



Code of Conduct



Target : Students

Version : 3

Topic : Professional Code of Conduct

Date : 23/08/2022

Purpose

The purpose of this policy is to ensure that Horizon Private School - Branch operates fairly and appropriately in its decision regarding professional code of conduct of any adult on nursery premises.

Definitions

Code of conduct is a set of rules outlining the social norms, responsibilities of, and/or proper practices of an individual.

Professionalism

Teachers are expected to deal professionally with students, colleagues, parents and the administration. This includes issues such as confidentiality, punctuality, impartiality, conduct, and dressing appropriately. The teacher should be a model of the values and attitudes expected of the students including good citizenship, fairness, honesty, and responsibility as well as prompt fulfillment of duties and respect for others.

Inappropriate Behavior in KGs

Inappropriate behavior includes any action that interferes with other's learning, safety or well-being and it will be handled through steps. It includes the following:

- Being disrespectful to an adult.
- Disregarding directions or instructions, etc.
- Using inappropriate language.
- Harassing, teasing, name-calling, threatening another student.
- Disrupting classroom instruction or discussions by calling out, making excessive

noise such as humming, whistling, tapping, playing with objects, throwing objects, leaving one's seat without permission.

- Running in the halls.
- Using aggressive behavior such as pushing, shoving, tripping, spitting, and kicking.
- Misusing playground equipment and/or disrupting another's play at recess.

Actions Taken in KGs

Step 1: When a student interferes with the learning, safety or well-being of another student in the class, the student will be asked to take a seat away from the academic setting. The student is to spend a short time quietly thinking about the problem. If successful in doing this, then the student may return to the learning center, desk, etc. and continue working.

Step 2: If a student fails to take advantage of this time away from work, the teacher then sends the student to the Section Coordinator's office to have a talk.

Step 3: If the student does not follow the expectations for step 2, the Section Coordinator will refer the student to the social worker.

Step 4: the social worker will call the parent, so that they may talk with their child and help her/ him get back on track.

Step 5: A conference is set up with parents, students, and teachers.

Code of Conduct in Elementary

Level 1 Offense	Level 2 Offense	Level 3 Offense
<input type="checkbox"/> Incomplete assignment	<input type="checkbox"/> Inappropriate & unethical behavior	<input type="checkbox"/> Leaving school without permission
<input type="checkbox"/> Failure to get learning materials	<input type="checkbox"/> Showing disrespect to a staff member	<input type="checkbox"/> Possession and/or use of dangerous items
<input type="checkbox"/> Unexcused tardiness to class	<input type="checkbox"/> Damaging school property	<input type="checkbox"/> Verbally assaulting a staff member
<input type="checkbox"/> Playing in the KG hallways	<input type="checkbox"/> Damaging someone's property	<input type="checkbox"/> Physically assaulting a student
<input type="checkbox"/> Not wearing the uniform	<input type="checkbox"/> Emotional bullying	<input type="checkbox"/> Physical bullying
<input type="checkbox"/> Chewing gum	<input type="checkbox"/> Physical bullying	<input type="checkbox"/>
<input type="checkbox"/> Leaving class without permission	<input type="checkbox"/> Stealing	<input type="checkbox"/>
<input type="checkbox"/> Eating & Drinking in the KG hallways	<input type="checkbox"/> Cheating in assessments	<input type="checkbox"/>
<input type="checkbox"/> Running & shouting in the hallways	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Littering	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not tidying the area around desks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Disrupting class activity	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Failure to abide by classroom rules	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Disobeying the teacher	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Disrespecting peers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exercising dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copying assignment	<input type="checkbox"/>	<input type="checkbox"/>

Actions Taken in Elementary

The Intervention Ladder below depicts the disciplinary consequences resulting from a student committing a certain level of offense or the student's disciplinary record.

