

# Code of Conduct

## PURPOSE

The purpose of the Code of Conduct is to promote a healthy, caring and inclusive school culture where high levels of achievement occur within a positive school environment.

Hayat Universal School (HUBS) believes that everyone has the right to be treated with dignity and respect.

HUBS staff, parents/guardians, students and community will promote the development of beliefs and attitudes that create a safe, caring and inclusive learning environment.

The standards of behavior outlined in the Code of Conduct shall apply to all members of the school community, including, students, parents/guardians, staff members, volunteers and visitors:

- on the school site, and
- during school-prescribed activities on and off site.

## REVIEW

The Principal holds the primary responsibility for creating a nurturing and safe school environment, where students can learn and thrive and adults are encouraged and empowered to exert their best effort to support student learning and growth. The Principal is required to ensure that the annual review of the school's code of conduct and emergency response plan is completed by October 31<sup>st</sup> of each year.

## ROLES AND RESPONSIBILITIES

### Students

**Students will work towards becoming Effective Communicators, Reflective Thinkers, Responsible Individuals and Global Muslims and will model the teachings of the Quran and Prophet Muhammad (peace and prayer may be upon him) as they assume their responsibilities at HUBS.**

#### Students will

- Assume responsibility for self-success and strive for academic excellence through:
  - actively participating in learning opportunities and school activities
  - regularly and punctually attending school and classes and bringing all required supplies and complete all homework assignments
- Respect the need of others to work in an environment that is conducive to learning and teaching.

- Show common courtesy, kindness and respect to all members of the school community, including visitors, regardless of their nationality, religion, gender, social status, tribal affiliation, or appearance. Abusive language, aggressive and/or discriminatory behavior are unacceptable at all times.
- Accept responsibility for inappropriate words and actions (includes hand signals/gestures) and strive to repair harm and restore relationships.
- Solve conflicts peacefully through discussion or by seeking adult assistance.
- Report bullying behavior to school staff. Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise will not be tolerated. Bullying is behavior that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- Show support for student-based activities and organizations that promote humanitarian causes and human justice, consistent with the teachings of Islam, and show understanding and respect for people who are disabled by barriers.
- Demonstrate honesty and integrity in all academic matters; refrain from engaging in plagiarism or other means of academic dishonesty.
- Demonstrate respect for school property and the property of others.
- Dress in their school uniform for classes and school activities.
- Follow policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, and cell phones (including those equipped with digital cameras). Accessing, uploading, downloading, sharing or distribution of information or material that HUBS has determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.
- Be aware that trafficking, using, possessing or being under the influence of alcohol, smoking or illicit drugs is unacceptable and will not be tolerated.
- Be aware that weapons of any kind will not be tolerated on HUBS property.

## Staff

**Staff will use their training and the best of their abilities to fulfil their pledge as professional educators and/or their contractual obligations to support the school Mission to provide high quality education guided by the school Beliefs.**

### Staff will:

- Establish and maintain a positive, caring, and inclusive learning environment.
- Provide high quality learning opportunities for students by consistently implementing the BC Ministry of Education curriculum and instructional approaches; school-selected programs, resources, instructional and assessment strategies and best teaching practices.
- Actively engage in learning about issues of cultural sensitivity including making use of training and materials offered by the school and seeking support from school administrators and other

staff members and use this learning to create an environment where students feel their culture and beliefs are respected.

- Be aware that HUBS teaches students about other peoples, their cultures, and their beliefs in order to realize the goals of developing them as Reflective Thinkers, Responsible Individuals and Global Muslims. Changing the culture of students is not one of the goals of HUBS Qatar or the BC Program it implements. Teachers must ensure that they do not promote, or appear to promote, directly, or indirectly, practices that conflict with the local culture and its values.
- Keep students, parents/ guardians and administration informed about student progress, assessment practices, attendance and behavior.
- Show common courtesy, kindness and respect to all members of the school community, including visitors, regardless of their nationality, religion, gender, social status, tribal affiliation, or appearance. Abusive language, aggressive and/or discriminatory behavior are unacceptable at all times.
- Treat all students, parents/ guardians and staff members fairly and consistently.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behavior.
- Be aware of and follow the school's Child Safeguarding Policy.
- Implement proactive and reactive intervention strategies.
- Support students when they are establishing and leading student-based activities and organizations that promote humanitarian causes and human justice, consistent with the teachings of Islam, and show understanding and respect for people who are disabled by barriers.
- Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise will not be tolerated. Bullying is behavior that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- Report incidents of bullying, including cyber-bullying, even if it takes place outside of school hours, to the principal, as soon as reasonably possible. The Principal will see that the student's parents/guardians are notified if the principal believes a student has been harmed as a result of the unacceptable conduct of another student.
- To report to the principal unacceptable student conduct while at school or at a prescribed school approved activity as soon as reasonably possible.
- Follow HUBS policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, and cell phones (including those equipped with digital cameras). Accessing, uploading, downloading, sharing or distribution of information or material that HUBS has determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.
- Adhere to the HUBS policies pertaining to all aspects of the school such as the delivery of the educational program, Child Safety, school Code of Conduct, parent engagement, dress code for staff and other HR policies/procedures. Teachers are to follow the Standards for Educators in BC outlined by the BC Ministry of Education. Staff are aware that trafficking, using, possessing or

