

## **Parent Code of Conduct**

### **Parents are required to:**

- comply with all safety policies and procedures in place at the School.
- only enter a classroom or attend a school sanctioned event, such as a camp or excursion, with permission from a staff member;
- listen respectfully when attending any kind of school assembly, activity, presentation, class event, or public meeting; and
- treat others with courtesy and respect.

### **Parents must not:**

- use verbal or physical violence of any kind at any time;
- use language that could be deemed as offensive or inappropriate;
- interrupt or disrupt a teacher while classroom instructions or learning activities are taking place;
- bully or harass other people;
- take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- attend the School while intoxicated or under the influence of illicit drugs.

### **When Communicating with Staff**

The school conducts meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member request a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through an email to the teacher.

Parents should avoid contacting staff members at home or outside of school hours unless prior agreement has been made with the parent or staff member that contact out of hours is acceptable. Parents should note, however, that as a general rule, staff members are not obligated to respond to contact by parents (emails, phone calls etc.) outside of school hours.

### **Parents are required to:**

- Treat staff with courtesy and respect at all times;

- Ensure that all communication is conducted in a courteous and acceptable manner;
- Raise all concerns using the correct procedures, channels and personnel;
- Use constructive feedback rather than negative; and
- Respect the privacy of staff.

**Parents must not:**

- Approach a member of staff in a confrontational manner or act in a violent, aggressive or threatening manner;
- Use verbal or physical violence of any kind at any time;
- Raise their voice when speaking to staff;
- Speak to staff in a derogatory or offensive manner; or
- Intimidate, undermine, threaten, bully or harass staff.

**Parents must not:**

- Use social media to voice grievances about the School;
- Harass other people online;
- Reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and students at the School;
- Post a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's parent; or
- Post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the school.
- This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian beliefs.

**When making a complaint:**

- Parents may not use rude or abusive language in addresses an issue.
- A conference should be scheduled with the teacher/employee to address the issue.
- If the issue has not been resolved, then a conference may scheduled with the assistant principal or administrator.
- If the issue is still not resolved, a complaint form may obtained from the school office.

**Disciplinary Action:**

- The school expects students to comply with its rules and not engage in behavior which is harmful to others or its contrary to the student

handbook. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority.

- It must be understood that in the case of disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment. School Management will not engage in debate with parents about the details of the conduct or the appropriateness of the punishment.

**Failure to abide by this Parent Code of Conduct may result in:**

- The parent being directed to leave the School grounds immediately
- The parent may be excluded from the School premises or events;
- The parent may be requested to meet with the Principal or Designee to discuss potential dismissal from Riverfield Academy.