



**Emmaus
Christian
School**

Parent Handbook 2021

Primary & Secondary Schools
Kindergarten - Year 10

Updated September 2021

Conditions of Use

As a student at Emmaus **I will:**

- **As a PRIMARY (K-5) STUDENT:** Use technology only with the **permission** and **supervision** of an Emmaus teacher (this includes before and after school and during recess or lunch time)
- **As a SECONDARY (6-10) STUDENT:** Use technology only with the **permission** of an Emmaus teacher
- Only access what the teacher has requested me to access
- Only publish work, images, messages or any other content using language that is positive and that doesn't make others feel uncomfortable or unsafe
- Immediately tell an adult if I see or receive something that is inappropriate or that makes me feel uncomfortable
- Respect the privacy of all students at Emmaus Christian School by keeping passwords private
- Only access my own work
- Make no attempt to access inappropriate material

As a student at Emmaus **I will not:**

- Do anything to break, damage or change the school's technology (including reconfiguring ipads and/or disconnecting or removing cables or other parts of the network or technology)
- Give out personal information such as my surname, address, telephone number or photo of myself, parents or any person while on the internet
- Post inappropriate or silly pictures of myself or others in uniform
- Pretend to be someone else when communicating
- Break copyright law by using material from other people's work or websites unless I have permission from the person who created the material. If I am unsure, I will check with my teacher
- Use the internet or technology to make other people feel uncomfortable or unsafe
- Take or use images (including photos and recordings) of people without their permission
- Download anything without permission

Care of School Property

As a student at Emmaus:

- I will take care of and use school property in an appropriate and correct manner.
- I understand that any damage I cause to school property will need to be reported to my School Coordinator as soon as possible.
- I understand that any significant damage (deliberate or repeat accidental) that I cause will be investigated. If deemed necessary, my parents will be informed, and monetary compensation will be sought. Compensation for damages will be administered by the Assistant Principal Operations.
- I understand that a possible consequence of me causing damage to school property may also require me to undertake community service tasks within the school as a way of making amends. My School Coordinator will negotiate with my parents to determine a fair arrangement.



Breach of Student Code of Conduct

Breach of the Code of Conduct will have consequences. Behaviour that infringes on the safety of others will not be tolerated. This includes:

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. See Behaviour Expectations Policy.

Action that may be taken where the Code of Conduct is Breached

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to section coordinators. School Coordinator are responsible for the general overview of discipline.

Disciplinary action may include:

Discussion:

- With student, and/ or parents, Referral to school Student Wellbeing Coordinator

Setting of tasks:

- Service to the school in line with the infringement

Detention:

- Part or all of a recess and/or lunch

Withdrawal:

- Exclusion from a school activity,
- Restriction to certain parts of the school grounds

ICT Restrictions:

- Access to and use of ICT equipment restricted or removed as deemed appropriate.
- PERSONAL BYOD confiscated and returned when a parent comes to collect it

Cost of repair:

The school may bill the student for all or part of the cost of repair, or replacement



Suspension and Exclusion

See SW 1-5 Behaviour Expectations Policy

Students Rights

Every Student has the right to:

- Be safe and to feel secure in school
- Learn
- Develop their God-given talents, interests and ambitions positively without intimidation
- Work to the best of their ability
- Be treated with respect by other students and school staff
- Be listened to

Complaints

Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedure set out in

'GEN 2-0 Dispute Resolution Policy' (available on our website).

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the leadership team.



Please fill in & sign the following form (PTO)

Please tear off and return to the Office.



Attachment 2:

A: Student Code of Conduct Acknowledgement

By signing this document, I/we acknowledge that I (the student) have read the Student Code of Conduct and will follow its guidelines to the best of my abilities.

1. Student Name: _____ Signature: _____ Class: _____

2. Student Name: _____ Signature: _____ Class: _____

3. Student Name: _____ Signature: _____ Class: _____

Parents Name: _____ Signature: _____ Date: _____

B: Parent Handbook Acknowledgement

By signing this document, I acknowledge the following:

I (the parent) have received the Emmaus Parent Handbook and I understand that both the Handbook and Student Code of Conduct are available on the school website.

Parents Name: _____ Signature: _____ Date: _____

C: Software Third Party Permission

I understand the Software Third Party Permission form must be read and submitted electronically through the Skoolbag app.

Parents Signature: _____ *Please return to the School Office when signed.*

Administration only

Entered onto PC School Database Initials: _____



Attachment 3:

Visitors and Volunteers Code of Conduct

Extract from Code of Conduct – Parents, Visitors and Volunteers Policy
GEN 3-5

Access Level - Public
Updated November 2020



1 Introduction

Emmaus Christian School Canberra welcomes the many parents and visitors (including volunteers) to the School, and values their contributions. The Code of Conduct for Parents, Visitors and Volunteers is to ensure that the School is a safe and productive environment for children and staff, as well as other people at the site.

The partnership of parents, wider family and community members is integral to the School's vision and mission. The cooperation of parents and visitors (including volunteers) is essential in supporting the values and standards of the School, and strengthening the School community.

2 Christian Rationale

Behaviour which is acceptable in the School reflects the love and compassion of Jesus, and His treatment of all people with dignity and honour.

Do to others as you would have them do to you. (Luke 6:31)

Visitors to the School are requested to comply with behaviour that demonstrates respect for other people and for the authority of the School, and sets a Christlike example for students.

3 Purpose of this document

This document sets out guidelines for the harmonious inclusion of parents and visitors (including volunteers) into the life of the School.

4 Who must comply with this document

The School's Principal is responsible for ensuring:

- compliance with the Code of Conduct set out in this document; and
- all relevant people are aware of the requirements of the Code

5 Code of Conduct for Parents/ Visitor/ Volunteers

A code of conduct for parents and visitors (including volunteers) ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors (including volunteers) are expected to:

- treat all persons associated with the school with respect and courtesy
- ensure their child/ children are punctual to class
- make appointments in advance of expecting to obtain an interview
- discuss issues or concerns about the school, staff or students through the correct procedures (eg GEN 2-0 Grievance & Dispute Resolution Policy)



- follow school policy governing entry and behaviour on school grounds, including any restrictions that may be imposed
- not release information in print or through discussion, without authorization and will not publicly discuss the contents of meetings or minutes.

Any parent or visitor (including volunteers) contravening this Code of Conduct or displaying any of the following behaviours may have appropriate action taken:

- actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities
- threatening students, staff, parents or community members of the school electronically or via social media
- behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors
- use of offensive language (ie swearing) in the presence of students, staff, parents or other visitors to the school
- any interruption to the learning environment of the school such as entering classrooms without permission

The cooperation of all parents and visitors to the School grounds is sought in maintaining a safe and happy school.

6 Working with Vulnerable Card (WWVP)

Parents and visitors (including volunteers), when volunteering at school are expected to display and record their WWVP registration number on the sign-in register before given access to campus.

