

**GEMS**

مدارس جيمس السعودية العالمية - الظهران

**Saudi International Schools**

DHAHRAN

**PARENT CODE OF CONDUCT**

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Owned By:	Superintendent
Reviewed By:	Senior Leadership Team

**Introduction**

This Code of Conduct provides parents/guardians with standards for the effective development of positive relationships within the GIS community and assists in promoting and embedding the GSIS Shared Values. Parents/guardians agree to be bound by the Parent Code of Conduct when they sign the Admission Agreement. Although relatives, friends, carers and guests are not a party to that agreement, the Parent Code of Conduct sets out for them the required expected standards of behavior and communication. Compliance with the Parent Code of Conduct is a shared responsibility between parents/guardians and GSIS.

**Values**

Our values guide all interactions (verbal and non-verbal) between students, staff and members of our community. It is expected that these are demonstrated with integrity, care and kindness by all.

***Leading through Innovation******Pursuing Excellence******Growing by Learning******Global Citizenship*****Rights and Responsibilities**

The following rights and responsibilities apply to all members of the GSIS Community:

<i>Every person has the right to:</i>	<i>Every person has the responsibility to:</i>
Be treated with respect and dignity	Treat others with respect and dignity and refrain from hurtful behaviors
Feel part of a caring and inclusive community	Uphold GSIS shared values to create a caring and inclusive GSIS community
Express their opinion in an appropriate manner	Participate in the life of GSIS and have their property respected
Participate in the life of GSIS	Willingly accept the participation of others
Have their property respected	Respect the property of every member of the GSIS community

## **Communication/interaction with staff, other parents and students**

GSIS aims to foster an environment of inclusivity in which parent participation is encouraged. GSIS is committed to providing open, respectful and honest communication between staff, parents/guardians and students

### **1. Staff**

The priority of GSIS staff is the welfare and education of all students. Staff will respond to emails, phone calls and online requests within 2 working days (unless a staff member is on leave). If there is an emergency and a staff member's response is needed quickly, parents/guardians are to phone the Main Reception for assistance. Responses are not expected outside normal working hours or during school holidays unless it is an emergency. *Email is the preferred method of communication.*

The time available for parents/guardians to meet with staff is limited and must be scheduled at a time that does not disrupt the learning in the classroom or online. Parents/guardians must be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.

### **E-Learning**

During E-Learning sessions on TEAMS parents must respect the rights of the teacher to teach and the students to learn. That is, they are not permitted to interrupt the teacher or student during lessons. For safeguarding purposes parents are not allowed to record videos or take photos of any lessons during E-Learning as this is a breach of all participants rights. If a parent has a concern or enquiry in relation to E-Learning, they are to follow the normal communication of emailing the teacher.

### **2. Parents**

Parents/guardians will respect the privacy of other parents' personal details, including home and email addresses and phone numbers. Parents will not forward other parents' contact details without their permission. GSIS will not give out personal details of parents to other parents or an external body without the express permission of those parents. Parents may choose to give their personal details to Class/Parent WhatsApp Group. Signing up to these groups is purely an 'opt in' exercise and there is no pressure for any parent to participate, but should parents wish to keep up to date with parent events (such as coffee mornings, social outings, dinner get-togethers and classroom activities) they are encouraged to do so. Any parents/guardians who sign up for this type of communication will have access to the list and will therefore be able to make contact with other parents who have opted in.

GSIS expects those who are part of the GEMS community, when using social media, to show courtesy and respect to others, including within the GSIS community. Social media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for GSIS. When using social media, the GSIS community is expected to ensure that they respect the rights and confidentiality of others.

Parents must note that members of the GSIS community must not post photographs of students taken at GSIS school events on social media without the express parental consent of all students within the photograph.

### **E-Learning**

During E-Learning sessions of TEAMS parents must respect the rights of the teacher to teach and the students to learn. That is, they are not permitted to interrupt the teacher or student during lessons. For safeguarding purposes parents are not allowed to record videos or take photos of any lessons during E-Learning as this is a breach of all participants rights. They are also not permitted to access any aspects of TEAMS independent of their child. If a parent has a concern or enquiry in relation to E-Learning they are to follow the normal communication of emailing the teacher.

### **3. Students**

A parent may not discipline in any manner, physically or verbally, a child who is not their own or speak to other children about their behavior. This is the role of the teaching staff and School leadership. Parents should raise any behavioral, bullying or peer issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues. Likewise, if a parent has concerns about a student's wellbeing and/or health, they are to contact GSIS and a member of staff will follow up with the individual.

### **E-Learning**

During E-Learning a parent cannot communicate with another student or access another student's information on any platform.

### **GSIS Requirements/Standards**

Parents are asked to support Attendance, Medical, Behavior and Uniform requirements and standards as set out in the GSIS Handbooks, procedures and policies. Parents are asked to communicate with GSIS in a timely manner to ensure that absences and medical and health updates are noted and recorded.

### **On Campus**

#### **Please note: GSIS is a smoke free campus**

GSIS requires parents to observe GSIS security procedures for the protection of students from direct contact with those outside GSIS during school hours and that parents are only to make contact through the GSIS entry gate.

#### **1. Parents/Guardians and Guests**

All of the above are to wear an Identification label while on School grounds. On arrival, parents, friends and guests are to sign in at one of the Reception points at GSIS (unless they are attending a GSIS organized event) They will be provided with a visitor's label that they are to wear for the duration of their stay. When leaving campus, the friend/guest must sign out and return the label. The standards of behavior expected of parents/guardians also apply to their extended family and guests. During the day parents/guardians are not to interrupt or distract a teacher while classroom instructions or learning activities are underway. If a parent/guardian is on campus to collect their son/daughter, they are to meet them at the designated gate. If a parent/guardian needs to drop off something for their son/daughter during the day, they are asked to take it to Main Reception for them to collect.

#### **2. School Events**

Parents/Guardians are encouraged to attend GSIS Events held throughout the year. Events are calendarized and information provided via the GSIS Website, Newsletters, and MLG Platform.

At an event, parents/guardians are to behave in a respectful and responsible manner to all members of the community present. Parents are not to disrupt the event and are to follow the instructions of the staff member or parent representative in charge. If parents wish to take photos or videos at the occasion, they are to be for personal use only and of their child. If other students are in these images or videos, the sharing of these in any way is prohibited without the express permission of the other child's parent/guardian.

#### **3. Drop Off and Pick Up**

Your daughter's/ son's personal safety is of paramount importance. Drop off and pick up arrangements are to be followed by parents and students. If arrangements change throughout the course of the day, please phone Reception and a message will be given to your daughter/ son. When driving on campus parents/guardians are to adhere to the speed limits and parking allocations.

#### **4. Safety and Emergency Procedures / Security**

When on School grounds, compliance with all safety and emergency procedures is expected. In the event of an emergency, parents/guardians and guests to GSIS are to follow the directions and instructions given by GSIS and/or emergency services staff.

#### **Breaches of the Code of Conduct**

Members of the school community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterized by respect, civility and dignity. The consequences for breaching this Parent Code of Conduct will be determined by the Superintendent and consequences may include, but are not limited to:

prohibiting a member of the GSIS community from attending any extra-curricular activity

prohibiting a member of the GSIS community from being on campus

directing a parent/guardian to communicate with members of staff through a nominated GSIS representative

refusing to permit a student to continue at GSIS or withdrawing a student from the GSIS if the partnership between the parent and GSIS breaks down

taking other steps that GSIS, in its reasonable discretion, determines are appropriate according to the nature of the breach in the partnership.