



Parent Engagement Policy And Parent Code of Conduct

Reviewed August 2026

Approved by:	Keith Chiquen	Date: 5/2025
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Next review due:	8/2027	

This policy provides guidelines for communication between faculty members and school parents, including all those who care for children. As part of our partnership with parents, we ask that you comply with these practices to maintain respectful and productive communication.

Purpose

This policy provides guidelines for parent-guardian communication practices between GEMS American Academy (K-12) faculty members and school parents, Caregivers, and Family members who care for children. It ensures that all communication avenues are used ethically and responsibly to enhance educational outcomes while maintaining our clientele and faculty's perspectives.

Scope

This policy applies to all family members in the GEMS American Academy community, and their interactions with faculty members and staff at GEMS American Academy remain respectful and collaborative.

Introduction

At GAA, strong partnerships between parents and the school are essential for our students' success. This Parent Engagement Policy aligns with ADEK's guidelines and outlines our expectations for parent involvement and communication, and our commitment to providing a supportive and collaborative learning environment.

Purpose

- To set out our school's expectations regarding parent engagement by ADEK requirements.
- To outline the requirements for parent-school agreements and parent handbooks.
- Stipulate the requirements for parent engagement, including their role in supporting their child's learning, development, and well-being, and further opportunities for parent involvement in school life.
- To encourage effective communication between parents and the school and provide opportunities for parents to actively engage in their children's education.



Policy

1. Parent-School Agreement

- GAA confirms that the Parent-School Agreement has been updated in alignment with ADEK requirements and will be signed by all parents before student enrolment and annually upon re-enrolment, beginning Academic Year 2025/26

2. Parent Handbook

- GAA has a student handbook that all students and parents should read and sign.
[Link to the website.](#)

3. Parent Engagement

- GAA values parents as **trusted partners**, fostering warm, respectful, and open communication between families and staff, and providing clear, accessible channels to ensure parents feel welcome, heard, and supported. We work together to keep families informed about their child's learning and wellbeing, with timely communication, respectful interactions, and shared responsibility for creating the best possible experience for every child.

Parent Partnership

At GAA, we believe that **strong partnerships with parents are at the heart of every child's success**. We are committed to working alongside families through open communication, shared decision-making, and meaningful opportunities to support each child's learning, wellbeing, safety, and personal growth.

Student Learning and Progress

GAA works in partnership with parents to:

- Keep families informed about the curriculum, learning goals, and ways they can support learning at home.
- Involve parents in decisions and planning that support their child's individual learning journey.
- Provide guidance and support to families considering curriculum pathways or equivalency requirements.
- Share regular updates on student progress and provide meaningful opportunities for parent-teacher conversations.
- Encourage positive learning experiences at home that strengthen the connection between parents and their children.

Supporting Every Child's Wellbeing

GAA recognises that children thrive when school and home work together. We:

- Keep parents informed about our wellbeing approach, policies, and available support.
- Work with families to promote healthy lifestyles, positive mental health, and overall wellbeing.



- Communicate with parents when additional support or counselling may benefit their child, in line with our safeguarding and wellbeing procedures.
- Promote an inclusive environment and keep parents informed about their child's progress and support.
- Encourage families to support their children's participation in extracurricular activities and wider school life.
- Partner with parents to promote safe, responsible, and balanced use of digital technology.
- Keep families informed about our sustainability initiatives and encourage their involvement.
- Work collaboratively with health providers and families to support students' health and safety, including school-based health and immunisation programmes.
- Communicate with parents when intervention or emergency support is required to safeguard their child's wellbeing.
- Share guidance that promotes students' comfort, health, and safety, including appropriate school-bag weight.

Parent Voice, Involvement and Community

GAA welcomes parents as valued members of our school community. We:

- Create welcoming opportunities for parents to visit the school, meet staff, volunteer, and take part in school events.
- Encourage parent voice and representation through the Parent Council and Governing Board.
- Provide clear, accessible information on school fees, inspection outcomes, the school calendar, transportation, safeguarding, and other important school matters.
- Work with parents to ensure students with additional learning needs have equitable access to school life and learning opportunities.
- Keep families informed of significant decisions, including school closures or suspensions.
- Respect families' privacy and seek appropriate consent when sharing student information with third parties.
- Work together with parents to promote a safe and supportive environment, recognising the shared duty of care for every student.

Open and Accessible Communication

We are committed to making communication with families **clear, welcoming, timely, and accessible**. GAA provides a range of communication channels to meet the needs of our diverse community, including appropriate systems for emergency notifications, while maintaining clear records of formal written communication.

