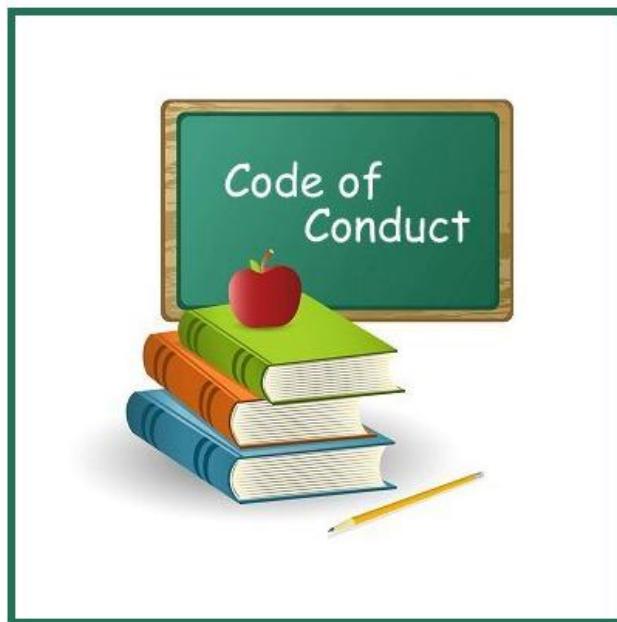




**BANGLADESH ENGLISH PRIVATE SCHOOL**

المدرسة البنجلاديشية الإنجليزية الخاصة

## **STUDENT CODE OF CONDUCT POLICY**



<b>DEVELOPED BY</b>	<b>MIDDLE LEADERSHIP TEAM</b>
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## 1. INTRODUCTION

At Bangladesh English Private School RAK, we are dedicated to foster a positive and respectful school environment. Our goal is to promote good behavior among students and to create a space where everyone feels secure, happy, and motivated to learn. We believe in cultivating a sense of belonging and mutual respect, ensuring that each student feels valued and empowered. In our commitment to inclusivity, we celebrate the diverse backgrounds, cultures, and abilities of our students. We strive to create an environment where every individual is respected and has equal opportunities to succeed. This Student Code of Conduct serves as a guide for expected behaviors and responsibilities, helping to maintain an environment conducive to education and personal development.

## 2. CORE VALUES

At Bangladesh English Private School, we are guided by the following core values:

- **Uniqueness of Each Student:** We believe in recognizing the individuality of each student and supporting them in achieving their dreams.
- **Compassion and Equality:** We are committed to fostering an atmosphere of compassion, equality, tolerance, and respect for human dignity.
- **Safe Relationships:** We believe in cultivating safe and caring relationships built on honesty, integrity, trust, and forgiveness.
- **Global Citizenship:** We strive to empower students to become global citizens, equipping them to face the challenges of the 21st century.
- **Inclusion:** We believe that inclusivity is fundamental to our core values. By embracing the diversity of our students, we create an environment where everyone feels valued and respected. We are committed to ensuring that all students, regardless of their background, abilities, or identities, have equitable access to educational opportunities. Our inclusive approach fosters collaboration and understanding, helping students appreciate different perspectives and learn from one another. This commitment to inclusion strengthens our school community and prepares our students to thrive in a diverse world.

## 3. POLICY OBJECTIVES

At Bangladesh English Private School, our policy objectives are designed to create a supportive and nurturing school environment. We aim to:

- **Reward Positive Behaviour:** Recognize and praise students for their positive actions and achievements.
- **Set High Expectations:** Encourage students to strive for excellence, fostering self-value and pride in their work.
- **Promote Respect:** Cultivate consideration and respect for others, reinforcing the importance of kindness and empathy.

- **Enhance School Pride:** Instil a sense of pride in the school environment, encouraging students to take care of their surroundings.
- **Address Behaviour Issues Promptly:** Promote positive behaviour and address unacceptable conduct immediately and effectively.
- **Combat Bullying:** Recognize and respond to any incidents of bullying swiftly and decisively.
- **Ensure Fairness and Consistency:** Apply rules and consequences consistently while providing positive recognition and reinforcement whenever possible.
- **Value Diversity:** Appreciate and celebrate the diversity within our school community, ensuring that we meet the varied needs of all students.
- **Encourage Home-School Partnership:** Foster collaboration between home and school through effective communication, including circulars, notes in homework books, phone calls, and the School Diary.

