



**SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA PRIVATE SCHOOL,
ABU DHABI, UAE**

Code of Conduct Policy 2022-23

Code of Conduct

INTRODUCTION:

This Code of conduct Policy was developed by the Principal, teachers and Board of Management representatives following consultation with staff, pupils and parents. The Policy has been approved by the Board of Management. It will be circulated to all parents of existing pupils and all parents of new pupils. All pupils will be made aware of the policy at the start of the school year. The Board of Management, Principal and staff are responsible for implementation of the policy.

Aims of Policy:

- To allow the school to function in an orderly and harmonious way.
- To enhance the learning environment where children can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for everyone.
- To promote positive behaviour and self-discipline **recognising the differences** between children and the need to accommodate these differences.
- To promote the safety and well-being of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the code of conduct and to seek their co-operation in the application of these procedures.
- To ensure the system of rules, rewards, and sanctions are implemented in a fair and consistent manner.
- To promote a strong sense of community and co-operation among staff, pupils, parents and Board of Management.
- To prevent, identify and deal with bullying.

ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS

Staff:

In accordance with the Code of Professional Conduct for Teachers. The staff are expected to treat all children with respect and dignity and to implement the Code of conduct in a fair, consistent and reasonable manner.

The school's Education Curriculum is used to support the Code of conduct. It aims to help the children develop communication skills, appropriate ways of interacting and behaving and conflict resolution skills. It also aims to foster self-esteem and to help children accommodate differences. –Staff will regularly make the children aware of the Code of conduct and will remind them of the expectations throughout the school year.

Board of Management:

The overall responsibility for ensuring that a Code of conduct is prepared rests with the Board of Management. The Board of Management will ratify the Code of conduct and will continually monitor its implementation making adjustments as necessary.

Parents:

The Code of conduct is drawn up in consultation with the parents.

When making application for enrolment parents will be given copies of the Code of conduct Parents will support the school in the promotion of positive behaviour by:

- **ensuring their children attend regularly and punctually**
- **encouraging their children to do their best and to take responsibility for their work**
- **co-operating with the school's rules and system of rewards and sanctions**
- **attending meetings at the school if requested**
- **helping their children with homework and ensuring that it is completed and signed**
- **ensuring their children have the necessary books and materials for school**
- **ensuring their children always wear the correct school uniform**
- **sharing any relevant information with the school which may affect a pupil's behaviour.**

Pupils:

Pupils are regularly made aware of the Code of conduct e.g. at the beginning of each school term/prior to school outings etc. and at different times through various subject areas, discussions and assemblies.

Standards of behaviour expected from pupils:

- **each child is expected to be well behaved and to show consideration and respect to other children and adults in school and in all school related activities e.g. school tours, sports outings, theatre/cinema trips and any other out of school activities etc.**
- **each child is expected to show respect for the property of other children, the staff, the school, and their own belongings**
- **each child is expected to comply with Homework policy, school and classroom rules**
- **each child is expected to wear the correct school uniform and adhere to requirements regarding jewellery.**
- **each child is expected to attend school/online classes regularly and to be punctual**

It is recognised that certain factors may influence a child's behaviour e.g. bereavement, trauma, educational needs, medical condition, etc and will be taken into consideration.

WHOLE SCHOOL APPROACH IN PROMOTING POSITIVE BEHAVIOUR:

Shaikh Khalifa Bin Zayed Bangladesh Islamia School Abu Dhabi strives to:

- **Create a happy, friendly caring and welcoming school that will provide for pupils' needs in a sensitive way**

- Foster a positive self-image in pupils, building self-confidence through praise, reward and encouragement
- Prepare pupils for life by teaching social independence and academic skills
- Promote an atmosphere of co-operation, with management, staff, parents and pupils
- Develop links with the wider community
- Develop a positive awareness of self, sensitivity towards other people and a respect for the rights, views and feelings of others

In developing this Code of conduct all school policies and practices, curriculum and classroom management practices have been considered with regard to promoting positive behaviour.

