

## What parents can expect from a staff member if communication becomes inappropriate:

In cases where a parent does not interact respectfully with staff at any time, either in person within or outside of the school grounds, during a phone call, a diary note, or via email, the staff member may take one of the following actions:

1. Request that the parent cease their inappropriate communication in order to allow appropriate communication to proceed.
2. Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.
3. Request another staff member be present for the remainder of the meeting, if the meeting is to proceed.
4. Lodge a complaint against the offending parent.

## What parents can expect from the School:

**The School takes seriously any issues that are brought to its attention.** If parents express their concerns to the School, they can expect to be treated with courtesy and respect in order to try and resolve the matter. **As a general guide, parents should follow the below steps:**

**Step 1** - Raise your concerns with your child's teacher first, not with other parents.

The concept of "I'll take it to the top" (i.e. the Principal) is not the first step to take, as the Principal will not have the knowledge of the situation and will therefore redirect you back to the teacher.

**Step 2** - If you feel unsatisfied with the teacher's response or handling of the matter, you can **redirect your concerns to the School Co-ordinator** (Junior or Upper Primary School) or (Middle or Senior School).

**Step 3** - If you still feel unsatisfied with the school Co-ordinator's response or handling of the matter, you can **redirect your concerns to the Head of Primary or High School.**

**Step 4** - If you still feel unsatisfied with the Head of Primary or High School's response or handling of the matter, **you can redirect your concerns to the Principal.**

Each situation will be considered as it arises, based on the issue.

## Breaches of this Code of Conduct

With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious school community that reflects and builds on the School's values.

The consequences for breaches of this Code of Conduct will be determined by the Principal and may include one of the following:

1. The School may direct that a parent may only communicate with members of staff through a nominated School representative.
2. The School may ban a parent from entry to School grounds or from attending co-curricular activities or other events.
3. In cases of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
4. The School may, where appropriate, involve other authorities.
5. The School may take other such steps as it deems appropriate according to the nature of the breach.



## Code of conduct

for parents/caregivers within the Cedar College community



Safe, Supportive  
**Community**

Steps to providing a school community that values and respects each person, as we work together to educate and support our students, and one another.



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## Why do schools need a Code of Conduct?

All schools are encouraged to develop and hold to a Code of Conduct for staff, parents/caregivers and students.



As a Christian school, we value Jesus' teaching on how to treat others. This has become known as "The Golden Rule" of community: "Do to others whatever you would like them to do to you." (Matthew 7:12). In fact, the Bible goes a step further and suggests that we should "in humility value others above yourselves." (Philippians 2:3).

With this in mind, we recognise that the Cedar College community contains a wide variety of individuals and groups. We work together to educate students to become confident, well-educated girls and boys, prepared to lead happy, successful lives and make contributions to local and global communities. Shared community values enable the members of the Cedar College community to work together and enjoy the fellowship that arises from our collaborative efforts.

## Cedar's Core Values

Discover Jesus, Display Love, Develop Self.

The Code of Conduct reflects our values and is intended to:

1. Provide a set of general principles to guide parents in their interaction with staff, students, parents and other members of our school community;
2. Communicate the School's expectation as to how parents conduct themselves when on the School grounds or at School events; and
3. Explain how parents can direct their concerns.

## Who does this policy cover?

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, care-givers, volunteers, helpers and any others who are involved in activities or communication related to Cedar College.

For the purpose of this policy, the term "parent" refers to all of the caregivers or community members that are listed above.

## Ethical Conduct

Parents play a key role in the education of their children and should act in the best interests of students, their families, staff and the School community.

### Parents are students' most significant role models.

Accordingly, the School expects a high standard of personal behaviour from parents when they are on School grounds, attending events or communicating with staff, students and other members of the School community.

#### For example:

1. Refraining from engaging in malicious or judgemental gossip (either directly or online), and ensuring that anything they say about others is fair and truthful.
2. Refraining from actions and behaviour that constitutes bullying, harassment, discrimination or vilification.
3. Refraining from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
4. Dressing appropriately according to the occasion.
5. Not smoking on School grounds or within 5 metres of the School boundary.
6. Not possessing alcohol on School grounds.
7. Not attending School events if affected by alcohol or any other intoxicant.
8. Showing proper care and regard for School property, the property of others, and Workplace Health and Safety considerations.

## Communication and interaction

- with staff, parents, students and other members of the school community:

1. Parents are expected to interact civilly with staff, students, parents and other members of the school community at all times.
2. Written and spoken communication should be courteous and respectful. For example: negative/critical tone or notes written in diary/Canvas etc. are to be avoided.
3. Abusive language, raising your voice, insulting or violent behaviour to anyone on School grounds or at any School-related event, is not appropriate.

4. Whilst interaction between students can sometimes be unruly, it is **not appropriate** for a parent to discipline, chastise/correct, speak or behave in an unruly way, to another parents' child. This includes physical contact.
5. In some circumstances, parents are required by law to advise the School of areas of potential conflict, such as parenting and Family Court orders. Cedar College expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to.
6. If the teacher is part time, please take into consideration their working days. It may mean the earliest response from the teacher may be the following week. However, if the matter is urgent, please contact the co-teacher or co-ordinator.

## Use of Social Media

Social media can be defined as how we use technology to communicate and connect with others.

Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.

We believe that **parents should set an example to their children** by refraining from using Social Media to bully, defame, verbally attack, intimidate, threaten, slander or deliberately hurt others in any way.

**Parents can ensure they abide by the relevant laws, and Cedar's expectations of its parents, by adhering to the following:**

1. Cedar, its staff and members of its community (other parents, students etc.) should not be mentioned or discussed in a negative/defamatory way.
2. Photographs/videos of students in school uniform represent the School and its students, and should not be posted if they have the potential to bring negative connotations towards the School or its staff and students.
3. Photographs/videos containing other students should not be posted without the express consent of the other child/children's parents.