#### **4. EQUAL OPPORTUNITIES**

At Bangladesh English Private School, we believe it is the right of all students, regardless of their gender, ethnicity, physical ability, linguistic, cultural, or home background, to have access to quality learning experiences in a safe, secure, and supportive environment. We recognize the importance of providing equal opportunities for all students to thrive academically and socially.

To achieve this, we ensure that all staff adopt a whole-school approach to promoting positive behaviour, with clear and consistent expectations that apply to everyone. By working together, we create a cohesive environment where every student can flourish.

#### **5. SCHOOL RULES**

At Bangladesh English Private School RAK, we recognize that teachers have a right to teach and students have a right to learn. We believe that all students are capable of behaving appropriately and that a structured environment enhances their educational experience. To achieve our aims, we establish clear and consistent boundaries within a balanced framework. All members of staff share the responsibility of ensuring that students adhere to the school rules at all times, fostering a respectful and productive learning atmosphere.

#### **6. SCHOOL'S BEHAVIOUR CODE IN CLASSROOM, BUS, PLAYGROUND AND OTHER SCHOOL-RELATED ENVIRONMENTS**

- Students must bring their diary to school every day.
- Students are expected to obey all school rules.
- No student will be allowed to attend school without wearing the proper school uniform and ID card.
- Students are expected to be on time for the school assembly in the morning.
- A written reason must be submitted by a parent to the school administration for any student absence.

- English is to be spoken throughout the school and in all classes except Islamic, Arabic, and Bangla classes.
- Students are expected to take care of school property in classrooms, the library, labs, buses and the playground.
- Chewing gum or eating lollipops in the school building is not permitted.
- Having food during classes or lessons is not allowed.
- Applying makeup, wearing heels and contact lenses, having inappropriate haircut (long hair for boys), long nails, nail polish etc. are strictly **PROHIBITED** in the school campus and bus. If the student is using contact lens as per the doctor's prescription, then the student will have to submit the medical reports to the class teacher.
- Bring of unauthorized items like fairy lights, snow spray, exercise items, mirrors, fashion accessories etc. are strictly **PROHIBITED** in the school campus and bus.
- Water should be conserved and must NOT be unnecessarily wasted.
- Mobile phones, smart watches, earpods, earphones, headphones, mp3 player, Bluetooth speaker etc. are strictly **PROHIBITED** in the school campus and bus.
- Drug, cigarettes, vapes or related items are NOT ALLOWED in the school campus and bus.
- Students are expected to respect school staff and follow their instructions.
- Students must respect one another; offensive or disrespectful language will not be accepted.
- Cheating or any form of malpractice in exams is not tolerated.
- Students should behave in a responsible, polite, and courteous manner, without harassing, bullying, abusing, intimidating, discriminating, or threatening anyone in any way.

## 7. PLAYGROUND RULES

The objective of this document is to highlight the proper conduct of students on the playground. Our playground rules are designed to ensure a safe and enjoyable environment for all:

- **Play Safely:** Engage in activities that prioritize safety for yourself and others.
- **Keep Hands and Feet to Yourself:** Respect personal space and maintain a friendly atmosphere.
- **Play Only in Designated Areas:** Use the designated play zones to ensure safety and organization.

## 8. DISCIPLINARY ACTIONS

At Bangladesh English Private School RAK, we are committed to maintaining a positive learning environment. Disciplinary actions may be taken in response to the following behaviour's:

- **Disobedience in Class:** Failing to follow instructions or respecting classroom rules.
- **Causing Disorder in Class:** Disrupting the learning experience for others.
- **Using Abusive Language:** Employing disrespectful or offensive language towards peers or staff.

- **Lack of Attention in Class:** Not engaging in the learning process or distracting others.