1.1 A **Level-1** offense committed for the first-time results in a **verbal warning**.

1.2 A **Level-1** offense committed after 3 verbal warnings result in an **Incident Report**.

1.3 **Three (3)** Incident Reports obtained by Level-1 offenses result in **30-minute community service**.

2. After obtaining a level-2 offense for the first time, the teacher/Section Coordinator will call the parents.

3. After obtaining (3) level-2 offenses, a **meeting will be scheduled with the parents for further actions**.

4. After obtaining a level-3 offense, a **meeting will be scheduled with the parents and the social worker for further actions**.

The school reserves the right to deprive any student with disciplinary misconduct from taking part in a certain school event, activity, and/or trip.

Code of Conduct in Middle School & High School

Level 1 Offense	Level 2 Offense	Level 3 Offense
<input type="checkbox"/> Disrupting the learning environment	<input type="checkbox"/> Bullying	<input type="checkbox"/> Stealing/theft
<input type="checkbox"/> Misusing technology	<input type="checkbox"/> Cheating	<input type="checkbox"/> Bullying
<input type="checkbox"/> Violating dress code	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Harassment
<input type="checkbox"/> Disrespecting school member(s)	<input type="checkbox"/> Skipping class deliberately	<input type="checkbox"/> Leaving school without permission
<input type="checkbox"/> Disrespecting peers	<input type="checkbox"/> Leaving classroom without permission	<input type="checkbox"/> Reckless endangerment towards others
<input type="checkbox"/> Hitting or pushing	<input type="checkbox"/> Misbehaving that endangers students or staff	<input type="checkbox"/> Indecent exposure
<input type="checkbox"/> Failing to abide by the rules	<input type="checkbox"/> Damaging school property	<input type="checkbox"/> Possession/use of tobacco or prohibited substance
<input type="checkbox"/> Being repeatedly off-task	<input type="checkbox"/> Using inappropriate language or gestures	<input type="checkbox"/> Physical attacking or harming
<input type="checkbox"/> Chewing gum	<input type="checkbox"/> Fighting	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Eating/drinking in undesignated areas	<input type="checkbox"/> Using profanity and rude language	<input type="checkbox"/> Verbally assaulting staff member
<input type="checkbox"/> Found unattended	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Being late	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Littering on school premises	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exercising dishonesty with staff and peers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copying assignments	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Being unprepared for class time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Misusing school property	<input type="checkbox"/>	<input type="checkbox"/>

Actions Taken in Middle School & High School

The Intervention Ladder below depicts the disciplinary consequences resulting from a student committing a certain level of offense or the student's disciplinary record.

1. A **Level-1** offense committed for the first-time results in a verbal warning.
2. A **level-1** offense committed for the second time results in a Notification.
3. A **Level 2 - 3** offense committed for the first-time results in a Notification.
4. The collection of 6 offense points will result in an Incident Report which will be reflected on the Report Card.
5. After obtaining an Incident Report, any additional Notification results in a scheduled phone call and/or meeting with the parents to discuss further actions.
6. Offenses related to social-emotional matter will result in the intervention of the social worker and/or Section Coordinator.
7. Students repeating offenses of the same nature will sit and reflect on their actions using "Stop and Think" Form.
8. After obtaining 2 Incident Reports, in-school detention will be scheduled.

The school reserves the right to take immediate action in specific situations.

General Guidelines

1. When applying disciplinary measures, the school should follow three levels and apply the Student Behavior Regulations issued by the Ministry of Education in cases that are not mentioned in ADEC's Guidelines and Policies.
2. The school must form a School Disciplinary Committee to review and discuss student behavior issues, provided that the disciplinary actions by the committee must be fair and equitable to all students without exception.
3. The school's Disciplinary Committee shall keep a record of the disciplinary offenses of each student and the actions taken in response, on the Esis system, including uploading all supporting reports for all offenses and actions taken. The School, the ADEC and any supervisory authorities shall treat all information about students' behavior as strictly confidential.
4. Students with special education needs must not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.