Family Code of Conduct

Purpose and Scope

At Scintilla Charter Academy, we believe strong partnerships between families and educators are essential to creating a safe, joyful, and engaging learning environment. This Family Code of Conduct is intended to establish shared expectations that promote mutual respect, effective communication, and a collaborative approach to supporting every scholar's success.

This Code of Conduct applies to all Familys, guardians, family members, volunteers, and visitors while on school property, attending school-sponsored events, participating in virtual meetings, or interacting with school employees and scholars through any form of communication.

General Expectations

Members of the SCA community are expected to uphold the following principles:

- Teachers, administrators, and parents/guardians share a common goal: ensuring all scholars learn and thrive in a safe environment.
- Every scholar deserves a safe, positive, and joyful learning experience.
- Families and school personnel must work together in the best interest of all scholars.
- All members of the school community deserve to be treated with dignity, courtesy, and respect.
- Concerns should be addressed through established channels to allow the school an opportunity to resolve issues fairly, appropriately, and effectively.
- Families are expected to support school policies, procedures, and expectations designed to ensure the safety and success of all scholars.

Communication Expectations

Scintilla Charter Academy is committed to timely and responsive communication. School staff and administrators may not always be immediately available due to instructional and supervisory responsibilities.

- Parents/guardians are encouraged to schedule appointments when meeting with staff or administrators.
- Staff and administrators strive to return phone calls and emails within 24 hours during normal business days.
- Families are expected to communicate in a respectful and constructive manner.
- Concerns should follow the school's chain of communication:
    1. Teacher
    2. Dean of School
    3. Assistant Superintendent
    4. Superintendent
    5. Governing Board (for matters within the Board's authority)

Prohibited Behaviors

To maintain a safe and productive learning environment, the following behaviors are prohibited:

- Disrespectful, abusive, threatening, profane, harassing, or intimidating conduct or communication, whether in person, by phone, email, text, social media, or any other means.
- Disruptive behavior that interferes with school operations, including classrooms, conferences, offices, school grounds, sporting events, parking lots, or carline procedures.
- Threatening or attempting to cause bodily harm to any scholar, employee, parent/guardian, or visitor.
- Threatening or damaging school property or the property of others.
- Failure to comply with visitor procedures, including check-in requirements and directives from school personnel.
- Recording or photographing staff or scholars in violation of school policy or applicable law.
- Excessive, repetitive, or unreasonable communication after a concern has been reviewed and addressed through established procedures.
- Repeated requests for meetings without prior notice or at unreasonable times.
- Interference with school operations, personnel decisions, or disciplinary matters involving other scholars.
- Sharing confidential or personally identifiable information regarding scholars or staff.
- Using social media or other public platforms in a manner that is threatening, defamatory, harassing, or that substantially disrupts school operations.
- Encouraging or participating in behavior intended to intimidate, harass, or disrupt the school community.
- Providing inappropriate gifts or incentives to employees or scholars.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be asked to leave campus, prohibited from attending school-sponsored events, or otherwise restricted from campus in accordance with applicable law, including Georgia's criminal trespass statutes.

Whenever appropriate and feasible, the school will provide a verbal or written warning and an opportunity to correct the behavior prior to imposing restrictions. Failure to comply with such directives may result in additional restrictions or a formal campus ban.

Nothing in this policy shall prevent a parent/guardian from collaborating with the school to meet their child's educational needs, including participation in required meetings such as IEP, Section 504, or other legally mandated conferences.

Family Partnership Commitment

Scintilla Charter Academy does not operate an In-School Suspension (ISS) program or alternative school placement. As outlined in the SCA Student Code of Conduct, if a scholar's behavior significantly impacts the safety or learning of others, a parent/guardian may be required to participate in a conference or pick up their child from school.

By signing this Family Code of Conduct, parents/guardians acknowledge and agree to partner with Scintilla Charter Academy in supporting their child's success. If a parent/guardian repeatedly refuses to communicate with school personnel or declines to fulfill responsibilities related to their child's conduct, the scholar may not return to school until the parent/guardian has participated in the required conference or meeting. Any absences resulting from such circumstances will be considered unexcused in accordance with school policy.

Together, we can ensure that every scholar at Scintilla Charter Academy is known, valued, challenged, and supported.

*Scintilla Charter Academy recognizes that many of our scholars participate in Parks and Recreation sports and other community activities outside of school. Although these events are not school-sponsored, our scholars are often recognized as members of the Scintilla family. We ask that parents and family members conduct themselves in a manner

that reflects the values of Scintilla Charter Academy by demonstrating respect, integrity, good sportsmanship, and courtesy toward officials, coaches, players, and spectators. Adults set the example for our scholars, and positive, respectful behavior helps foster an environment in which all children can learn, compete, and grow.