



SYDNEY JAPANESE
INTERNATIONAL
SCHOOL

シドニー日本人国際学校

Parental Code of Conduct

Sydney Japanese International School

Parental Code of Conduct

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with the School, its teachers, staff other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

Role of the School Generally

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions. The School expects parents to support its ethos and values and model appropriate behaviour for their children to learn from and work with the School as it educates and provides pastoral care support to all students.

The Sydney Japanese International School : Our Seven Values

Through our values, we reflect a school community that everyone—students, staff, and families—can be proud to be part of. These values help build our common culture. They guide us in our decisions, our day-to-day conduct and they form the basis of our school spirit.

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| Courtesy: | Act in a courteous manner towards others. |
| Honesty: | Be truthful and sincere in all your relations with others. |
| Responsibility: | Assume responsibility for your obligations, your actions and your belongings. Be punctual and wear the school uniform proudly. |
| Justice: | Seek the fairest and most just way for all. |
| Generosity: | Consider others in your daily activities and be generous in your thoughts, deeds and words. |
| Perseverance: | Continue in a course of action even in the face of difficulty. |
| Respect: | Be respectful of others, yourself and your environment. |

Discipline

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy ([Discipline-Policy./Anti-Bullying Policy](#)) and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment. It will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters, while parents will be consulted, the final decision will be the School's.

Interaction with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office.

Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents also can make an appointment to see the Principal or the Division Head about any particular concerns they may have relating to their son or daughter.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal or Division Head. However when doing so they should observe the general rules of conduct set out in this Code.

The School has a duty of care to protect all staff and student privacy and for this reason any aggressive or abusive behaviour or unwarranted accusations/gossip/innuendo will not be tolerated. The School investigates accusations where applicable.

Complaints

If a parent has a complaint about an issue, at first this should be directed to the classroom teacher or teacher responsible if appropriate. The Principal or the Heads, should be notified if the parent is dissatisfied with the result.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Parents accept that it may take the school up to two days or longer to receive a response from the staff. Matters deemed urgent by the School will be dealt with immediately.

Interactions Generally and Behaving Respectfully Towards Members of our Community

Communications whether verbal or in writing with other members of the school community whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;

- not use intemperate language; and
- not be confrontational
- not be based on gossip, rumour or innuendo

Responsible Use of Technology and Social Media

Social media should not be used to criticise or denigrate others in the school community. Parents must respect a staff member's professional and personal boundaries

- Parents must avoid publishing photos, videos, or recordings of another student without their parent's consent or publish personal details, contact information of another family or staff member.
- Parents must not use social media/messaging platforms such as Whatsapp, LINE, Facebook, direct messaging apps etc. to discuss school matters regarding a student or staff member. Confidential or sensitive matters in relations to grievances are not to be discussed using technology.

In general parents:

- 1) should not communicate with another student about an issue concerning their own child or someone else's. Parents must not attempt to discipline a student who is not their child and not raise their voice or be aggressive or hostile when communicating with another child's family.
- 2) must be aware the School cannot discuss the education of another student who is not their child.
- 3) should raise their concerns with the classroom teacher – if appropriate – in the first instance. If the parent is dissatisfied with a teacher's response it may be raised with the appropriate coordinator/Head.
- 4) should arrange face-to-face meetings to discuss more complex issues rather than relying on email or other written communications.
- 5) should respect the School employs professional educators who are well trained in making academic, disciplinary and wellbeing decisions every day and ultimately make decisions that take into account the interests of all students.
- 6) should recognize that the School will seek respect from each student and that the School will respect the privacy of members of the SJS community. There are limits to what information the School will share with community members when issues arise. This does not mean the School is not taking an issue seriously or hiding information from a parent.
- 7) should not air their grievances in relation to anything concerning the School on social media.

Separated Parents

Where some students have parents that are separated or divorced. Parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should

not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

Failure to Observe this Code

The Principal or Head will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with this Code of Conduct.

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or other school events; or
- terminate the enrolment of the student.