



St John XXIII Primary School

Parent Code of Conduct

RATIONALE

At St. John XXIII Primary School, we aim to provide an open, welcoming, inclusive and safe environment for all. We believe that parents are valuable contributors and participants in the life of our school. Our School Vision states *'Jesus' teachings allows us to develop harmonious relationships and opportunities to grow in faith'*, thus encouraging us to develop authentic relationships that embrace diversity. Two values that are particularly relevant are:

RESPECT- we want our community to recognise and appreciate diversity, to value the contributions of others and to cooperate with and care for others.

SENSE OF COMMUNITY- we want to promote partnerships between all members of our community and to interact positively. The conduct of school staff is regulated by the Victorian Institute of Teaching Code of Conduct for Teachers. Student conduct at St. John XXIII Primary School is supported by the teachers, the pedagogy and the physical environment and is based on deep respect for self, property and others. This Parent Code of Conduct outlines the way in which our community requires all parents and family members to conduct themselves when visiting our school, participating in school activities and communicating with members of our school community (including students, school staff, other parents and visitors to our school).

This Code applies to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters and any others while involved in activities or communication related to St. John XXIII Primary School.

GENERAL PRINCIPLES that always apply:

a) COMMUNICATION

Parents, guardians and carers will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.

b) ETHICAL CONDUCT

Parents will act in the best interests of all students, their families and staff members. They will not engage in malicious or judgemental gossip, and should ensure that anything they say about others is fair and truthful.

c) RESPECT

We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

When visiting St. John XXIII Primary school:

a) the Victorian Schools Reference Guide item 4.16.2 requires visitors to the school during school hours to sign a visitors' register located at the school office, so that their presence in the school is recorded in the event of an emergency.

b) Parents will comply with all safety and emergency procedures in place at St. John XXIII Primary School. In the event of an emergency, while they are on school grounds they will follow the instructions given by any member of school staff.

c) When attending any kind of school assembly or public meeting, parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating any inappropriate noise or disturbance during performances or speeches by students, staff or visitors.

IMPLEMENTATION

In supporting and enhancing the Vision and Catholic Identity of St. John XXIII Primary School, parents, guardians, caregivers and school staff will ensure that they:

1. read, know, understand and actively support the school's vision statement
2. read, know, understand and actively support the rationale, goals and implementation strategies of all school policy statements, including all guidelines set down in the Grievance and Complaints Policy
3. Respect and uphold the equal rights and freedoms of all peoples in the school community, by encouraging:
 - a) love, happiness and understanding
 - b) justice, tolerance and peace
 - c) dignity and self worth
 - d) freedom from race, colour, gender, language, religious, political or ethnic discrimination or exclusion
 - e) freedom from physical or mental violence, injury or abuse or maltreatment,
 - f) privacy
 - g) respect for reputation and honour
 - h) an environment where one feels safe and secure
4. Use respectful, encouraging and acceptable language at all times, particularly to students;
5. Give encouraging and constructive feedback at all times, particularly to students;
6. Develop positive relationships with school staff, parent/guardians and carers based on mutual trust, honesty and respect;
7. Reserve judgement on any issue until the truth is known;
8. Follow specified due process procedures in regard to all matters of concern;
9. Refrain from public, negative criticism or threat to children or adults, whether it be in writing, via email or social networking sites, or verbally face-to-face or via a third person;
10. Refrain from participating in negative criticism which disrespects the school or any of its community members, whether it be in writing, via email or social networking sites, or verbally face-to-face or via a third person;
11. Have the courage to defend the school or its members from unwarranted criticism;

12. Have the courage to report inappropriate parent, guardian or carer behaviour to the School Principal or Parish Priest in a timely manner;
13. Accept the judgement and action of the Parish Priest, Principal or school staff on any issue
14. Understand and accept that there are serious consequences for parents, guardians or carers who do not comply with any of the above.

DEALING WITH MISCONDUCT

Basic Assumptions

- All dealings related to misconduct will be handled with due diligence and in the strictest confidence, following principles of natural justice
- Strongly corroborated, definitive evidence will be necessary before any action can be taken related to alleged misconduct
- The accused will be considered innocent until proven otherwise
- Actions taken by the school authority will attempt reconciliation and restoration of relationships between the identified parents, guardians, carers, students and/or staff
- The actions taken by the school authority will be considered final by all parties.
- The School authority means the Principal, Deputy Principal, other person in Executive Authority (ie.CEM) or Parish Priest.
- Termination of enrolment under Procedure 6(i) can only occur under the direction of the Parish Priest.

Serious Misconduct

Serious misconduct is defined as behaviours which significantly damage the relationship between

Any members of the school community, be they a parent, guardian, carer, student, school staff member or parishioner of St. John XXIII School or St. Luke's Parish. Misconduct is also considered serious if it is repeated offensive conduct or if the person engaging in misconduct does not accept responsibility for their behaviour or refuses to make amends for the misconduct.

Examples of serious misconduct include, but is not limited to:

- Wilful or wrongful damage of school or student property or theft of school or student property
- Physical, verbal or written abuse or disrespectful, inappropriate language (including via email or social networking sites) of any kind to any member of the school or parish community.
- Repeated misconduct, whether it be the same type or different.
- Distribution of materials which is not in accordance with the schools vision and policies.
- Refusal to comply with school authority directives contained below within Procedure 5 and 6 of this policy.

Procedure

1. The school policy document “Grievance and Complaints” should be followed with regard to most issues.
2. Where concerns do not meet the criteria contained in the above, and misconduct is alleged, a formal report of the incident need to be made to the School Principal immediately and the reporter identified.
3. A detailed description of what occurred, when, where and who it involved will be ascertained and witness statements taken.
4. If there is a case to be answered, and as a matter of natural justice, the person accused of misconduct will be interviewed by the school authority to respond to the allegations
5. If it is the judgement of the school authority that the accused has been found guilty, depending on the degree of misconduct, the authority will enact one or more of the following:
 - a) Cautioning the accused not to act in such a way again and provide feedback to the ‘aggrieved’;
 - b) Cautioning the accused and inform them of the sanctions to be implemented if misconduct is repeated;
 - c) Directing that a sincere apology be given to the ‘aggrieved’;
 - d) Directing that a sincere, written apology be given to the ‘aggrieved’;
 - e) Mediating a meeting of the parties to attempt reconciliation;
 - f) Directing that recompense be paid by the accused if property damage has occurred;
6. If it is the judgment of the school authority that the accused refuses to accept responsibility for their actions, repeats the same or other misconduct, or is found guilty of other serious misconduct, the authority will enact one or more of the following sanctions and shall notify the accused in writing of such actions:
 - a) One or more of the above actions listed in No. 5(a)-(f);
 - b) Reporting the incident to police and the Department of Human Services;
 - c) Reporting the incident to the Occupation Health and Safety Authority;
 - d) Restricting access to specific areas of the school property for the accused;
 - e) Restricting access to school staff for the accused;
 - f) Withdrawing all access to school staff for a specified period of time;
 - g) Withdrawing all access to school staff and to the school property for a specified period of time;
 - h) Withdrawing school enrolment for their child(ren) for a specified period of time;
 - i) Terminating school enrolment and directing the accused to find another school to enrol their child(ren).

The St. John XXIII Parent Code of Conduct Policy supports the **St. John XXIII Child Safe Policy.**

Evaluation

This policy will be reviewed as part of the school’s review cycle.