shall remain respectful and address the issues at hand. Yelling, taunting, badgering, threatening, abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

- Parents shall protect the reputation and good name of people involved in a conflict. Conflicts, differences of opinion, and personality clashes should not be resolved by inviting other people to take sides. Conflicts are not to be casually discussed with other parents in the school, but should be handled directly with the person or persons whom the parent has an issue. Conflicts are not to be posted publicly on social media platforms.
- It is easy for opinions to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any questions. This approach can quickly clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- Parents are expected and required to follow the policy of parent conflict resolution, of the CCS School Board Policies, in order to resolve an issue with a staff member at CCS. This policy requires that the issue first be addressed with the staff member directly. If the parent does not reach a satisfactory resolution, they shall proceed through the appropriate supervisory personnel, as necessary. A full copy of policy may be obtained in either the school office or on the school website.

IMPORTANT:

Any parent who acts in an unacceptable manner (i.e. blatant disrespect, threats, or causing disruption to professional or academic climate) towards any staff member or student may be subject to suspension for a specified period, up to banned from the school campus for the duration of the school year. In addition, such behavior may constitute grounds for dismissal of a student from school. The Head of School has the authority to determine when this consequence is appropriate.

PARENTAL CONFLICT RESOLUTION POLICY & PROCEDURE

The School Board and staff at Coastline Christian Schools recognize the desire of the parent body to have a voice in the educational process of their children. The following procedure is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a CCS staff member, the Matthew 18 principle will guide our steps. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person conflicts. The following are the words of Jesus:

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses, every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

MATTHEW 18 PRINCIPLE:

1. KEEP THE MATTER CONFIDENTIAL.

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered." (Proverbs 11:9)

2. KEEP THE CIRCLE SMALL.

"If your brother sins against you, go and tell him his fault between you and him alone". The first step, and most often the only step needed in solving a person-to-person conflict, is for one of the two people involved to initiate face-to-face dialogue. Most conflicts are solved at the two-person level.

3. BE STRAIGHTFORWARD.

"Tell him his fault." Jesus tells us to be forthright and to speak honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "... Speak the truth to one another; render in your gates judgements that are true and make for peace." Zechariah 8:16

4. BE FORGIVING.

"If he hears you, you have gained your brother." This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted." Most problems can be resolved in this manner.

Below are the proper steps when working towards a conflict resolution with parents and CCS staff:

1. The parent should arrange a meeting with the staff member to discuss his/her concerns and attempt to come to a mutually agreed upon solution.
2. If mutually agreed closure is not reached, the parent may request a meeting with the Head of School of Coastline Christian Schools or another school administrator. In this meeting the parent should discuss the attempts that have been made to find a solution with the staff member. The Head of School or administrator, at their discretion, may invite the staff member to be present.
3. If parents and administrators reach an impasse, the parent may request a meeting with the School Board in executive session by contacting the School Board Chairperson. The Head of School, staff member, and parent may be present at this meeting. This meeting is private and will be held in executive session. The majority decision of the School Board is final, and the conflict will be considered resolved.

