



CODE OF ETHICS

(Parents)

HANDBOOK

FOR

PARENTS

ST FRANCIS DE SALES COLLEGE
ELECTRONICS CITY
BANGALORE - 100

INTRODUCTION

At St Francis de Sales College (the College), we believe our partnerships with parents of students at the College contribute to the high standard of education. This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to cooperate with College management when expected, participating in College activities and communicating with members of our community (including students, staff and other parents).

This Parent Code of Conduct will help guide our partnership with parents and ensure a safe and welcoming environment for community and learning. Code of conduct is published during the parent teachers' meet of the first term of the academic year.

WHEN ATTENDING THE COLLEGE, PARENTS AND/OR GUARDIANS MUST:

- (a) Comply with all safety policies and procedures in place from time to time at the College;
- (b) Comply with relevant legal obligations under the legislation and any court order;
- (c) Sign-in at Reception on entry to the campus;
- (d) Parents are not permitted to enter a classroom or loiter in the building without prior permission.
- (e) Listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, presentation, class event, or public meeting;
- (f) Treat all parents, staff, volunteers, students, and visitors to the College with courtesy and respect;
- (g) Accept the authority of the Faculty when you're in the campus and comply with any reasonable direction.

Parents and/or guardians must not:

- (a) Interrupt or disrupt a lecturer whilst classroom instructions or learning activities are taking place;

- (b) Discipline or reprimand a student about their behaviour if that student is not their own son or daughter;
- (c) Bully or harass other students, parents, staff, and visitors to the College;
- (d) Visit the College whilst intoxicated on drugs or alcohol.

When communicating with staff of the college

If a parent and/or guardian contacts a staff member, volunteering in relation to a query or concern, the recipient will respond within a reasonable period of time.

In order to most effectively discuss a particular query or concern, parents and/or guardians wishing to speak to staff members, (either in person or over the phone) must make an appointment in advance.

Parents and/or guardians must:

- (a) Speak to staff, with courtesy and respect;
- (b) Respect the privacy of staff, contractors, and volunteers.

Parents and/or guardians must not:

- (a) Raise their voice or interrupt whilst a staff member, is trying to speak;
- (b) Speak to staff, others in a derogatory or offensive manner;
- (c) Take a photo, video recording, or audio recording of a staff member, without prior consent;
- (d) Post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (e) Assault (sexually or physically) a staff member,
- (f) Intimidate, undermine, threaten, bully or harass staff.

WHEN USING SOCIAL MEDIA

Parents and/or guardians 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 and/or guardian of the College.

When using social media, parents and/or guardians must:

- a) Respect a person’s professional and personal environment and must not harass other people online;
- b) Act with integrity;
- c) Make reasonable efforts to ensure that their children comply with the College’s ICT Protocols;
- d) Be respectful to staff, other parents, and/or students;
- e) Never reveal confidential information relating to the College, staff members, other parents, and/or students at the College.
- f) Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

FILING A GRIEVANCE

Parents and/or guardians have the right to raise issues and concerns related to the education of their sons and daughters or other matters relating to the College.

- a) Parents and/or guardians 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.
- b) When making a complaint to the College, parents and/or guardians are required to act in a manner consistent to the Parent Code of Conduct.

CONSEQUENCES OF BREACH OF THIS PARENT CODE OF CONDUCT

1. Any parent and/or guardian, student, staff member, may notify the Principal of a possible breach of the Parent Code of Conduct.
2. The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct.
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.

