



ST CHARBEL'S COLLEGE

Parent Code of Conduct

St. Charbel's College is responsible for establishing and administering policies, procedures and rules that govern day-to-day College operations. It is important parents recognise and respect this, support these decisions, and ensure that their children comply with the College's requirements.

ABOUT THIS CONDUCT

Parents are the first role models for children. The choices parents make and their exhibited behaviours have a significant influence on our children. The College has a clear expectation of student conduct. Accordingly, it is appropriate to document expectations around parent conduct at St Charbel's College, on-site, off-site, and any other mode of communication (for example, sports or other College-related events).

This Code of Conduct has been developed so that parents and those with parental responsibilities are aware of and meet the College's expectations with regard to their interaction with the College, including staff, other parents and students, the Church and the broader community. Adherence to this Code is important to promote positive and productive relationships within the College community.

SCOPE

The policy applies to all adults, including parents, guardians, step-parents, grandparents, extended family members and caregivers. In the policy, the word "Parents" applies to all caregivers as listed above.

PARENT RESPONSIBILITIES

As a parent, you are obliged to observe all aspects of this policy in accordance with the conditions of your child's enrolment.



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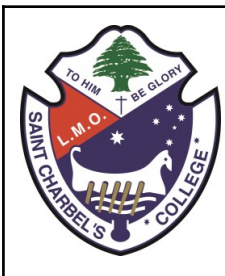
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Parents who are good role models and who exhibit ethical conduct: -

- Are inclusive;
- Are open-minded and adaptable;
- Interact respectfully with staff, students and other parents;
- Assume positive intent from all;
- Use appropriate and respectful conduct at functions;
- Are outstanding role models for all students;
- Keep clear of all buildings, fence lines and entrances during College hours, including no loitering around the College grounds and leaving the grounds when requested;
- Advise the appropriate office staff prior to removing your child/ren from the College grounds;
- Sign in through the College Administration office when attending meetings, volunteering etc.

In order to support a peaceful and safe environment, the college cannot (under any circumstances) tolerate parents and visitors exhibiting the following: -

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, staffroom area or any other area of the College grounds including off-site events;
- Entering a classroom without consent of teaching staff during class time;
- Using loud/or offensive language, swearing, cursing, using profane language or displaying bad temper;
- Threatening to do actual bodily harm to a member of College staff, visitors, fellow parent or student, regardless of whether or not the behaviour constitutes a criminal offence;
- Damaging or destroying College property;
- Sending abusive or threatening emails or text/voicemail/phone messages or other verbal or written communication to any College employee or student;
- Using defamatory, offensive or derogatory comments regarding the College or any of the pupils/parent/staff, at the College, on Facebook or other social media sites;
- Approaching someone else's child or another parent, to discuss or chastise them as a result of incidents involving children of the College. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.



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Any concerns you may have about the College must be made through the appropriate channels so the matter can be dealt with fairly and effectively for all concerned,

ETHICAL CONDUCT

When attending the College or any College-related event, parents must:

- refrain from engaging in malicious or judgemental gossip (either directly and/or via social media platforms),
- refrain from actions and behaviour that constitutes bullying, intimidation, harassment, discrimination, derogatory language or vilification,
- dress appropriately according to the occasion,
- not be under the influence of drugs or alcohol, including smoking/vaping on grounds
- show proper care and regard for College property, the property of others and work health and safety concerns,

COMMUNICATION AND INTERACTION WITH OTHERS	THE PRIVACY OF OTHERS
<ul style="list-style-type: none"> • Aggressive or abusive behaviour will not be tolerated • Parents are to show respect for staff and not publicly criticise them or seek to undermine their authority. • An appointment with any staff member should be made through email or the administration office • Staff members should not be contacted outside of school hours and /or their homes. • Interact respectfully with staff, students and other parents at all times; • Refrain from abusive language or expletives, raising their voice, insulting or engaging in violent behaviour to anyone on College grounds or at any College-related events; • Not chastise or become involved in verbal altercations with another parent or child under any circumstances; and • Advise the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws. 	<p>Refrain from</p> <ul style="list-style-type: none"> • Taking and/or posting a photo or video recording of another student or parent without their written consent; • Intimidating, undermining, threatening, bullying or harassing other students, staff or parents; • Disclosing the personal details of a student, parent or staff member to another person without consent



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USE OF SOCIAL MEDIA

The expectations set out in this Code of Conduct can also apply to the way a parent uses technology and behaves online.

For example, parents should:

- Respect a staff member's professional and personal boundaries by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
- Not take photos, videos or other recordings of another student without their Parent's consent, and do not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the College community online without express consent.
- Avoid publishing information that may bring the College (or any of its staff, students, Parents and other members of the School community) into disrepute. This includes where an image or recording shows a student in school uniform behaving inappropriately.
- Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student's Parent(s).
- Not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student, online.
- Not set up any online website, forum or group that features the College's name in its title or which may suggest that it is operated or sanctioned by the College.
- Not setting up social media accounts for their child under the age of 13;
- Never posting sexually inappropriate or other material that may damage the reputation of the College.

WORKING WITH CHILDREN CHECK (WWCC) FOR VOLUNTEERS

It is St Charbel's College policy that any parent or volunteer who is on site must have completed a Working With Children Check (WWCC).

When volunteering in the College, all information, either learning or otherwise, regarding a student, parent or staff member must remain confidential.

If confidential information has been leaked, please report it to the college principal/s via the administration office.

SEPARATED PARENTS

Where students have parents who are separated or divorced, parents should not attempt to involve the College in any parental disputes that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so, nor should it be asked to take any action that would or is designed to disadvantage one party. The College will of course observe any orders made by a Court in relation to a student or communications with parents.



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COLLEGE FACILITIES

Toilet Facilities

In keeping with the College's Child Protection policy, parents should be aware that they are not to use the children's toilets or facilities during operating hours.

"Kiss and Go"

Under no circumstances are parents to leave their vehicle while in the "Kiss and Go" zone. It is a disruption to the flow of traffic and can potentially pose a risk of injury to staff, students and other members of the community. If you need to leave your vehicle for any reason (to speak with staff and/or collect your child), please park your car in the car park or on the street away from the Kiss and Go zone.

Parents are to abide by all road and traffic rules at all times when dropping off and picking up their child/ren.

FAILURE TO OBSERVE THIS CODE

With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious community that reflects the College's values. The Principal will determine the consequences for breaches of this Parent Code of Conduct and may include the following:

1. Banning a parent from entry to College grounds or from attending College-related co-curricular activities or other events;
2. Directing a parent to communicate only with staff members through a nominated College representative;
3. Terminating the enrolment of the student, as determined by the Principal/s;
4. Where appropriate, the College may involve other authorities; and
5. Take further steps as it deems appropriate according to the nature of the breach.

I have carefully read the Parent Code of Conduct and will adhere to the guidelines as a condition of enrolling my child/ren at St Charbel's College.

Parent Name: _____

Parent Signature: _____

Date: _____