## 9. ACTIONS TO BE TAKEN

In response to behavioural concerns, the following actions may be implemented:

- **Gentle Reminder of the Rule:** A brief and respectful reminder of the expected behavior.
- **Verbal Warning:** A formal verbal warning will be given to address the behavior directly.
- **Note to Parents:** A note will be written in the student's diary to inform parents of the situation and encourage their support.
- **Consequence:** Appropriate consequences will be determined based on the severity of the behavior and may include further discussions or restorative actions.

## 10. APPROPRIATE SANCTIONS

In cases where disciplinary actions are necessary, the following sanctions may be implemented:

- **Talk to the Class Teacher:** The student will meet with their class teacher to discuss the behavior and identify ways to improve.
- **Talk to the Senior Leadership Team:** If necessary, the student may have a conversation with a member of the Senior Leadership Team to address more serious concerns and explore further steps.
- **Talk to the Parents:** Communication with parents will occur to inform them of the situation and discuss how they can support their child's behavioral development.

## 11. PROCEDURES IN SCHOOL

To maintain a conducive learning environment, students are expected to follow these procedures:

- **Orderly Entrance and Exit:** Students should enter and leave the classroom in an orderly manner to minimize disruptions.
- **Active Listening:** Students should sit quietly and listen attentively to the teacher during appropriate times, ensuring that they engage with the lesson.
- **Requesting Permission:** Students must ask for permission to leave the room, allowing the teacher to be aware of their whereabouts for safety and accountability.

## 12. RESPONSIBILITIES OF STAFF MEMBERS

Staff members at Bangladesh English Private School RAK play a crucial role in creating a positive and supportive school environment. Their responsibilities include:

- **Setting Good Examples:** Staff should model appropriate behavior at all times.
- **Understanding the Behaviour Policy:** Having a clear understanding of the Behaviour Policy is essential for effective implementation.
- **Applying Rules Fairly and Firmly:** Rules should be enforced consistently and justly.

- **Encouraging Safe Play:** Staff must promote safe play and report any accidents immediately.
- **Listening to Students:** It is important for staff to listen to students and follow up on their complaints.
- **Providing Praise and Encouragement:** Staff should give meaningful praise to motivate and encourage students.
- **Clarifying Expectations:** Ensure that students understand what is expected of them and that learning intentions are made explicit.
- **Using Rewards and Sanctions:** Apply agreed-upon rewards and sanctions appropriately.
- **Reporting Serious Incidents:** Inform the relevant teacher or staff member of any serious incidents promptly.

### **13. RESPONSIBILITIES OF THE SCHOOL COMMUNITY, STAFF, AND GOVERNORS**

Members of the school community, including staff and governors, share the following responsibilities to create a positive and inclusive environment:

- **Display Good Behaviour:** Demonstrate a positive work ethic and good behavior at all times.
- **Promote the School Code:** Actively promote and uphold the School Code in all interactions.
- **Support Student Welfare:** Take a genuine interest in the welfare and well-being of all students.
- **Be Consistent and Fair:** Apply policies and rules consistently and justly.
- **Model Expectations:** Exhibit the expectations outlined in the policy through their own behavior.
- **Address Behavioural Issues:** Actively deal with behavioral issues whenever and wherever they arise.
- **Avoid Labelling Students:** Be mindful not to label students based on their behavior.
- **Encourage Leadership:** Provide opportunities for students to take on leadership responsibilities and roles.
- **Treat Others with Respect:** Show courtesy and respect to all members of the school community.
- **Take Responsibility:** Take responsibility for their own behavior and play an active role in resolving issues.
- **Represent the School Appropriately:** Behave appropriately when representing the school at events, such as trips or sports activities.

### **14. RESPONSIBILITIES OF PARENTS**

- **Ensure Regular Attendance:** Support your child's consistent attendance and punctuality at school.

- **Collaborate on Discipline:** Work together with the school to manage discipline and promote positive behavior.
- **Communicate Effectively:** Share any information that may impact your child's behavior or health with the school.
- **Show Respect:** Treat all members of the school community with courtesy and respect.
- **Acknowledge Staff Limitations:** Be mindful of the staff's time and workload.
- **Model Positive Behavior:** Set a good example through your own actions and attitudes.
- **Encourage Achievements:** Praise and recognize your child's good behaviour and academic efforts.
- **Support Homework:** Provide assistance and encouragement with homework and school projects.

