

*Howayek Providence Limited trading as*

# MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite ethos and values and will be read in conjunction with other policies and procedures and with relevant legislation.

## PARENTAL CODE OF CONDUCT POLICY

This Policy supersedes all previous policies and procedures relating to matters contained herein.

## Parental Code of Conduct Policy

Mission: *"Inspired by the Maronite Sisters of the Holy Family, we provide high quality learning, nurturing students in their spiritual, academic, physical and social potential, to serve the needs of the broader community."*

Motto:

*Know Love Serve*

Vision: *"We enable our community to grow in the likeness of Christ, striving for excellence as leaders and advocates, and positively transforming our world."*

Ethos:

*"The College strives to instil in students the teachings of Jesus.  
Emphasis is firstly given to providing a Maronite foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.  
Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8).  
Emphasises is on treating all with dignity, service, forgiveness, justice, and love.  
Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends".*

### Introduction

The Parental Code of Conduct has been developed so that parents and those with parental responsibilities are aware of and meet Maronite College of the Holy Family's expectations with regard to their interaction with the College, its staff, other parents and students. Adherence to this Code of Conduct is important to promote positive and productive relationships within the College community.

Maronite College of the Holy Family (the College) values the dignity and worth of individuals and promotes respectful relationships. We aim to create an environment where staff, students and parents/guardians feel safe and secure by acknowledging the rights and responsibilities of each member of the community. The Parental Code of Conduct (the Code) works in conjunction with the Staff Code of Conduct, Student Welfare, Student Behaviour Management, Curriculum and Assessment and the Enrolment Contract. These documents provide the principles, guidance and processes to ensure that all rights and responsibilities are recognised and protected.

Maronite College of the Holy Family promotes a collaborative partnership between parents/guardians, staff and students. We do this by demonstrating:

- Clear expectations of conduct for all members of the College community.
- Recognition of the role of parents/guardians as primary caregivers.
- Recognition that the needs and interests of students are at the centre of all communication.
- Listening to and discussing parent/guardians concerns.
- Maintaining appropriate confidentiality in all relevant settings.
- Resolution of issues in a timely manner.

### Principles

This Code of Conduct is based on the Gospel values of justice, love, integrity and forgiveness. The pursuit of Veritas (truth) entails consistency between words and actions, between values and practice, and leads to commitment and service.

As an faithfilled educational community, we expect that all members will uphold a high standard of behaviour that is consistent with the vision, values and ethos of the College and Maronite church and demonstrate in actions and words a positive role model for your children.

### **Safe and Supportive Environment**

Maronite College of the Holy Family is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the College. It is important that parents/guardians recognise, respect and comply with these policies and procedures and have their children adhere to the College requirements, and support these decisions.

Parents/Guardians are expected to work collaboratively with staff so that students at Maronite College of the Holy Family can grow and flourish in a supportive environment.

### **Parents/Guardians Expected Standard of Behaviour**

As a faithfilled community, we expect that all members will uphold a high standard of behaviour that is consistent with the principles and values of the College and Maronite church. Maronite College of the Holy Family's parents/guardians should abide by the following College standards and expectations.

1. The right to be treated with respect and dignity.
2. Be treated in a caring and polite manner.
3. Actively listen to verify facts not hearsay.
4. Act in the best interest of each person and for the good of all in our community.
5. Support the Executive Principal and Staff in the development of a faithfilled learning community.
6. Cultivate engaging, respectful conversations with mutual trust.
7. Maintain the integrity of confidential, private and sensitive information.
8. Refrain from discussing grievances regarding the College in front of your child, or with any other member in our community.
9. Never approach another student to chastise or physically touch them because of actions or conflict involving your own child.
10. Address conflict and differences adhering to the correct procedures with respect, civility and dignity, and work towards a resolution.
11. Refrain from engaging in malicious or judgmental gossip that impacts negatively on the College and members of the College community either directly, or through other media including electronic.
12. Never engage in behaviour that constitutes bullying, harassment, discrimination or vilification.

### **Interaction with Staff**

It is important that parents/guardians show respect for staff and not publicly criticise them or seek to undermine their authority.

If a parent/guardian has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Executive Principal or Executive Principal's delegate. When doing so, parents/guardians should observe the rules of conduct set out in this Code.

Parents/Guardians must not be confrontational or criticise but conduct themselves in a manner that upholds the ethos and reputation of the College. There is no place in the Maronite community for rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating, sarcastic or derogatory language and physical abuse or intimidation toward staff, students and other parents/guardians.

The College has a duty of care to protect all staff and for this reason any verbal or physical aggressive or abusive behaviour will not be tolerated.

### **Interaction with Students**

As adults of the Maronite community, we have a responsibility to protect, nurture and support all our students at all times. Adults are often perceived by children and young adults as holding a position of authority regardless of their relationship. Therefore, it is the responsibility of each and every adult, not take advantage of this.

As adult members of Maronite College of the Holy Family community it is the responsibility of each parent/guardian to;

1. Never make negative comments about Staff which undermines trust, confidence and professionalism.
2. Never approach a student directly about an issue or concern.
3. Never confront a student in an aggressive or abusive matter.
4. Never make unwelcome or unwanted physical contact with a student.
5. Seek appropriate avenues to resolve issues and concerns such as, the Class Teacher, Executive Principal or Executive Principal's delegate.
6. Actively support the College's Student Welfare Policy & Procedures and Student Behaviour Management Policy and Procedures.

The College has a duty of care to protect all students and for this reason, any verbal or physical aggressive or abusive behaviour by an adult towards a student will not be tolerated. The Executive Principal has the right to enforce consequences to any adult who does not adhere to this Code of Conduct Policy in order to protect students from the risk of harm.

