



# CHRYSALIS PARENT/GUARDIAN CODE OF CONDUCT

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### 1. RATIONALE

At Chrysalis, we believe that parents/guardians play a crucial role in the academic, social, emotional and physical development of their children and we value community participation and input. We also believe that all students, parents, teachers, support staff and volunteers have the right to be safe and feel safe in the School community. With this right comes the responsibility to be accountable for actions that put at risk the safety or wellbeing of others.

### 2. AIM

This Code of Conduct is intended to be made available to Chrysalis Montessori School (the School) parents and guardians at the commencement of their children's enrolment and to be available to parents or guardians during the course of the enrolment of their children or involvement with the School. The Code forms comprehensive directions to parents and guardians as to their expected rights and responsibilities.

This Code of Conduct provides guidelines for the effective development of positive relationships within the School Community and assists in promoting the values that are in keeping with the School's purpose and values.

### 3. PARENTS' & GUARDIANS' RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• To be treated with courtesy and respect.</li> <li>• To be treated respectfully without fear of discrimination, harassment or bullying from other members of the school community.</li> <li>• To have School related problems listened to and acted upon justly.</li> </ul>	<ul style="list-style-type: none"> <li>• To treat others respectfully and to be aware of and follow the policies and procedures of the school.</li> <li>• Communicate with students, staff members, parent/guardian(s), visitors in a courteous manner</li> </ul>

<ul style="list-style-type: none"> <li>• To an enriching education for your child based on the school values and Montessori pedagogy of the school.</li> <li>• To expect that their child will be offered necessary assistance with learning</li> <li>• To have class programs, routines and behaviour expectations clearly explained</li> </ul>	<ul style="list-style-type: none"> <li>• To learn about the Montessori Method of Education and its implementation at our school.</li> <li>• To support the Montessori philosophy, goals, values and activities of the School</li> <li>• To support the School in the implementation of learning experiences generally and individual programs specifically</li> <li>• To ensure their child attend school and is punctual</li> </ul>
<ul style="list-style-type: none"> <li>• To be given opportunities to be actively involved in your child's school and education.</li> </ul>	<ul style="list-style-type: none"> <li>• To be actively involved and interested in your child's education and in the school community.</li> <li>• To respect the classroom as a learning environment for your child.</li> </ul>
<ul style="list-style-type: none"> <li>• To a safe and secure environment for your child.</li> <li>• To be informed of relevant behaviour, problems and progress of your child</li> </ul>	<ul style="list-style-type: none"> <li>• To learn about and support the expectations embodied in the Student Code of Conduct and the particular rules of the child's classroom.</li> <li>• To support the Chrysalis Student Behaviour Support Policy</li> </ul>
<ul style="list-style-type: none"> <li>• To information regarding your child's abilities and developments (social, emotional physical and academic).</li> </ul>	<ul style="list-style-type: none"> <li>• To inform teachers of perceived areas of need and relevant information on history and background which may affect learning.</li> <li>• To work with staff on optimising your child's learning experience by engaging outside providers if necessary.</li> <li>• To work with the teacher in a partnership when his or her own child has been identified as needing extra help or assistance.</li> </ul>
<ul style="list-style-type: none"> <li>• For information provided to the school to be kept confidential</li> </ul>	<ul style="list-style-type: none"> <li>• To provide information to the School about your children or circumstances, that may impact on their learning, to the School</li> </ul>
<ul style="list-style-type: none"> <li>• That the school board, staff, students adhere to their codes of conduct and school policies.</li> </ul>	<ul style="list-style-type: none"> <li>• To follow the process as outlined in the Negotiation Concerns Policy when making a complaint</li> </ul>

#### 4. FOLLOWING SCHOOL PROCEDURES

The Parent/Guardian(s):

- attend working bees up to 6 hours per semester otherwise a \$50 fee is payable per hour.
- use their reasonable endeavours to attend parent-teacher interviews whole school events and Parent Education evenings
- must not use social media to denigrate the School, staff, students or other members of the School community.
- follow negotiations procedures for complaints

## 5. KEEPING THE SCHOOL INFORMED

The Parents must as soon as possible notify the School:

- in writing if your contact details change (telephone, email and address)
- if the Student is absent from the School due to ill health or other reason
- in writing, if there are orders or arrangements with respect to the student concerning custody or access, or changes to them or other orders which are relevant to the education and welfare of the student and if requested by the School, provide evidence and details

## 6. MISCELLANEOUS

### **Leave**

If the Parent/Guardian(s) wish to seek leave for their child not to attend School they must apply to the School Principal.

### **Provision of reports by the School**

The School will provide academic reports to the email addresses notified by the Parent/Guardian(s). Where the Parents are separated or divorced, reports will be provided to both Parents unless there is an Order of the Court or an agreement that reports are to be sent to only one Parent.

### **Fees and Charges**

The Parent/Guardian(s) of each student are jointly and severally liable for all fees and charges and any other amounts due to the School.

A terms notice is required for withdrawal of your child from the school otherwise a terms fee is applicable.

### **Privacy Policy**

The Parent/guardian(s) acknowledge that they have read the School's privacy policy.



## Parent/Guardian Code of Conduct

Parent/Guardian one:

I \_\_\_\_\_ have read, understood and agree to comply with the terms of the Chrysalis Parent/Guardian Code of Conduct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian two:

I \_\_\_\_\_ have read, understood and agree to comply with the terms of the Chrysalis Parent/Guardian Code of Conduct.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Principal Signature : \_\_\_\_\_ Date: \_\_\_\_\_