

Parent Code of Conduct Policy

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy on the code of conduct by the school community
Scope and application	Policy applies to all community members of Geraldton Grammar School.
Related legislation and guidelines	
Related Policies	Drugs Policy, Student Code of Conduct, Staff, Board and Volunteer Code of Conduct, Child Protection and Mandatory Reporting, Privacy Policy, Social Media Policy, Enrolment Agreement
Evaluation	Triennial

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
16/2/15	Draft	NJE
21/09/16	Amended – Privacy statement added.	NJE
27/02/18	Amended – School Formal added	NFT
23/03/19	Revised and amended	NFT
14/01/20	Rewritten	MNN
20/01/20	Accepted	NFT

PARENT CODE OF CONDUCT

POLICY STATEMENT

A school community contains a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated individuals prepared to contribute as citizens, to work and live with others and to find satisfaction in their chosen life path.

All students, parents, teachers and staff have the right to be safe, and feel safe and respected, in their school community. Shared values and an understanding of behaviours enable a community to work and live together and share the fruits of positive collaboration.

All parents, guardians, step-parents, family members, and friends of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School (including this Parent Code of Conduct).

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

Geraldton Grammar School (**the School**) aims to cater for individual student needs through a broad based education program. We have the same aims for every student, which represents a worthy set of goals that fulfil our school motto, *Achieve, Inspire, Motivate*.

We believe that Parents are valuable contributors in our community and we aim to work in partnership with Parents in the care and growth of each student. We have a zero tolerance policy regarding violence of any kind.

This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus, participating in School activities and communicating with members of our community (including students, staff and other parents), and includes consequences for breach.

CONDUCT WITH STAFF, OTHER PARENTS AND STUDENTS

Parents play a vital role in the education of their children and should act in the best interest of students, their families, staff, and the School community. The School celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families.

When attending the School or any School-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, 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 school grounds
- not possess alcohol on school grounds, unless the School has sanctioned the event;
- never possess illicit drugs on school grounds;

- not attend school events if affected by alcohol or other intoxicants; and
- show proper care and regard for school property, the property of others and occupational health and safety concerns.

COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS

Written and spoken communication to anyone in the School community should be courteous and respectful.

When communicating, Parents must:

- interact civilly with staff, students and other parents at all times;
- refrain from innuendos and cynicism, ensure facts are correct;
- consider tone and not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events;
- ensure that relationships with students are strictly in accordance with appropriate roles and that deliberate exclusions are avoided;
- ensure that physical contact with students is appropriate given the age of and relationship with the student such that questions of impropriety do not arise;
- not discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances;
- advise the School 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 School community.

The School expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Parents must not:

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

ONLINE CONDUCT

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 School and others.

Parents must ensure they abide by the laws and the School's expectations of Parents.

When using social media, online forums or other platforms, Parents must:

- not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way;
- be respectful to staff, contractors, volunteers, other parents, and/or students;
- not use it as a means to voice grievances about the School;
- make reasonable efforts to ensure that their children comply with the School's Social Media Policy;
- post photographs of students in school uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students;
- never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
- never post sexually inappropriate or other material that may damage the reputation of the School.

PROCESS FOR MAKING A COMPLAINT

The School takes seriously any issues that are brought to its attention. If parents express their concerns to the School, they can expect to be treated with courtesy and respect in order to try to resolve the matter.

As a general guide, minor issues may be raised with the child's teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the relevant Head of School or the Principal in line with the Complaints Policy.

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School in a respectful manner and in compliance with this policy.

In cases where a Parent does not act in accordance with this Parent Code of Conduct in person, in or outside of the school grounds, during a phone call or via email, the staff member may take one of the following actions:

- request that the Parent cease their inappropriate communication in order to allow respectful communication to proceed;
- inform the Parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
- request another staff member be present for the remainder of the meeting if deemed necessary to proceed with such; and/or
- lodge a complaint against the offending Parent in accordance with the School's Complaints Policy.

BREACHES OF THE CODE OF CONDUCT

With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious School community that reflects the School's values.

The consequences for breaches of this Parent Code of Conduct will be determined by the Principal and may include the following:

- the School may ban a Parent from entry to school grounds or from attending School-related co-curricular activities or other events.
- the School may direct that a parent may only communicate with members of staff through a nominated School representative.
- in cases of extreme or prolonged breach of this Parent Code of Conduct by a parent, the School may terminate the enrolment of the children of that Parent, as determined by the Principal.
- the School, where appropriate, may involve other authorities.
- the School may take such other steps as it deems appropriate according to the nature of the breach.