



Parent/Guardian Code of Conduct Policy

The Kooralbyn International School

Parent/Guardian Code of Conduct Policy

PURPOSE OF THE POLICY

The aim of this Code of Conduct is to outline the standards of behaviour expected of all parents, guardians, carers and family members of currently enrolled students at The Kooralbyn International School.

This Code of Conduct does not attempt to provide a detailed and exhaustive list of what to do in every aspect of parental dealings with the wider school community. Instead, it sets out general expectations of the standards of behaviour required.

Scope

The Parent/Guardian Code of Conduct Policy applies to parents, guardians, carers and family members of currently enrolled students at The Kooralbyn International School.

Responsibility

Principal

Point of Contact

Principal

POLICY

The Code of Conduct places an obligation on all parents to take responsibility for their conduct and to work with members of the wider school community cooperatively to achieve a consultative and collaborative environment.

This Code of Conduct is intended to guide parents in their dealings with staff, other parents, students and the wider school community. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

Parents act as one of the most influential role models in their child's life. The Kooralbyn International School therefore seek your support in promoting and upholding the core value of the school.

A culture of respectful relationships

Among students, staff and parents TKIS strives to develop the following:

- A respect for the innate dignity and worth of every person
- An ability to understand the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work respectfully with others
- Responsible actions

In promoting and upholding this culture, the school expects that parents will:

- Support the school in its efforts to maintain a positive teaching and learning environment
- Understand the importance of healthy parent/teacher/student relationships and strive to build these relationships
- Adhere to the school's policies
- Treat staff, other parents and members of the wider school community with respect and courtesy

Raising concerns and resolving conflict

(Please refer to the School's Complaints Policy and Procedure (Students, Parents/Carers and Staff) which sets out detailed information in relation to raising concerns and resolving conflicts.)

If raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, we expect that you will:

- Refrain from approaching another child to discuss or chastise them because of actions towards your child. Refer the matter to your child's teacher, student services or the Principal for follow-up and investigation by the school
- ***Please note: No Parent/Carer is permitted to directly approach another person's child.**
- Listen to your child, but remember that a different perspective may exist elsewhere and that there are two sides to every story
- Observe the school's stated procedures for raising and resolving a grievance/complaint
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner

Although every effort will be made to resolve complaints as quickly as possible it may take up to 60 days for an investigation to be completed and a resolution reached.

Respect for people and the school

Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards the school, its employees, contractors, students and parents is unacceptable. You must not use information

and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

Malicious gossip, derogatory or negative comments will not be tolerated within the school community. Please strive to keep all interactions positive.

It is illegal to smoke within 5 meters of school grounds or at school events such as presentation night. It is also against school policy for parents, guardians, carers and family members to enter school grounds or attend any school event in a state of intoxication.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the School's ***Anti-Discrimination Policy and Anti-Bullying Policy***.

Unlawful harassment or discrimination may constitute an offence under state or federal discrimination legislation.

Family Law

Except in exceptional circumstance outlined below, the school does not become involved in Family Court matters.

It is the policy of The Kooralbyn International School to provide information about a child and access to the child to those people whom the school believes are the lawful parents / lawful care givers of the child and to others as authorised by the person who enrolls the child, subject to the *Family Law Act 1975 (Cth)*, the *Privacy Act 1988 (Cth)* and the law.

If the enrolling party directs some other course, the directed course will be followed by the school to the extent it is lawful and reasonable, under the school's contractual obligations to the enrolling party. If there is a disagreement between the enrolling party and others who believe they have the right of access to information about or access to the child, it is the responsibility of those parties to reach agreement independently from the school, either through consultation or court action. The school will not become involved as the arbiter in disputes of this kind.

If a dispute arises between parents on school grounds the police will be called and the matter dealt with by them.

Family Law Exceptional Circumstances

The policy is subject to 3 qualifications:

- Where a court orders otherwise and the order binds the school
- Where it is reasonably foreseeable that the safety of the child could be jeopardised

- Where the school is acting in the best interests of the child. This may arise, for example, where the child objects and the school believes it is in the best interests of the child to heed the objection.

Staff Safety and Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviors as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff.

These behaviors include, but are not limited to:

- Shouting or swearing, either in person or on the telephone
- Physical or verbal intimidation
- Aggressive hand gestures
- Writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
- Racist or sexist comments
- Damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation. Where a parent's behavior is deemed likely to cause ongoing harm, distress or danger to the staff member or others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an act of violence that causes harm to the staff member and his/her property, or in circumstances where there is a threat of violence the matter may be reported to the police for investigation.

POLICY RELEASE DETAILS

Date of Policy

February 2018

Approved by Board

Date June 2018

Review Date

Bi-annually (last reviewed March 2026)

RELATED POLICIES AND DOCUMENTS

Complaints Policy and Procedure (Students, Parents/Carers and Staff)

Anti-Discrimination Policy

Anti-Bullying Policy