Positive Strategies for Promoting Positive Behaviour:

The following strategies are used to promote positive behaviour in the classroom and the school yard and other areas of the school:

- ground rules/behavioural expectations are consistent with the ethos of the school
- clear systems of acknowledging and rewarding good behaviour include praise, Reward Charts, Homework Passes, notes home, pupils of the week for KG, acknowledgement by the class teacher etc.
- expectations in the corridors and halls
- Circle-time for KG
- Giving children responsibility for particular tasks in the school

Rewards and Sanctions:

Although the overall focus is on reinforcing positive behaviour it is important that sanctions for unacceptable behaviour are also in place

Unacceptable behaviour:

There are degrees of unacceptable behaviour. Examples of **minor misdemeanours** include:

- interrupting class work
- running in school building
- littering
- not obeying lunch-time and classroom rules
- not completing homework or not having it signed by a parent
- Not treating other children/adults with respect.
- Persistently breaking school/classroom rules
- Answering back, giving cheek or arguing with staff
- Using bad language
- Stealing
- Bullying in all forms
- Being untruthful
- Leaving school without permission
- Persistently failing to do or complete homework
- Persistently distracting other children
- Damaging school or others property
- Aggressive behaviour
- Causing physical harm to another child/adult
- Fighting
- Being in possession of items that may cause damage to persons or property

Strategies:

Minor Misdemeanors:

- Reasoning with the pupil.
- Reprimand (including advice on how to improve).
- Temporary separation from peers, friends or others for example time-out table.
- Note home in homework diary/folder.

More serious unacceptable behavior:

- Reasoning with the pupil.
- Reprimand (including advice on how to improve).
- Temporary separation from peers, friends or others.
- Note home in homework diary/folder.
- Communication with Parents.
- Temporary loss of privileges e.g., Play-time, removal from sports teams/school tours and outings etc.
- Prescribing additional work if appropriate.
- Referral to principal teacher.

Should serious unacceptable behaviour continue, the following will apply:

- Half day in-school suspension. Parents are informed.
- If necessary, this will be followed by a full day in-school suspension. Parents will be invited to attend a meeting.
- If necessary, this will be followed by suspension from school.

Suspension:

Before resorting to suspension, the normal channels of communication between school and parents will be utilised. Parents will be involved at an early stage rather than as a last resort. Communication with parents will be verbal or by letter depending on the circumstances. The parents concerned will be invited to the school to discuss their child's behaviour and they will be given an opportunity to respond before a decision is made and before any sanction is imposed.

Circumstances relating to the allegations will be investigated in a fair and impartial manner. Investigations where possible, will be carried out by a senior member of staff and/or the Principal. The principal will make a decision in an objective way based on the findings.

For repeated instances of serious misbehaviour suspension will be considered. Aggressive, threatening or violent behaviour towards another person (pupil or staff) will be regarded as serious or gross misbehaviour, depending on circumstances. Where it is necessary to ensure that order and discipline are maintained and to secure the safety of the pupils and staff the Board authorises the Chairperson or Principal to sanction an immediate suspension for a period not exceeding three school days, pending a discussion of the matter with the parents. Any suspension in excess of 3 days requires the approval of the Board of Management.

Parents will be informed in writing:

- the duration of the suspension
- reasons for the suspension
- arrangements for returning to school including a commitment to be entered into by the parents and pupil re-affirming their acceptance of the Code of conduct
- the right to appeal to the Board of Management

When any sanction, including suspension, is completed, a pupil will be given the opportunity and support for a fresh start.

Expulsion:

Expulsion is a very serious step and will only be taken by the Board of Management in extreme cases of unacceptable behaviour which may include:

- the pupils behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- the pupils continued presence in the school constitutes a real and significant threat to safety
- the pupil is responsible for serious damage to property.

Record Keeping:

Homework Diary – from 1st to 6th class. Teachers may make notes in Parent/Teacher comments section. Teacher may send note to parents.

Classroom Incident Book – Kept by School Counselor.

❖ *The Policy will be reviewed during the school year 2022-23 or earlier if necessary.*



Signed: Kiran Akhter
Principal (Acting)