



## INTERNATIONAL SCHOOL OF THE SACRED HEART

4-3-1 Hiroo, Shibuya-ku, Tokyo 150-0012 Japan

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### **Parents, Guardians and Caregivers Positive Engagement Policy**

At the International School of the Sacred Heart we take great pride in having a dedicated and supportive school community that values, celebrates and respects the rich diversity of religions, cultures and personalities that exist within it. In line with school goals IV and V, the “Building of Community as a Christian Value” and “Personal Growth in an Atmosphere of Wise Freedom”, our school community commits to:

- promoting a safe and welcoming environment in which each person is valued, cared for and respected.
- having adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
- using principles of nonviolence, conflict resolution and peacemaking.
- showing respect, acceptance and concern for themselves and others.
- promoting the practice of self-discipline, responsibility and accountability.

By working together and following this policy, we hope to create a healthy and harmonious environment for all.

#### **Aim**

Specifically, this policy is intended to:

1. provide a set of general principles to guide parents in their interactions with faculty and staff, students, and other parents.
2. communicate our expectation as to how parents conduct themselves when on school grounds or at school events.
3. explain how parents can direct their concerns.

#### **Scope**

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, caregivers, and any other adults while involved in activities or communication related to International School of the Sacred Heart. For the purpose of this policy, the term “parent” refers to all caregivers as listed above.



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### School Expectations

Adult members of the community recognize that the education of our students is best achieved by a positive partnership between us, in which we act as role models at all times for our students. The Administration asks that parents respect the caring ethos of our school and demonstrate a high standard of personal conduct towards all members of the school community. Specifically, the school expects parents to:

- treat all members of the school community with respect whether they be a teacher, staff member, parent, or student.
- refrain from engaging in malicious or judgmental talk (either directly or online), and ensure that anything they say about others is fair and truthful.
- understand that even if there is conflict due to a mistake being made, they should remain calm and work with the individual involved or the school to resolve the issue in a respectful manner.
- seek alignment between a child's version of events and the school's view in order to bring about a peaceful solution to any issue.
- work with the school to support our policies and procedures.
- abide by our Child Protection/Safeguarding procedures.

To support a peaceful and safe school environment the school does not allow:

- disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of the school grounds.
- offensive language or aggression.
- any form of communication that is confrontational, abusive or threatening.
- defamatory or derogatory comments regarding the school or any of the students, parents, faculty or staff being posted on any form of social media.
- recording (audio or video) **individual** interactions between teachers, faculty and students.
- disciplining someone else's child unless it is for a clear safety issue.

### Addressing Concerns

If a parent has a concern they wish to address, it should be directed to the teacher responsible or to the division Principal. In order for meetings to be effective, it is preferable that an appointment be made in advance and that an indication of the issue is provided. In order to respect



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each student's right to privacy, meetings between parents and faculty should be on a one-to-one basis. In meetings, parents and faculty agree to:

- observe start and end times.
- discuss only the student whose parent is present.
- follow the communication guidelines outlined below.

### **Communication Guidelines**

Sacred Heart values open communication. In all forms of communication parents and faculty agree to:

- be respectful.
- respect confidentiality.
- address issues, do not attack people.
- focus on solutions.
- listen with an open mind.
- contain communication to the relevant issue.

### **Extra-curricular Activities**

Our sports coaches and music directors pick teams, ensembles and soloists based on their view of the most appropriate selection at the relevant time. Their selections are final.

### **Social Media**

Any concerns parents may have about the school are best addressed by speaking to the class teacher, division Principal, or Headmistress, so they can be dealt with fairly, effectively and appropriately for all concerned. Using social media to fuel complaints against the school, its leadership, a teacher or other member of staff, a parent or a student is considered unacceptable and not in the best interests of the students and the whole school community. We request that you "think before you post" and use social media responsibly, keeping in mind the ethical and legal issues associated with its use. In addition to not posting anything that may be defamatory or libelous, the following online activities are also considered inappropriate by the school:

- identifying or posting images/videos of children other than your own without the permission of their parents.
- posting anything that may discredit the school.



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Parents found in breach of the above will be expected to immediately remove the comments/material. Libelous or defamatory comments will be reported to the appropriate “report abuse” section of the network site. We also request that parents not:

- share email addresses of parents, faculty/staff and students with others without their consent.
- make contact with students via social media without the consent of the student’s parents, in line with our Child Protection Policy.

### **Separation and Divorce**

In cases where a students’ parents are separated or divorced, the parents should not attempt to involve the school in any parental dispute that may arise. The school is not able to make judgements on the merit of claims made by one parent against another, and should not be asked to do so. The school will observe any custody arrangements made in relation to a student or communication with parents; however, it is the responsibility of the parents to provide us with proof of custody. Any changes to access arrangements to children that parents had previously mutually agreed upon must be provided to us in writing by the custodial parent.

### **Failure to Observe this Code:**

If a parent fails to observe this code, depending on the seriousness of the situation, the school may:

- talk with the parent.
- warn the parent.
- limit access to a teacher, the school campus or school events.
- terminate the enrolment of the student.