



Code of Conduct for Parents

Mission of the School

Provide quality and holistic education catering to all sections of society.

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Actively encourage students to grow in wisdom and stature so that they become enlightened, responsible, contributing members of society.

Role of Parents

At St. Joan's, we acknowledge the role of parents in the all-rounded development of our students and lay emphasis, on parent engagement in understanding individual student's needs and identifying areas of development.

In admitting your child to St. Joan's, you as a parent, acknowledge your commitment and responsibility in actively being engaged with the school community to bring out the personal best in your child.

The code of conduct aims to provide guidance on the following areas:

- Provide a set of general principles to guide parents in their interaction with members of the school community
- Communicate the School's expectation, as to how parents conduct themselves
- Explain how parents can direct their concerns.

What parents can expect from the School

- Provide quality and holistic education to your child and support their learning and development needs.
- Always encourage your child to perform to their personal best.
- Support your child to grow in wisdom and stature so that he/she can grow to become an enlightened, responsible, contributing members of society.
- The School takes seriously any issues that is brought to its attention and will investigate all matters independently following a fair and transparent process.
- At St. Joan's, parents can see the class teacher or subject teacher after 3:40 p.m. / 12:45 p.m. (dispersal time) on the school premises during school session, to discuss their academic development or any concern related to the student's general wellbeing.



However prior appointment must be taken for this by writing to the class teacher via the diary or contacting the school office.

- As a general guide, minor issues may be raised with your child's teacher or the School Office.
- Cases of more serious nature, like inappropriate conduct or misconduct by any student, staff member or member of the greater school community or any outsider ought to be directed to the Principal/Headmistress or Vice Principal/Assistant Headmistress of the School in writing or by seeking a physical appointment as soon as the concern or incident occurs.

Ethical Conduct

Parents are students' most significant role models. They play a key role in the education of their children and should act in the best interests of the School community.

Accordingly, the School expects a high standard of personal behaviour from parents.

Examples:

- Refraining from engaging in malicious or judgmental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.
- Refraining from actions and behaviour that constitutes bullying, harassment, discrimination, or vilification.
- Refraining from insulting, or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
- Refraining from offering incentives, gifts, or bribes to members of the school community.
- Dressing appropriately according to the occasion.
- Not smoking on School grounds or within 5 meters of the School boundary.
- Not attending School events if affected by alcohol or any other intoxicant.

Communication and interaction with staff, other parents and students

- Parents are expected to interact civilly with all members of the school community.
- Written and spoken communication should be courteous and respectful.
- Abusive language, raising your voice, insulting or violent behaviour to anyone on School grounds or at any School-related event, is not appropriate.
- Physical contact should be avoided unless there is a reasonable health and safety concern.



- Parents are expected to ensure that physical contact with any student is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise.
- Whilst interaction between students can be unruly, it is not appropriate to discipline another parents' child whilst on school grounds, unless there is a reasonable health and safety concern.

What parents can expect from the school if communication becomes inappropriate

- In cases where a parent does not interact civilly with staff, either in person in or outside of the school grounds, during a phone call, or via email, the staff member may take one of the following actions:
 - Request that the parent cease their inappropriate communication in-order to allow the communication to proceed.
 - Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.
 - Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such.
 - Lodge a complaint against the offending parent.

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 several 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 several potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.
- Parents can ensure they abide by the laws and the School's expectations of its parents, by complying with the following:
 - The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
 - Photographs 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 Schools or its staff and students.



- Photographs containing other students should not be posted without the express consent of the other child/children's parents.
- Email addresses of parents, staff and students should not be given to anyone.
- Parents are not permitted to make contact with other students via any form of social media without the express consent of the student's parents.

Responsibilities of Parents

Rules and Regulations

- Ensure compliance with the school's rules and regulations and keep themselves up to date of the same.
- Rules and Regulations can be found in the following places:
 - school website,
 - communicated via the school official email
 - school diary

Your child's safety and wellbeing is our primary concern. Keeping this in mind please ensure the following:

SAFETY AND WELL BEING

The safety of our students is our primary concern.

