



FLIPPER INTERNATIONAL SCHOOL

PARENT CODE OF CONDUCT

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Approved by: Getaneh Asfaw, General Manager



FIS Parent Code of Conduct

Parents/guardians play a very important role in the success of a school and in shaping the holistic development of students. At Flipper International School, we recognize this fact and have created an open-door policy where parents/guardians can contact the school management for questions, feedback and complaints. However, to foster a collaborative, respectful, and conducive educational environment, there is a need to implement a formal code of conduct. This code of conduct is designed to give clear guidance on the standards of behaviour expected from all the FIS parents/guardians.

FIS parents/guardians need to demonstrate positive behaviour while in the school compound to serve as good role models to the FIS students. Behaviour such as drunkenness, smoking near the school compound, violence, or indecency is a bad influence on our students.

FIS Parents and guardians must act respectfully and calmly to the FIS staff at all times. Demeaning or abusive language towards a staff member should not be used at any time. FIS has an open-door policy and encourages parents to raise their issues openly to the school management. Any form of physical attack or threat to a staff life is a crime and will be reported to the authorities.

Parents/guardians must not in any way harass, confront, or threaten a student who is not directly related to them as a family member. The school has procedures to deal with conflicts that arise between students while in the school compound. If a case is reported and there is no improvement, the parent/guardian is encouraged to approach the school management and demand to know the steps that have been taken.

Parents/guardians need to follow up on their children's homework and projects that are sent by teachers to ensure that their children complete them on time. Parents must also ensure their children attend school with all their stationery and books based on their class timetable.

Parents/guardians need to come to school whenever they are called by the management to discuss the behavioural or academic progress of their children. In cases where parents/guardians are called because of a serious behavioural incident involving their child, and they fail to report to school, the management will have the right to put the child in the office until the parent or guardian comes to school.

In case a parent is required to sign a consent letter or a warning letter and fails to do so, the school will contact the parent in writing and ask them to sign the letter immediately. If they still refuse to do so, the school will put their children in the school office until the parent signs the letter.



Parents/guardians need to pay school fees based on the deadlines set by the school. Any parent who requires a deadline extension must contact the school in writing before the due date and await formal approval. The school will follow all steps to ensure parents/guardians have paid school fees including but not limited to imposing a fine and preventing students from taking assessments.

Parents/guardians and drivers hired by them should follow the traffic procedures set by the school for convenient drop-off and pick-up of their children. Any person who constantly fails to obey such procedures will be called by the branch management for consequences that may include banning such a person from dropping off or picking up students.

Parents/guardians should not go directly to the classroom to talk to a teacher or to pick up their children except during special days such as parent-teacher conferences or with permission from the branch administration. They need to report to the administrative office first to be guided on the next step. Picking up a child early from school should only be done with approval from the administrative office.

Parents/guardians are encouraged to report any incident in the school compound even if it does not directly involve their children. Any information received should be forwarded to the branch management for investigation. The management should contact such a parent/guardian with the result of the investigation.

Parents need to encourage their children to participate in extracurricular activities such as student clubs, school celebrations, fun activities, and contests.

The school communicates with parents using different platforms such as student communication books, telegram, email and direct calls. It is the responsibility of each parent/guardian to check these platforms daily to ensure they do not miss out on any important communications from the school. Any communication with a teacher needs to be written in the communication book.

Parents/guardians are expected to support the school in implementing school rules and procedures. They should ensure their children adhere to policies on school uniforms, attendance, punctuality, and other school guidelines set by the school.

Parents/guardians need to contact the branch management before sending any person unknown to the school to pick up their children or to collect information regarding a student. Only legal guardians in the list submitted to the school will be allowed access to the student's information.

Flipper International School does not approve the hiring of the current FIS staff members as private/home tutors of FIS students as this creates serious conflicts of interest. The school will remain non-partisan if any conflict arises between such staff and parents. Parents/guardians should note that it is the responsibility of the school to ensure that FIS staff give equal and fair treatment to all FIS students.