



ST CHARBEL'S COLLEGE

Parent Code of Conduct

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

PURPOSE

Parents are the first role models for children. The choices parents make, and the behaviours we exhibit, 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 and off site (for sport 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, its teachers, 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.

St Charbel's College is fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves a partnership between parents, the College community, your home and Church. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate fully in the life of our College. The purpose of this agreement is to provide an outline to all parents and visitors to our College about the expectations of conduct and adherence of such policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

SCOPE

The policy applies to all adults including parents, guardians, step-parents, grandparents, extended family members, care givers. 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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As parents, it is your responsibility to role model good citizenship and ethical conduct. This includes:

- Being inclusive
- Being open minded and adaptable
- Interacting respectfully with staff, students and other parents
- Assuming positive intent from all
- Using appropriate and respectful conduct at functions
- Being outstanding role models for all students
- Keeping clear of all buildings, fence lines and entrances during College hours, including no loitering around the College grounds and leaving the grounds when requested.
- Advising 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;
- Abusive or threatening e-mails or text/voicemail/phone messages or other verbal or written communication to any College employee or student;
- 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. Any concerns you may have about the College must be made through the



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appropriate channels, so the matter can be dealt with fairly and effectively for all concerned; and

- Approaching someone else's child or another parent, in order 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.

ETHICAL CONDUCT

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

- refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful;
- refrain from actions and behaviour that constitutes bullying, intimidation, harassment, discrimination or vilification;
- refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias;
- dress appropriately according to the occasion;
- not smoke on College grounds
- not possess alcohol on College grounds,
- never possess illicit drugs on College grounds;
- not attend College events if affected by alcohol or other intoxicants; and
- show proper care and regard for College property, the property of others and work health and safety concerns

COMMUNICATION AND INTERACTION WITH OTHERS

The College conducts regular meetings between Staff and Parents where the student's progress may be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's education.

If a parent wishes to meet with a staff member, an appointment should be made via the diary, or email or administration office, so that a mutually convenient time may be arranged. Parents should never attempt to contact a staff member at their home. Parents are also welcome to make an appointment to meet with appropriate members of the College Leadership team, if they have met with the staff member and could not



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find a resolution, in particular concerns they may have related to their child.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, it is advisable to raise concern with the staff member concerned or with the appropriate member of the College Executive Team. However, when doing so parents should observe the general rules of conduct set out in this policy. The College has a duty of care to protect all staff and students, it is for this reason any aggressive or abusive behaviour will not be tolerated.

Written and spoken communication to anyone in the College community should be courteous and respectful. When communicating, parents must:

1. interact civilly with staff, students and other parents at all times;
2. not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on College grounds or at any College-related events;
3. ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism, special treatments and deliberate exclusion are avoided;
4. not chastise or get involved in verbal altercations with another parent or child under any circumstances; and
5. advise the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.

Parents must respect the privacy of other students, parents, staff, contractors and volunteers in the College community. Parents must not:

1. take a photo or video recording of another student or parent without their written consent;
2. post a photo or video recording of another student or parent on social media without written consent;
3. post a photo or video recording of a child that is not their own on social media without obtaining written consent from the child's parent beforehand;
4. intimidate, undermine, threaten, bully or harass other students, staff or parents;
or
5. disclose the personal details of a student or parent to another person without consent.



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USE OF SOCIAL MEDIA

Despite the range of positive uses of social media, parents recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the College and others. It is important to note that not all parents choose to use social media and therefore it should not be relied upon as the main form of communication. The College will always communicate with parents in relation to College activities and social events, through email and/or letters. Limitations clearly exist around the use of social media. In particular, there are potentially serious ethical issues and legal liabilities that may arise from its misuse. Specifically, parents can ensure lawful use of social media by:

- Not taking or posting photographs of other students without the express consent of the other child/children's parents;
- Not posting photographs of students in College uniform if it has the potential to bring negative comments towards the student(s), staff or College;
- Not setting up any group with the word "St Charbel's College" in its title. It may mislead any reader to believe the College moderates the page;
- Not sharing Email addresses of parents without their express consent;
- Not setting up social media accounts for their child under the age of 13;
- Never disclosing any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- Making contact with students (other than their own) using any form of social media without the express consent of the student's parents; and
- Never posting sexually inappropriate or other material that may damage the reputation of the College.

Social media should not be used to criticise or denigrate others in the College Community or the College.

WORKING WITH CHILDREN CHECK (WWCC) FOR VOLUNTEERS

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

When parents volunteer in certain roles in the classroom, they may come across confidential (either learning or otherwise) information regarding a student. It is important that this information remains confidential and is not discussed with other



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parents (and is reported to the teacher if it is not already known)

SEPARATED PARENTS

Where students have parents that 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 which 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.

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 carpark 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 consequences for breaches of this Parent Code of Conduct will be determined by the Principal 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 only communicate with members of staff through a nominated College representative.



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3. Terminating the enrolment of the student, as determined by the Principal;
4. Where appropriate, the College may involve other authorities; and
5. Taking further steps as it deems appropriate according to the nature of the breach.

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

Name:

Signature:

Date: