

## COMMUNICATION CODE OF CONDUCT

As a parent or guardian of a student at Raha International School, I acknowledge and agree to abide by the following communication code of conduct:

1. **Respectful Communication:** I will communicate with school staff, students, and other parents in a respectful and courteous manner, both in-person and through electronic channels.
2. **Timeliness and Responsiveness:** I understand the importance of timely communication and will endeavor to respond promptly to school emails, messages, and requests for information within a reasonable timeframe.
3. **Confidentiality and Privacy:** I will respect the confidentiality of sensitive information shared within the school community, including student records and personal data, and will not share such information without proper authorization.
4. **Compliance with Policies:** I will familiarize myself with and adhere to the communication policy of Raha International School, understanding that violations may result in disciplinary action as outlined in the school's policies and procedures.
5. **Constructive Feedback:** I will provide constructive feedback on communication practices and procedures when solicited by the school, understanding that my input is valuable for continuous improvement and fostering a positive school community.
6. **Engagement and Collaboration:** I will actively engage with school events, meetings, and initiatives, fostering collaboration between home and school to support my child's education and overall well-being.

7. **Supporting Student Communication:** I will encourage my child to communicate openly and respectfully with school staff and peers, emphasizing the importance of effective communication skills in academic and social contexts.
  
8. **Professionalism:** I will ensure that all communication with school staff and administrators is professional in tone and content, avoiding language or behavior that may be perceived as disrespectful, confrontational, or inappropriate.

By signing below, I acknowledge that I have read and understand the communication code of conduct and agree to uphold these principles in my interactions within the Raha International School community.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_