Our Shared Commitment

GAA is committed to implementing the Parent-School Agreement, Parent/ Student Handbook acknowledgement, and structured parent feedback mechanisms before the start of each academic year, ensuring that our partnership with families is built on **trust, respect, transparency, and shared responsibility**, in alignment with ADEK requirements.



Parent Code of Conduct

Strong partnerships between parents and the school are essential for our students' success. This Parent Code of Conduct outlines our expectations for parent behavior and interaction with the school community.

Expected Behaviors

- **Respect for School Community:** Treat all members of the school community, including staff, students, and other parents, with courtesy and respect.
- **Adhere to School Policies:** Familiarize yourself with the school's rules and policies and ensure your child adheres to them.
- **Support Your Child:** Encourage your child to participate fully in their education and extracurricular activities.
- **Positive Reinforcement:** Provide positive reinforcement for your child's achievements and efforts.
- **Conflict Resolution:** Approach concerns calmly and constructively.
- **Effective Communication:** Communicate with school staff respectfully and professionally.
- **Avoid Disruptions:** Refrain from disrupting the classroom environment or school operations.
- **Follow School Protocols:** Adhere to school protocols regarding appointments, communication, and classroom visits.

Prohibited Behaviors

- **Disrespectful Conduct:** Using offensive or threatening language towards any school community member verbally or in writing.
- **Disruptive Behavior:** Disrupting classes or school events.
- **Physical Threats or Violence:** Threatening or engaging in physical violence towards any member of the school community.
- **Harassment or Bullying:** Engaging in any form of harassment or bullying behavior.
- **Defamatory or Offensive Statements:** Posting defamatory or offensive comments, including Google reviews about the school, its staff, or any school community member on social media.
- **Unauthorized Access:** Forcing entry into restricted areas of the school.

Consequences of Breaching the Code of Conduct

If GAA suspects or becomes aware of a parent breaching the code of conduct, the school will gather information and speak to the parent about the incident. Depending on the nature of the incident, the school may take the following actions:

- Send a warning letter to the parent.
- Invite the parent to meet with a senior member of staff or the Principal.
- Contact the appropriate authorities in cases of criminal behavior.
- Seek advice from the legal team on further action in cases of libel or slander.



- Ban the parent from the school site.

The school will always respond proportionally to an incident. The principal makes the final decision on how to respond to breaches of the code of conduct. The Principal will consult with the Managing Director of GEMS before banning a parent from the school site.

Conclusion

By adhering to this code of conduct, parents can contribute to a positive and supportive learning environment for all students. We appreciate your cooperation and commitment to maintaining a respectful and respectful school community.



Dear GAA Parents,

We would like to express our sincere appreciation for your partnership in your child's education. At GEMS American Academy (GAA), solid and positive relationships between parents and the school are fundamental to our students' success.

As part of our commitment to maintaining a safe and respectful environment for everyone in our community, we request that you review and acknowledge our **Parent Code of Conduct**. This document outlines the expectations for parent behavior and interaction with school staff, students, and other parents.

By acknowledging this Code of Conduct, you agree to:

- Treat all members of the school community with courtesy and respect.
- Adhere to school policies and support your child's participation in school activities.
- Communicate respectfully and constructively with school staff.
- Avoid behaviors that may disrupt the learning environment or negatively impact the school community.

We kindly ask that you sign and return the acknowledgment form.

Should you have any questions regarding the Code of Conduct, please do not hesitate to contact us.

Thank you for your continued cooperation and support in creating a positive learning environment.

I, -----Parent's name), acknowledge that I have read, understood, and agree to abide by the Parent Code of Conduct at GEMS American Academy.

Parent's Signature: _____

Date: _____

Sincerely,
GEMS American Academy



Parent Acknowledgment Form

Dear GAA Parents,

We would like to express our sincere appreciation for your partnership in your child's education. At GEMS American Academy (GAA), strong and positive relationships between parents and the school are fundamental to our students' success.

As part of our commitment to maintaining a safe, respectful, and collaborative environment, **all parents are required to acknowledge the following documents upon enrollment and annually during re-enrollment**

1. **Parent-School Agreement** – outlining mutual responsibilities and obligations between the school and families.
2. **Student Handbook** – providing comprehensive information about the school's programs, policies, and procedures.
3. **Parent Code of Conduct** – setting expectations for respectful and constructive parent-school interactions.

By signing this form, you confirm that you have read, understood, and agreed to abide by all three documents.

Acknowledgment

I, _____ (Parent's Name), hereby confirm that I have received, read, and understood the following documents:

- **Parent-School Agreement**
- **Parent Handbook**
- **Parent Code of Conduct**

I agree to comply with the requirements and expectations outlined in these documents as part of my partnership with GEMS American Academy.

Parent's Signature: _____

Date: _____