



AL-BAYAN

INTERNATIONAL SCHOOL

مدرسة البيان الدولية

**BIS PARENT AND COMMUNITY
Code of Conduct**

August 2024

Accredited by:



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INTRODUCTION

BIS is dedicated to providing students and staff a safe and nurturing environment that is conducive to learning. In order to maintain this environment for the students and staff of BIS, it is essential that all parents and visitors to our buildings are aware of their responsibilities and adhere to our school's expected code of behavior.

As partners, we continue to welcome and encourage parents/carers to visit our school and share their children's activities.

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected behavior. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding and respect.

We are committed to resolving difficulties in a constructive manner through an open and positive dialogue. We understand that misunderstandings can cause frustrations and have a negative impact on our relationships. When issues arise, please contact your child's teacher to go through the issue. Where issues remain unresolved, please follow the school's complaints procedure which is available within each school's handbook.

This code aims to clarify the types of behavior that are not tolerated and parents have to acknowledge these expectations. It also sets out the actions the school will take if the code of behavior is not adhered to.

Expectations:

Members of the school community are expected to:

- Respect the ethos and values of the school.
- Respect the school's rules and regulations.
- Act in a respectful manner.
- Use courteous and acceptable language in all forms of communication.
- Act in accordance with BIS's child safety and wellbeing policies and procedures at all times.
- Be a positive role model at all times.
- Speak to children in an encouraging and positive manner.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Regard all children equally, with respect and dignity, and respect the diverse backgrounds and needs of children.
- Behave respectfully, courteously and ethically towards children, their families and other staff.
- Comply with all rules regarding school visits, follow all safety and emergency procedures and follow the instructions given by any member of school staff.

It is important for our community to continuously model appropriate and exemplary conduct in our interactions with each other for the benefit of our students. Parents are responsible for leading and demonstrating this conduct in all interactions with the school.

We understand that most of our community are already leaders in this area, however this policy outlines explicitly the expectations for our community.

Inappropriate Behaviors:

In order to support a peaceful and safe school environment, BIS will not tolerate parents, carers and visitors exhibiting the following behaviors:

- Disruptive behavior, which interferes with classroom instruction, office operations, playground recesses, matches and performances.
- Using loud, offensive language which includes but not limited to swearing, cursing or threatening.
- Threatening to physically harm a staff member or to deport him/her.
- Sending abusive or threatening communication which includes: emails, WhatsApp or text messages, voice messages or any kind of communication.
- Publishing inappropriate and/or offensive comments about the school/ staff and circulating it via social media.
- Approaching someone else's child to reprimand him/ her.
- Not adhering to deadlines for payment of tuition fees as specified by the MOE.
- Damaging or destroying school property.
- Asking a teacher to change a grade (either directly or indirectly – presenting gifts or using their position to compel the teacher to change a grade).
- Causing disruptions in the school premises due to problems of child custody or divorce.
- Engaging in any unlawful activity with or in relation to a child that could physically, sexually or emotionally harm a child; in particular physically disciplining a student/ child. (i.e. hitting, pinching, pulling, slapping) is never allowed.
- Discriminating against any child or their family members because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Being alone with a child who is not a family member unnecessarily.
- Disclosing personal or sensitive information about a child, or photograph/ video a child in a school environment or in on-line interactions.
- Using inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Having contact with children while using tobacco or while under the influence of alcohol or prohibited drugs.
- Transporting children and or youth alone in your car or allow student visitation in your home without explicit parental consent.
- Disciplining or speaking to a child about their behavior if you are not family member.

PARENT DISCLAIMER

The parent hereby declares and agrees that under no circumstances, whatever the reasons or motives, will he/she intimidate/threaten (physically, verbally or mentally) any BIS community member for any matter relating to the parent's son or daughter whether inside or outside the school campus.

If a parent breaches the above agreement, the school administration reserves the right to block the family's enrollment from the school and take the appropriate legal action against the parent if needed.

All decisions made by the administration are binding within the context of the law, upon signature of this code of conduct by parents each school year.

This is applicable throughout the family's enrollment at the school.