## 15. REWARDS AND POSITIVE STRATEGIES

At BEPS, we promote positive behaviour and address inappropriate behaviour through a consistent framework designed to help students take responsibility for their actions and support their peers.

### Key Elements:

- **Praise and Encouragement:** Staff members are encouraged to recognize and praise students whenever possible. It's essential to be clear about the specific behaviour being rewarded to ensure that all students understand the expectations.
- **Effective Praise:** Effective praise helps students recognize how their attitude contributes to their achievements. It acknowledges their efforts, emphasizes appropriate behaviour, and fosters intrinsic motivation. Be mindful that some students may feel uncomfortable with public praise and may respond better to private acknowledgment.
- **Recognizing Positive Behaviour:** Actively seek opportunities to catch students displaying appropriate behaviour. Make thoughtful decisions regarding the rewards given to maintain clarity and consistency.
- **Consistency in Rewards:** Consistency is crucial in rewarding behaviour. Ensure that all staff members provide clear and unified messages to avoid confusion among students.

## 16. NO CORPORAL PUNISHMENT STATEMENT

The use of corporal punishment in any form is strictly prohibited. This practice violates the rights of individual students and undermines a safe and respectful learning environment.

All students should clearly understand the consequences of inappropriate behaviour, and sanctions will be applied consistently by all staff members. Our approach prioritizes positive reinforcement and constructive strategies to guide students toward better choices.

## 17. SANCTIONS

To ensure a fair and consistent approach to behaviour management, the following sanctions will be applied throughout the school:

1. **Reminder:** The adult provides a verbal or non-verbal reminder, explaining the specific rule that has been violated and why the behaviour is inappropriate.
2. **Warning with Choice:** The adult presents the student with a choice: to adjust their behaviour appropriately or to accept the consequence of continued misbehaviour. Choices must always be realistic and appropriate.
3. **Consequences for Misbehaviour:** If a student continues to misbehave or breaks a school rule, the following consequences may be implemented:
  - a) **Relocation within the Classroom:** The student may be moved to a different location within the class to refocus.
  - b) **Time Out in Another Class:** The student may spend a fixed period in another classroom to reflect on their behaviour.
  - c) **Written Comment in Diary:** The teacher may write a comment in the student's diary, which must be signed by a parent and returned the next day.
  - d) **Parent Communication:** The class teacher will reach out to the parent to discuss the behaviour.
  - e) **Referral to Senior Leadership Team (SLT):** The student may be referred to a member of the SLT for further intervention.
  - f) **Letter Home:** A letter may be sent home from a member of the SLT regarding the behaviour.
  - g) **Formal Meeting:** A meeting may be arranged involving the parents, a member of the SLT, the class teacher, and the student to discuss the issues and develop a plan for improvement.

## 18. SPECIAL EDUCATIONAL NEEDS & ADDITIONAL EDUCATIONAL NEEDS

In some cases, students may exhibit challenging behavior that makes it difficult for them to adhere to the school code of conduct. This behavior may arise from various underlying factors, and in such instances, the student may have an Individual Education Plan (IEP) that outlines specific behavior targets and strategies tailored to their needs.

To support these students effectively, we will implement clear and appropriate rewards and sanctions that are aligned with their IEPs. These measures will be developed collaboratively, involving the class teacher, the Senior Leader for School Support, and the parents. This approach ensures that everyone is on the same page and provides a consistent framework for encouraging positive behavior and supporting the student's development.

## 19. CONCLUSION

Through ongoing monitoring, evaluation procedures, and regular reviews of the School Improvement Plan, the school will assess this policy annually. This process will involve discussions to identify any necessary changes, ensuring that all students at BEP School are encouraged to take responsibility for their behaviour and their learning. Our commitment to continuous improvement will help create a positive and supportive environment for every child.

**Approved by,**



**Principal**

