

Luther College Parent Code of Conduct

1. Rationale

- 1.1. Luther College (“the College”) is a School of the Lutheran Church of Australia. As a Christian school, it endeavours to create a climate of acceptance, care, love, dignity, respect and support for each member of the community regardless of race, gender, sexual orientation or beliefs. The College aims to ensure that each community member enjoys a safe, healthy and respectful environment.
- 1.2. This Code of Conduct clarifies and affirms the College’s expectation of appropriate community behaviour and is not limited to the College site, or the College hours. The Code of Conduct applies whilst on the College premises, engaging in College related activities or representing the College. Parents and visitors are expected to uphold the College’s core values at all times.
- 1.3. The College is committed to working in partnership with parents to support the learning of their students and shared values and an understanding of behaviours enable this to occur.

2. Introduction

- 2.1. All parents, guardians, step-parents or family members of students enrolled at the College must support and encourage the values, activities and ethos of the College, and are encouraged to read and understand the policies of the College (including this Parent Code of Conduct).
- 2.2. This Parent Code of Conduct applies to all Parents and/or Guardian/s listed in the Enrolment Agreement in connection to a student enrolled at the College, herein after referred to as “Parents”.
- 2.3. To the extent that a Parent invites or allows other persons to attend College events or engage in College related activities, whether accompanying the Parent, in their stead, or otherwise, the Parent must ensure that person also complies with this Parent Code of Conduct.
- 2.4. 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.
- 2.5. The College expects that:
 - 2.5.1. the parents of each student will show a genuine and continuing interest in and concern for all aspects of the student’s development; and
 - 2.5.2. the parents will accept the authority of the College in setting standards of behaviour and performance and the subsequent consequences which may follow when these standards are not achieved, noting that parents may raise a grievance with the College, provided that they use the process set out in the Managing Complaints and Grievances Procedure.

3. Visiting the College

- 3.1. Parents are required to:
 - 3.1.1. Sign in at Reception when visiting during school hours;
 - 3.1.2. Comply with all safety policies and procedures in place at the College, including obtaining a Working with Children Check for nominated activities;
 - 3.1.3. Comply with relevant legal obligations under the legislation and any court order;
 - 3.1.4. Only enter a classroom with permission from a staff member;
 - 3.1.5. Listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, activity, presentation, class event, or public meeting;

Luther College Parent Code of Conduct

- 3.1.6. Treat all parents, staff, contractors, volunteers, students (including their own), and visitors to the College with courtesy and respect; and
- 3.1.7. When attending a College event in a voluntary capacity, accept the authority of the staff and comply with any reasonable direction.
- 3.2. Parents and/or guardians must not:
 - 3.2.1. Use violence of any kind at any time;
 - 3.2.2. Disparage the College's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the College's Christian ethos;
 - 3.2.3. Interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
 - 3.2.4. Discipline or reprimand a child;
 - 3.2.5. Bully or harass parents, staff, contractors, volunteers, students, and visitors to the College;
 - 3.2.6. 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;
 - 3.2.7. Engage in theft, fraud or misuse of College resources;
 - 3.2.8. 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; or
 - 3.2.9. Smoke on the College premises.

4. Communication

- 4.1. All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 4.2. If a Parent contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- 4.3. Parents wishing to speak to a staff member should make an appointment in advance in order to most effectively discuss a particular query or concern.
- 4.4. 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.
- 4.5. Parents are required to:
 - 4.5.1. Speak to staff, contractors, and volunteers with courtesy and respect;
 - 4.5.2. Communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
 - 4.5.3. Respect the privacy of staff, contractors, and volunteers.
- 4.6. Parents must not:
 - 4.6.1. Raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
 - 4.6.2. Speak to staff, contractors, or volunteers in a derogatory or offensive manner;
 - 4.6.3. Take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;
 - 4.6.4. Post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
 - 4.6.5. Assault (sexually or physically) a staff member, contractor or volunteer; or
 - 4.6.6. Intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

Luther College Parent Code of Conduct

5. Communication with other Students and Parents

- 5.1. Parents are required to:
 - 5.1.1. Speak to other students and parents with courtesy and respect;
 - 5.1.2. Contribute to a positive and friendly culture within the College community;
 - 5.1.3. Support and encourage the values, activities and ethos of the College; and
 - 5.1.4. Respect the privacy of other students and parents.
- 5.2. Parents must not:
 - 5.2.1. Raise their voice when speaking to other students and parents;
 - 5.2.2. Deliberately exclude a student or parent or treat a student or parent differently to other students or parents;
 - 5.2.3. Speak to other students or parents in a derogatory or offensive manner;
 - 5.2.4. Take a photo or video recording of another student or parent without consent from the parent or a parent of the student;
 - 5.2.5. Post a photo or video recording of another student or parent on social media without consent;
 - 5.2.6. 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;
 - 5.2.7. Intimidate, undermine, threaten, bully or harass other students or parents;
 - 5.2.8. Engage in any form of bullying, discrimination, vilification or harassment including cyber bullying or cyber abuse;
 - 5.2.9. Engage in malicious, judgmental or discriminatory gossip either face-to-face or electronically;
 - 5.2.10. Discipline or reprimand a student; or
 - 5.2.11. Disclose the personal details of a student or parent to another person without consent.

6. Social Media

- 6.1. Parents recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent of the College.
- 6.2. When using social media, Parents must:
 - 6.2.1. Respect a person's professional and personal environment and must not harass the College, its staff, its students or the wider parent and friend community;
 - 6.2.2. Act with integrity;
 - 6.2.3. Not use social media to voice grievances about the College;
 - 6.2.4. Make reasonable efforts to ensure that their Student complies with the Acceptable Use of Technology Agreement;
 - 6.2.5. Be respectful to staff, contractors, volunteers, other parents, and/or students; and
 - 6.2.6. Never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.
 - 6.2.7. Not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Christian ethos.

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.

Luther College Parent Code of Conduct

- 7.2. Parents should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures including the College's Grievance Procedure.
- 7.3. When making a complaint to the College, Parents are required to act in a manner consistent with the Parent Code of Conduct.

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 and/or guardian of a student, or a person accompanying the parent, or in their stead, or otherwise, noting that, under the terms of the Enrolment Agreement, this Code of Conduct forms part of that Enrolment Agreement.

9. Related Policies and Procedures

- 9.1. Child Safety Code of Conduct;
- 9.2. Child Protection and Safety Policy;
- 9.3. Privacy Policy;
- 9.4. Enrolment Agreement;
- 9.5. Managing Complaints and Grievances Policy and Procedures;
- 9.6. Positive Workplace Policy and Procedures.

10. Review

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

Date of Original Endorsement: June 2019
Document to be Reviewed: June 2022
Approval Date: June 2019
Document Owner: Principal
Document Editor: EA to Principal