



Parent Code of Conduct

Rationale

Darul Ulum College values and welcomes the participation of parents and carers, recognising the crucial role parents play in their children's academic, social, emotional, and physical development.

As members of our school community, parents are expected to conduct themselves in a lawful, ethical, safe, and responsible manner, respecting the rights of others and adhering to school policies and procedures.

All members of our school community, including staff and students, are guided by a comprehensive code of conduct. Recognising the vital role parents play and their partnership with the school, this Parent Code of Conduct has been developed to ensure parents also uphold the same standards of behaviour and respect that contribute to a positive and supportive learning environment for all.

This policy applies to all adults involved in activities or communication related to the school, including parents, guardians, stepparents, grandparents, advocates, and others.

This policy must be read in conjunction with the Enrolment Policy and the Complaints Management Policy and Procedures.

Implementation

Communication

All interactions with members of the school community must be underpinned with respect and courtesy. This is achieved by:

1. The use of courteous and respectful language, both written and spoken, in all communications with staff and members of the school community.
2. Respect the privacy and confidentiality of members of the school community.
3. Respond to any concerns raised by the school about your child by cooperating, providing necessary information, and attending meetings as needed.
4. Provide the school with the necessary and accurate information in relation to your child's continued enrolment in the school, up to date contact details, health and educational needs. It must be noted that the school may not be able to accommodate for every need.
5. Where required, raise a complaint or provide constructive feedback using the correct channels as per the guidelines outlined in the Complaints Management Policy.
6. The primary focus of school staff is the welfare and education of students, which occupies most of the school day. As such, staff members are not expected to respond to emails and

phone calls immediately unless there is an emergency. Responses are not required outside of normal working hours or during school holidays.

Unacceptable Conduct

7. The use of disrespectful, profane, insulting, harassing, aggressive, or otherwise offensive language, both written and spoken, is strictly prohibited and will not be tolerated.
8. Engage in any malicious or judgemental gossip relevant to the school or members of the school community.
9. Communicate with any student outside of the school, including by email or social media, without the prior consent from the student's parents.
10. Create any online website, forum, or group that features the school's logo or name in its title or implies that it is operated or endorsed by the school.
11. Post any defamatory, offensive, or derogatory comments about the school, students, parents, or staff on social media platforms. Such conduct may result in legal ramifications.

Visiting School Grounds & Participating in School Events

All parents and visitors must:

1. conduct themselves in a professional, respectful and civilized manner;
2. comply with the Conditions of Entry displayed at the school's main entrance;
3. comply with traffic management and car parking arrangements;
4. observe modest clothing compatible with Islamic teachings;
5. sign the visitors' register at the school reception;
6. show appropriate care and courtesy to the property and people;
7. comply with any reasonable instruction given by a staff member;
8. comply with all safety and emergency procedures in place;
9. obey all signs displayed on school premises (e.g. No smoking & vaping, etc.)

Unacceptable Conduct

10. No parent or carer is permitted to directly approach another person's child while they are under the school's care to discuss or reprimand them for their actions. Such conduct may infringe on the child's rights and could potentially have legal ramifications. Common sense should be applied if the child is in immediate danger.
11. No parent or visitor is permitted to meet with school staff without an appointment and prior booking. This can be arranged through the reception.
12. No parent or visitor is permitted to enter the school buildings, classroom, staff rooms and play areas without prior approval from the reception.
13. No parent or visitor is permitted to take photos or record videos or other recordings of other students and/or staff during school hours and at school approved activities without the prior consent from the child's parents, the staff member and the school's management.
14. No parent or visitor is permitted entering the school premises while being in the possession of or under the influence of alcohol or drugs.
15. No parent or visitor is permitted to carry or use any object, whether as a weapon or otherwise, to threaten or intimidate another person.

Conflict Resolution

1. Parents have the right to raise issues and concerns related to the education and wellbeing of their child or school matters.
2. Parents are initially requested to raise the concern with the relevant class teacher or level coordinator. This can take place through email or by seeking to meet the with the staff member, provided the concern is not related to that specific staff member. If the parent is dissatisfied with the outcome or for more serious concerns, then the procedures outlined in the Complaints Management Policy and Procedures must be followed.
3. Parents must ensure that they raise their issues and concerns with the right person by following the correct communication channels as per the details outlined in the Complaints Management Policy and Procedures available on the school's website and on Schoolbox.
4. Parents should recognise and respect that the school employs skilled educators and professionals who are trained to make daily decisions regarding academics, discipline, extracurricular activities, and student wellbeing. While the school will always consider the interests of each parent's child, its decisions must ultimately reflect the needs and interests of all students and the broader school community.

Consequences of a Breach to the Parent Code of Conduct

The Principal has absolute discretion in determining how to address concerns regarding a parent's compliance with this Code of Conduct. If the Principal believes a parent has breached this code, they may take one or more of the following actions, not necessarily in any particular order:

1. Request that the conduct cease immediately.
2. Issue a written warning.
3. Ban the parent (or other relevant person) from the school grounds, either temporarily or permanently.
4. Exclude the parent (or other relevant person) from school activities or events.
5. Require that the parent (or other relevant person) only communicate with a designated school representative.
6. Terminate the enrollment of the parent's child(ren) or withdraw the offer for enrolment if deemed necessary.

It must be noted that staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel a parent or visitor is conducting themselves inappropriately, they are encouraged to indicate this and request that the behaviour ceases immediately. If it continues, or if a staff member believes a parent's actions are posing a risk to their or others' health and wellbeing, they are authorised to remove themselves from the situation. This may include immediately ending a meeting or phone call or requesting that the parent leave the school grounds or a school activity or event immediately.

Right to Appeal

This policy will apply to any decisions made by the Principal under this Parent Code of Conduct and decisions may be appealed using the school’s procedures for complaints and resolutions.

This Parent Code of Conduct is subject to change and adjustment as deemed necessary by the school Board of Directors.

Date of Review	Next Review
Term 3, 2024	Term 3, 2026
Principal’s Endorsement: <i>A. Cebaluh</i>	