being under the influence of alcohol, smoking or illicit drugs is unacceptable and will not be tolerated.

## Parents/Guardians

**Parents/guardians are expected to strive to perform their role as key partners to the school in their children's education and to model the teachings of the Quran and Prophet Muhammad (peace and prayer may be upon him) as they fulfill their responsibilities as parents at HUBS.**

### Parents are to:

- Ensure their children attend school and classes regularly and punctually, have all necessary supplies, and have completed all assigned homework.
- Help their children develop positive attitudes towards learning and respect for peers, staff and school property.
- Show an active interest in their child's school work, progress and behavior.
- Communicate regularly with the school and advocate for their child's success.
- Contact the school promptly to report their child's absence or late arrival.
- Attend school events, support the school and stay in contact with school staff.
- Show common courtesy, kindness and respect to all members of the school community, including visitors, regardless of their nationality, religion, gender, social status, tribal affiliation, or appearance. Abusive language, aggressive and/or discriminatory behavior are unacceptable at all times.
- Encourage their child(ren) to report bullying behavior to school staff or initiate contact with the appropriate staff member. Be aware that bullying, including cyberbullying, or abusing another person orally verbally, physically, sexually, psychologically or in writing, or otherwise will not be tolerated. Bullying is behavior that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- Encourage the peaceful resolution of conflict. Work and cooperate with the school to resolve concerns involving their child(ren).
- Follow the established procedures for dealing with concerns or issues:
  - Begin by contacting your child's teacher to discuss the concern and to seek a solution;
  - If the concern is not resolved, contact the concerned Program Head;
  - If the concern is not resolved at this level, then contact the school principal
- Review the Code of Conduct, the Child Safeguarding Policy and the school's expectations for student behavior and conduct with their child(ren).
- Cooperate fully with teachers and other HUBS employees to ensure their child complies with school discipline and behavior management policies and the school's code of conduct.

## Visitors and Volunteers are expected to:

- All visitors and volunteers are required to check in at the HR Office upon arrival to sign in and obtain a visitor badge that must be worn and visible while on school grounds. This policy allows our staff and students to easily identify adults who are authorized to be at the school.
- Attend any workshops offered by the school for volunteers, obtain a volunteer packet and fill in requested background information forms, if applicable.
- Be aware of and follow the school's Child Safeguarding Policy.

## PROACTIVE STRATEGIES

The most critical step to building a safe, respectful, and productive learning environment is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners in the school.

The key components to promoting a positive school climate are:

- Communicating, teaching and modelling the positive behaviors students are to exhibit in the classroom and other parts of the school throughout the day.
- Ensuring classroom structures and procedures maximize student engagement and provide regular positive reinforcement of desired behaviors and early correction of inappropriate behaviors.
- Supervising students at all times.
- Encouraging student participation in activities that promote a safe, caring and inclusive environment.
- Fostering student voice in the school.
- Implementing a continuum of school-wide behavioral supports to address the unique academic and behavioral needs of students.
- Establishing, maintaining and strengthening positive working relationships with parents, community members and organizations.

## INTERVENTION STRATEGIES

### For Students

HUBS believes that effective student management teaches appropriate behaviors and incorporates a range of consequences for any inappropriate behaviors.

The goal of student discipline is to repair the harm done to interpersonal relationships and restore a feeling of security and peace in the school community, which then makes it possible for teachers to teach and students to learn. Cooperation between the school and the parents/guardians reinforces effective discipline of students.

Consequences follow the student discipline policy and should be based on individual needs, the severity and frequency of the problem and the ability of the student to understand and handle the consequences.

### **For Staff**

The conduct of HUBS staff is governed by school policies, the Code of Conduct and, for BC certified teachers, by the BC Ministry of Education Standards for Educators. Consequences for inappropriate behavior may range from a verbal warning to termination of employment.

### **For Parents/Guardians**

The conduct of parents/ guardians in schools is governed by HUBS policies. Consequences for inappropriate behavior may include a verbal warning, restricted access to the school or other consequences as defined by law.