- The school is under 24 hr. CCTV surveillance

ID CARD

- Considering the safety and security of your child:
 - Identity Cards are issued to all students
 - For Bus Students
 - Parents must ensure the person coming to collect the student at the bus stop or if there is a need to collect the student from the school on a particular occasion, carries the School ID Card.
 - For Students commuting by personal transport
 - The Escort who comes to collect the student **MUST CARRY** the students ID card and present it to the school authorities at the time of dispersal.
 - NO student will be released without the PHOTO ID Card being presented.
 - Loss or damage of the ID Card must be reported immediately



- For replacement of cards, application must be submitted in writing to the School Office
- Only the person carrying the ID card of a student will be allowed inside the school premises

CONTACT DETAILS

- Keep the school informed of your most up-to date contact details including:
 - Mobile Number
 - Address
 - Email Address
 - Emergency Contact Name
 - Emergency Contact Number

PUNCTUALITY AND ATTENDANCE

Punctuality is the key to success in life. A punctual and disciplined student always gets respect and social acceptance and will grow into a successful human-being.

- Students must maintain at least 90% attendance
- Parents must ensure that their child attends school regularly
- It is mandatory for all students to attend the morning assembly
- Student's arriving after the times mentioned below will be sent home
 - St. Joan's School Newtown – 8:00 a.m.

All students must attend school on the first and last day of each academic session.

- Students must not go on vacation outside the prescribed school holidays.
- Students not attending school punctually might have their name struck off the Rolls.
- Students must take part in all school activities; this regulation also applies when such activities take place out of the usual school hours.

MEDICAL LEAVE

- Students unable to attend school for medical reasons must provide a Medical Certificate
 - Application for sick leave in excess of 3 days must be accompanied by a doctor's certificate and a cover letter from the parent



MEDICAL CONDITIONS

- Parents and students must inform the school of any known medical condition or allergies requiring special attention in writing at the beginning of each school term or as and when it occurs.
- Children affected by infectious diseases or those who might have been exposed to such diseases in their homes/community must take appropriate action, seek medical advice and complete quarantine period before joining the school.
 - This should be indicated on the medical certificate and a fit to study letter
- Students **MUST NOT** come to school if they are unwell under any circumstance, including class tests or exams as the school always has a holistic approach when determining student performance and promotion.
 - If a student comes to school despite being unwell, he/she will be marked "0"
 - if there is a text or examination and at the same time parents will be called to take the student back home immediately.

IF YOUR CHILD IS UNWELL

As parents you **MUST NOT** send your child to school if they are unwell under any circumstance.

- If the child comes to school in spite of being unwell, he/she will be marked "0" if there is a text or examination and at the same time parents will be called to take the student back home immediately.
- If your child falls ill in school or gets hurt, the school will provide immediate first aid and or take your child to the nearest hospital for medical intervention
 - The school will contact parents if there is an emergency, as a parent you must act immediately, co-operate with the school and if required come to school immediately to collect your child.
- Inform the school of any known medical condition or allergies requiring special attention in writing at the beginning of each school term or as and when it occurs.

COMMUNICATION

- Treat all communication from the school via phone, email, text message as top urgent and take appropriate action
- Check and sign the students school diary and official school email, on a regular basis, read and understand all communication.
- In case of any doubt or concern, contact the School Office immediately.



- Take the opportunity, to interact with the student's teacher as soon as there is any concern, by making a visit to the school in person during home time.
- Advise the School of areas of potential conflict, such as parenting and family court orders.

FEES

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- School fees are published on the school website www.stjoans.edu.in
- School fees must be paid online via ERP.
- The school does not accept fees in cash in the school.
- Transaction charges, if any, for online payment of fees, must be borne by the payee.
- **Fees** once paid are not refundable.
- Late fee of Rs. 10/- per day payable, if fees paid after due date.
- **If School Fees are outstanding beyond 1 quarter** without written approval from the school, the **student's name will be removed** from the Class Roll.
- Re-admission Fee will be applicable.
- School Fees can be paid **Quarterly** or **Annually**.

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 school management and may include one of the following:
 - The School may ban a parent from entry to School grounds or from attending co-curricular activities or other events.
 - 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.
 - The School may, where appropriate, involve other authorities.
 - The School may take other such steps as it deems appropriate according to the nature of the breach