



## **GEMS American Academy Parent Engagement Policy And Parent Code of Conduct**

*Reviewed May 2025*

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| <b>Approved by:</b>     | <b>Date: 5/2025</b> |
| <b>Last reviewed:</b>   | 5/2025              |
| <b>Next review due:</b> | 5/2026              |

### **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

- **Requirements:** Schools shall require all parents to sign a parent-school agreement before their child's enrollment and annually upon re-enrollment.
- The agreement shall outline each party's obligations and require parents to accept the full set of school policies.
- The agreement shall include a code of conduct for parents (see Section 1.2 Parent Code of Conduct) when interacting with the school community and an acknowledgment of the Student Code of Conduct (see ADEK Student Behavior Policy) that parents must ensure their children adhere to.
- *This is under committee review for ADEK compliance in the SY 25/26.*

### 2. Parent Handbook

- **Requirements:** Schools shall develop and implement a Parent Handbook that includes information about the school's programs, policies, and procedures. The handbook shall be available to parents on the school website at the beginning of the academic year.
- *This is under committee review for ADEK compliance in the SY 25/26.*

### 3. Parent Engagement

- **Engaging Parents in Their Child's Learning:**
  - GAA shall enable courteous, respectful, and professional parent-staff interactions and communication channels.
  - GAA shall grant parents direct access to their child's teacher(s) and other relevant staff members.
  - GAA shall ensure teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioral issues.
  - GAA shall emphasize that parents are to abide by the school's code of conduct and interact courteously and respectfully with all staff.
  - GAA shall send regular reminders of expected staff response times during school hours.( Admin staff within 24 hours, and faculty members within 48 hours)
- **Student Learning and Progress:**
  - GAA shall share information on the school's curriculum, their child's expected learning outcomes, and strategies to engage and support their child in their learning process.
  - GAA shall involve parents in planning their child's education when active engagement is required.
  - GAA shall support and guide parents seeking to switch curricula or obtain equivalency.



- GAA shall share student performance reports with parents and provide opportunities for parent-teacher meetings.
- GAA shall encourage home-based learning support to promote parent-student interaction.
- **Engaging Parents in Their Child's Wellbeing:**
  - GAA shall promote awareness of their wellbeing strategy and associated wellbeing policies to parents.
  - GAA shall encourage parents to pack healthy and balanced meals for their child and inform them of food-related concerns.
  - GAA shall communicate its Student Mental Health Policy to all parents, ensuring school counselors and teachers inform parents of any identified counseling needs.
  - GAA shall inform parents of their inclusive admissions processes and provide regular progress updates on their child's learning.
  - GAA shall encourage parents to support their child's participation in extracurricular activities.
  - GAA shall engage parents in supporting their children's digital learning and monitoring digital device usage outside school hours.
  - GAA shall inform parents of their sustainability strategy, policies, and initiatives.
  - GAA shall allow access to Department of Health (DoH)-appointed health providers and facilitate the school-based immunization program.
  - GAA shall inform parents of the intervention requirement and take necessary measures to ensure the student's well-being in an emergency.
  - GAA shall inform parents of weight limits for school bags.
- **Parent Involvement and Notification:**
  - GAA shall provide opportunities for parents to visit the school and meet with staff.
  - GAA shall encourage parents to volunteer and inform them of the requirements.
  - GAA shall promote parent attendance at school events.
  - GAA shall have a Governing Board that includes at least one parent representative.
  - GAA shall provide support to the parent council.
  - GAA shall enable parents to pay school fees promptly and conveniently.
  - GAA shall ensure parents receive information regarding inspection ratings.
  - GAA shall obtain parental consent before transferring student information to third parties.
  - GAA shall inform parents of their duty of care in protecting students.



- GAA shall inform parents of safeguarding requirements, such as access passes, authorizations for unaccompanied students, and arrival/departure notifications.
  - GAA shall share the school calendar with parents.
  - GAA shall inform parents about bus services and transportation protocols.
  - GAA shall ensure equitable access for parents of students with additional learning needs.
  - GAA shall inform parents of school suspension or closure decisions.
- **Means of Communication:**
    - GAA shall communicate with parents using various media and consider their accessibility needs.
    - GAA shall have a mass notification system in place for emergencies.
    - GAA shall keep a record of all written communication with parents.

#### 4. Compliance

- This policy shall be effective at the start of the Academic Year 2024/25. Schools are expected to be fully compliant by the beginning of the Academic Year 2025/26.
- Failure to comply with this policy will result in legal accountability and penalties stipulated by ADEK regulations.

#### Additional Considerations

- GAA is implementing additional strategies to enhance parent engagement, such as parent-teacher conferences, parent-child workshops, and social events.
- GAA regularly evaluates and refines its parent engagement practices to ensure it is meeting the needs of its parent community.
- Open communication and collaboration between parents and the school are essential for creating a positive and supportive learning environment for all students.

#### 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 regarding further action in cases of libelous or slanderous conduct.
- 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.