### **Communication**

All communication between students, parents/guardians, staff members and other members of the College community whether verbal or in writing should be conducted in a courteous and respectful manner as befits the Maronite values and ethos. Such communications should:

- Show respect, courtesy and consideration.
- Not harass or bully another person.
- Not use intemperate language.
- Not be confrontational.

### **Emails and Phone Calls**

Teachers are very busy people they often attend meetings before and after school, are rostered on before and after school duty, write and assess mandatory programs, prepare lessons, mark students' work and complete administration tasks. During school hours they teach your children, meet with students and are rostered on duty supervising different areas at break times.

Thus, teachers are provided with 48 hours to respond to parent/guardian emails or return phone calls. If urgent, parents/guardians are asked to contact the College office. The Administration Officer will ensure the teacher receives the urgent message before the afternoon bell goes.

Teachers are not expected to respond to parent/guardian emails or phone calls after 4pm on Friday or over the weekend, as the weekends are considered their personal time.

### **Parent Meeting**

Maronite College of the Holy Family conducts regular meetings between staff and parents/guardians at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of the student's schooling.

If a parent/guardian wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College office.

Any classroom teaching issues, parents/guardians first point of call is the classroom teacher (primary) or subject teacher (secondary). Parents/Guardians are not to approach other students or families regarding issues they may have with the College.

Meetings must be conducted in an atmosphere of mutual respect with the aim of resolving any issues that may have arisen. Intimidating or aggressive behaviour will not be tolerated and meetings may be terminated should this behaviour arise. If the aggressive behaviour and harassment by a parent/guardian continues, the Executive Principal maintains the right to impose parental sanctions.

### **Discipline**

Maronite College of the Holy Family expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and values of the College. Parents/Guardians are expected to support the College in relation to its "Student Behaviour Management Policy and Procedures" and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair consequence. The College will not engage in debate about the details of the conduct for the appropriateness of the consequence.

In relation to more serious disciplinary matters which may result in suspension or expulsion, the College will inform parents of the matter and will deal with it in accordance with the 'Student Behaviour Management Policy and Procedures'. While parents/guardians will be consulted, the final decision will be the College's.

### **Sport**

Parents/Guardians are welcome to attend sporting events but should exercise restraint when supporting College teams. In particular, they should not abuse, threaten, or otherwise seek to intimidate an umpire or referee or direct such abuse against a player, or any School representatives.

The sports coaches at the College pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents/guardians to complain about the failure of the child to be picked for a particular team.

### **Social Media**

Media is the collective of online communication channels dedicated to community-based input, interaction, content-sharing and collaboration such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites. There are a number of ethical and legal issues associated with the use of social media that all members of the College community need to respect. Social media is no different to other forms of publishing in terms of defamation.

#### **Parents/Carers must comply with the following when using any form of media:**

- The College, staff members and students, parents/carers and other members of the community should not be discussed or represented in a negative or defamatory way.
- Photographs of students in school uniform should not be posted if they present the College, its staff or students in negative ways.
- Email addresses or any personal contact details of parents/carers, staff and students should not be given to other people without the express consent of the relevant parties.
- There is not to be recording or filming without the knowledge and consent of the other party.

### **Separated Parents**

In the case where some students have parents that are separated or divorced. Parents should not attempt to involve the College in any parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. Maronite College of the Holy Family will of course, observe any orders made by a Court in relation to a student or communications with parents.

### **Complaints**

Please refer to the “Complaints Handling Policy and Procedures for All Stakeholders.” If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

### **Failure to Observe this Code of Conduct**

If a parent/guardian fails to observe this Code of Conduct after being warned about a breach, the College may


- Limit access to a teacher or staff member.
- Limit access to College premises, sporting events or other College events
- Terminate the enrolment of the student/s.
- The College may involve other authorities where appropriate or required by law.

## RELATED LEGISLATION AND REGULATIONS

Commonwealth Privacy Act 1988  
Privacy and Personal Information Act 1998 (NSW)  
Defamation Act 2005  
Anti-Discrimination Act 1977 (NSW)  
Racial Discrimination Act 1975  
Sex Discrimination Act 1984  
Age Discrimination Act 2004  
Commonwealth Disability Act 1992  
Fair Work Act 2009 (Catholic)  
Crimes Act 1900  
Children & Young Persons (care and protection) Act 1998 (NSW)  
Governance Standards  
Education Act 1990 (NSW)  
Inclosed Lands Protection Act 1901 (version November 2019 to date)

## RELATED MCHF DOCUMENTATION

Enrolment Policy and Procedure.  
Child Protection Policy and Procedures.  
Student Welfare Policy and Procedures.  
Student Behaviour Management Policy and Procedures.  
Privacy Policy.  
Anti-Bullying Policy.  
Complaints Handling Policy and Procedures for All Stakeholders.  
Staff Code of Conduct Policy and Procedures.

POLICY DATES			
<b>Implemented</b>	September 2023	<b>Reviewed</b>	27/11/2023
<b>Next Review Due</b>	September 2027		
POLICY AUTHORISATION			
<b>EXECUTIVE PRINCIPAL:</b> Sr Margaret Ghosn	<b>SIGNATURE:</b> 		<b>DATE:</b> 28/11/2023
POLICY DETAILS			
<b>Policy Number:</b> 0071A <b>Policy Version:</b> 0001, 0002 <b>Reference:</b> AISNSW 2023 Tracked Changes: Explicitly stating College standards towards students.			

