

1. Rationale

- 1.1. Luther College, as a Christian school based in the teaching traditions of the Lutheran Church, endeavours to create an open and inclusive climate of acceptance, care, love, dignity, respect and support for each member of the community regardless of race, gender, sexual orientation or beliefs. Our aim is that every community member can enjoy a safe, healthy and respectful environment. Our community includes all students, staff¹, parents², visitors to the school and neighbours.
- 1.2. In choosing Luther College as the school for your child or young person, you are expected to support and encourage the College's core values of service, community, excellence and integrity.

We are committed to working in partnership with you to support your student's learning in a way that is consistent with these core values. The Code aims to set clear expectations so that all community members understand the behaviours required to enable this to occur.
- 1.3. This Code of Conduct clarifies and affirms the College's expectation of appropriate community behavior and sets out the way in which the College requires you to conduct yourself when at the school, engaging in College related activities, representing the College and communicating with members of our community.

The application of the Code of Conduct applies to anyone you invite to attend College events or engage in College related activities and is not limited to the College site or the College hours.
- 1.4. At Luther College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

2. Introduction

- 2.1. The Parent Code of Conduct and the Student Code of Conduct form part of the Enrolment Agreement.
- 2.2. This Code of Conduct provides a set of general principles and guidelines to guide you in your interactions with staff, students, other parents and the wider College community. You are encouraged to read and understand the specific guidelines and expectations as set out in college policies and procedures relating to, for example, health and safety, privacy, behaviour management and child safety.
- 2.3. 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.
- 2.4. The College expects that:
 - a) you will show a genuine and continuing interest in and concern for all aspects of the student's development
 - b) you will accept the authority of the College in setting standards of behaviour and performance and the subsequent consequences which may follow when these

¹ "Staff member" includes contractors and volunteers

² In this Code the term "parent" includes signatories to the Enrolment Agreement together with parents, step-parents, carers, guardians and/or other family members who have a permanent or temporary caring responsibility for a student

Luther College Parent Code of Conduct

standards are not achieved, noting that you may raise a grievance with the College, provided that you use the process set out in the Managing Complaints and Grievances Procedure.

3. Visiting the College

When visiting the College you are required to:

- 3.1. sign in at Reception when visiting during school hours
- 3.2. comply with all safety policies and procedures in place at the College, relevant legal obligations and any court order, including obtaining a Working with Children Check for nominated activities
- 3.3. treat all parents, staff, students (including your own), and visitors to the College with courtesy and respect
- 3.4. accept the authority of the staff and comply with any reasonable direction including only entering a classroom with permission from a staff member.

You must not:

- 3.5. disparage the College's Christian teaching or act in a manner which is disrespectful or contradictory to the College's Christian ethos
- 3.6. interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place
- 3.7. bully or harass parents, staff, students, and visitors to the College or use violence of any kind at any time
- 3.8. discipline or reprimand a child
- 3.9. take a photo or video recording of a child if that child is not your own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken
- 3.10. engage in theft, fraud or misuse of College resources
- 3.11. visit the College, attend social, sporting or other activities whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- 3.12. smoke on the College premises.

4. Communication

- 4.1. Members of staff have scheduled duties to perform, including teaching, and are entitled to a safe and enjoyable work environment. If you contact or wish to speak to a staff member in relation to a query or concern
 - (a) you should make an appointment in advance
 - (b) the recipient will endeavour to respond within a reasonable timeframe.
- 4.2. Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings.

Luther College Parent Code of Conduct

You are required to:

- 4.3. communicate with staff with courtesy and respect
- 4.4. respect the privacy of members of staff.

You must not:

- 4.5. speak in a derogatory or offensive manner, raise your voice or interrupt whilst a staff member is trying to speak
- 4.6. take or post a photo, video recording, or audio recording of a staff member without prior consent
- 4.7. Assault (sexually or physically), intimidate, undermine, threaten, bully or harass a staff member.

5. Communication with other students and parents

You are required to:

- 5.1. support and encourage the values, activities and ethos of the College
- 5.2. communicate with other students and parents with courtesy and respect
- 5.3. respect the privacy of other students and parents.

You must not:

- 5.4. speak in a derogatory or offensive manner or raise your voice when speaking to other students and parents
- 5.5. take or post a photo, video recording, or audio recording of any student (others or your own) or parent without prior consent
- 5.6. engage in any form of bullying, discrimination, intimidation, vilification or harassment including cyber bullying or cyber abuse
- 5.7. engage in malicious, judgmental or discriminatory gossip either face-to-face or electronically
- 5.8. discipline or reprimand a student
- 5.9. disclose the personal details of a student or parent to another person without consent.

6. Social Media

As a parent of a Luther College student, you must recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of your personal use of social media especially in circumstances when you can be identified as a parent at the College.

- 6.1. Your behaviour when using any form of technology or social media must be consistent with the values and expectations of the College.
- 6.2. You must take reasonable steps to ensure your child abides by the Acceptable Use of Technology Agreement.
- 6.3. The privacy of students, staff and parents must be recognised and respected at all times. Confidential information relating to the College, staff members, other parents, or students at the College must never be disclosed.

Luther College Parent Code of Conduct

6.4. Social media

When using social media in any form, you must:

- (a) act with integrity. You must not disparage the College's Christian teaching or act in a manner which is disrespectful or contradictory to the College's Christian ethos
- (b) be respectful to all community members and not bully, intimidate or harass other people
- (c) comply with the College's Social Media Policy. You must not post on social media defamatory, offensive, inappropriate or other material that may damage the reputation of the College.
- (d) never reveal confidential information relating to the College or any other community member
- (e) not create accounts that hold themselves out to be affiliated with the College or authorised to speak or act on the College's behalf
- (f) not use social media to voice grievances about the College.

7. Complaint Process

- 7.1. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College. When making a complaint to the College, it is expected that you will behave in a respectful manner consistent with this Code of Conduct.
- 7.2. The College will always try to resolve the complaint directly with the staff member concerned and at an informal level. If you are not satisfied that the matter is resolved, you should refer to the Managing Complaints and Grievances Procedures for guidance as to how to proceed.
- 7.3. You must not use social media to voice grievances about the College.

8. Consequences of a Breach

- 8.1. Any person may notify a staff member of a possible breach of the Parent Code of Conduct.
- 8.2. The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct or other policy.
- 8.3. If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment.
- 8.4. The Principal may terminate the enrolment of a student where there is a breach of this Code of Conduct by a parent, noting that, under the terms of the Enrolment Agreement, this Code of Conduct forms part of that Enrolment Agreement.

9. Related Policies and Procedures

The College publishes several related policies and procedures that are available from the school office. These include:

Luther College Parent Code of Conduct

- 9.1. Enrolment Agreement
- 9.2. Parent Code of Conduct
- 9.3. Managing Complaints and Grievances Policy and Procedures
- 9.4. Behaviour Management Policy and Procedures
- 9.5. Privacy Policy
- 9.6. Child Safety Code of Conduct
- 9.7. Child Protection and Safety Policy
- 9.8. Acceptable Use of Technology Agreement
- 9.9. Positive Workplace Policy and Procedures.

10. Review

This document will be reviewed every three years, or as required by legislation.

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