

Overseas Parent Code of Conduct Policy

Alphington Grammar School's community is comprised of a wide variety of individuals and groups with one common goal – we all work together to ensure we are facilitating a high standard of education for our students, so they can aspire to excellence in an innovative and supportive environment.

At Alphington Grammar, we ensure we keep the lines of communication open between our community including our parents, parent liaisons, staff and students. We value the contribution and feedback of our parents and we strongly believe in the benefits of a positive collaboration between all members of our tight-knit School community.

Ensuring that our parents share our School values and understand our Parent Code of Conduct is the first-step to facilitating a positive relationship between the School and our parent community that benefits the growth of each of our students.

1. School Values:

- 1.1. Alphington Grammar School is an independent, non-denominational primary and secondary school. The Alphington Difference is that we measure success by individual achievement, and we encourage all of our students to ensure they are doing the very best they can in all endeavours they undertake, and that they are the best person they can possibly be.
- 1.2. With a School community composed of students from over 30 ethnic backgrounds, we formulate global citizens, and we place a huge importance on embracing and understanding the diversity within modern Australia. **We absolutely do not tolerate discrimination of any kind.**
- 1.3. Our School endeavours to inspire our students to 'Aspire to Excellence' as per our School motto. To achieve this, we need all parents, guardians, parent liaisons, family members and friends of students enrolled at our School to support and encourage the values, activities and ethos of Alphington Grammar School.
- 1.4. This policy applies to all adults including parents, guardians, parent liaisons grandparents, extended family members, and care givers. In the Parent Code of Conduct, the word 'parent' applies to all caregivers as listed above.
- 1.5. We believe parents are highly valuable contributors to our School community, and a huge ally when it comes to enforcing our policy of zero tolerance towards violence of any kind.
- 1.6. This Parent Code of Conduct outlines the way in which Alphington Grammar School requires parents to conduct themselves when visiting our School, communicating with other members of our community (students/staff/other parents), or participating in school activities. Consequences are incurred if breaches of this Code of Conduct occur.

2. Ethical conduct/communication with staff and students and other parents:

- 2.1. Our parents should act in the best interest of students, their families, staff and the school community. Parents play a monumental role in the education of their children we strive to ensure that this influence is positive.
- 2.2. When attending the School or any school-related events, parents must:
 - refrain from engaging in judgmental/malicious gossip (online or directly);
 - refrain from behaviours and actions which constitute bullying, harassment, discrimination or vilification;
 - refrain from offensive, derogatory or insulting conduct/language. This includes wearing clothing that contains offensive words/symbols;
 - appropriately dress befitting the specific occasion;

- refrain from smoking on school grounds within four metres of any entrance (as dictated by Victorian Law);
- not possess alcohol on school grounds, unless the event has been sanctioned by Alphington Grammar School;
- not attend school events if affected by alcohol or other intoxicants;
- never possess illicit drugs on school grounds;
- show proper care and regard for school property, and property of others; and
- abide by all OH&S regulations.

3. Social Media:

- 3.1. Social media can have a range of positive uses for our students, however parents should recognize that there are also a number of ethical and legal issues associated with social media use. This can be directly or indirectly damaging to our School and to individuals within our community.
- 3.2. Parents must abide by the laws and also Alphington Grammar's expectations of Parents as listed below.
- 3.3. When using social media, Parents must:
 - be respectful to Alphington Grammar staff, volunteers, contractors, other parents, and/or students;
 - not discuss or mention the School, its staff or any members of our School community in a negative or defamatory way;
 - make reasonable efforts to ensure that their children comply with Alphington Grammar's *Information Communications Technology Policy*;
 - not use social media to voice grievances about the School;
 - never disclose any personal information of staff, parents, contractors, volunteers, and/or other students to third parties without the individuals express consent;
 - post photographs of students in our school uniform (therefore representing the School and its students) as they have the potential to bring negative connotations towards the School and its staff and students;
 - never make contact with students (other than their own) through any social media platform without the express consent of the student's parents; and
 - never post sexually inappropriate or other material that may damage the reputation of the School.

4. Communication and interaction with staff, other parents and students:

- 4.1. Communication within our School community, both written and spoken, should be courteous and respectful.
- 4.2. When communicating, Parents must:
 - not use abusive language or expletives, insult or engage in violent behaviour on school grounds or any other school related events, or raise their voices;
 - interact in a civil manner with staff, students and other parents at all times;
 - ensure that the relationships they have with students are strictly within accordance to appropriate roles and that favouritism (special treatment, deliberate exclusion) are avoided;
 - not discipline or raise their voice or get involved in verbal altercations with another parent or child in any circumstances;
 - ensure physical contact with students is appropriate given the age of the student and relationship held with them, so as to not raise questions of impropriety; and

- advise Alphington Grammar of any areas of potential conflict, such as parenting and family court orders, in accordance with relevant laws.
- 4.3. Parents must respect privacy of students, parents, staff, contractors and volunteers in the School community.
- 4.4. Alphington Grammar expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to.
- 4.5. Parents must not:
 - post video recording or photo of another student on social media without consent;
 - take a photo/video recording of another student or parents without their express consent;
 - post a photo/video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
 - intimidate, undermine, threaten, bully or harass other students or parents; and
 - disclose any personal details of a student/parent to another person without their consent.

5. Breaches of the Code of Conduct:

- 5.1. With these guidelines in place, we hope that parents can appropriately address any concerns and work with us to ensure they contribute to a harmonious School community that reflects our Alphington Grammar School values and ethos.
- 5.2. The consequences for breaches of this Parent Code of Conduct will be determined by the School Principal and may include the following:
 - the School may ban a parent from entering the School grounds or attending School related co-curricular events or activities;
 - the School may direct that a parent may only communicate with members of our staff through a nominated School representative;
 - email Quarantine – should parents be found to be sending emails which violate this Code of Conduct then the School reserves the right for all emails sent to our teachers via a specific parent to be 'quarantined' (i.e. – approved) by the Senior Management Team before being sent on to the appropriate staff member;
 - in cases of extreme or ongoing breach of this Parent Code of Conduct by a parent, the School may terminate the enrolment of the children of that parent, as determined by the Principal;
 - the School, where appropriate, may involve other authorities; and
 - the School may take such steps as it deems appropriate according to the specific nature of the breach.