DEFINITIONS

At BIS we value mutually supportive relationships between school and parents that serve our students' learning. While we commit to ensuring that all our students feel happy, safe and secure and to maximizing learning opportunities, we continue to answer parents' enquiries and concerns and support students in the best possible way. Similarly, it is important for parents to recognize and respect the rights, expertise and qualifications of school teachers and staff.

If a parent or community member behaves inappropriately with a staff member, the staff member has the right to end the meeting/encounter and request the attendance of an administrator.

- **Grievance:** Grievances refer to concerns, problems or complaints that staff members raise for cases where parents demonstrate an unacceptable behavior/action towards them.
- **Offense:** An offense refers to the parent actually demonstrating/performing any of the unacceptable behaviors listed in section below against a staff member.
- **Cancellation of enrollment:** This applies to all children enrolled at the school.
- **Parent:** This term includes parents, guardians, and/or family representatives.

INAPPROPRIATE BEHAVIOR DEFINITION AND CONSEQUENCES

Depending on the grievance classification and action required as per the section below, more than 3 grievances against a parent or family member will result in the cancellation of enrollment of all family members. Three warning in a file for any consequences can lead to blocking enrollment for the following year.

It should be noted that if an offense is demonstrated by the parents, then all family members may be dismissed based on the offense.

INAPPROPRIATE PARENT BEHAVIOR TOWARD STAFF MEMBER/STUDENT *(But not limited to):*

| Behavior | This could include, but is not limited to: | This could include, but is not limited to: | | |
|--|--|--|---|-------------------------|
| | | 1 st offence | 2 nd offence | 3 rd offence |
| Physical assault | Any type of unwelcome physical contact, i.e. hitting, punching, grabbing, pushing, etc. | Zero tolerance. Parent banned from campus immediately. Cancellation of enrollment immediately. Staff member advised of legal rights and given legal guidance/help. | NA | NA |
| Damage to school campus or student/staff member's property | Self-explanatory | Parent banned from campus immediately (for remainder of academic year). Parent pays to fix or replace damaged item. Affected individual advised of legal rights and given legal guidance/help. | Parent banned from campus immediately (for remainder of academic year). Cancellation of enrollment for the following year. Affected individual advised of legal rights and given legal guidance/help. | NA |
| Recording audio or visual material without consent in an invasive or inappropriate manner | Using a recording device or mobile to capture images, audio or video of a staff member, student or meeting without consent. | Parent banned from campus immediately (for remainder of academic year). Affected individual advised of legal rights and given legal guidance/help. | Cancellation of enrollment for the following year. Affected individual advised of legal rights and given legal guidance/help. | NA |
| Extortion and/or attempted bribery. | Gifting beyond what is allowed in the school policies (non-perishable gifts beyond 20KD). Attempting to use inappropriate means to unduly influence the decision and/or actions of a staff member. | Parent banned from campus immediately (for the remainder of the academic year). Staff member advised of legal rights and given legal guidance/help. | Cancellation of enrollment for the family for the following year. Staff member advised of legal rights and given legal guidance/help. | NA |

| Behavior | This could include, but is not limited to: | This could include, but is not limited to: | | |
|--|--|--|--|---|
| | | 1 st offence | 2 nd offence | 3 rd offence |
| Verbal assault | Threats, verbal abuse, name calling, yelling, etc. | A written warning from the Central Office; parent banned from contact with staff member and banned from campus for a set period of time as determined by the school. Staff member advised of legal rights and given legal guidance/help. | Parent banned from campus immediately (for remainder of academic year). Cancellation of enrollment for the following year. Staff member advised of legal rights and given legal guidance/help. | NA |
| Harassment and/or intimidation | This includes repeated unreasonable requests, phone calls, emails, intimidating actions (physical or verbal), harassment, etc. | 1 st written warning from the Central Office; parent banned from contact with staff member for a set period of time as determined by the school. Staff member advised of legal rights and given legal guidance/help. | 2 nd written warning from the Central Office; parent banned from contact with staff member and banned from campus for set period of time. Staff member advised of legal rights and given legal guidance/help. | Parent banned from campus immediately (for remainder of academic year). Cancellation of enrollment for the following year. Staff member advised of legal rights and given legal guidance/help. |
| Discrimination | Any type of discriminatory behavior, language, actions or insinuations related to a person's age, race, gender, etc. | Written warning from the Central Office; parent banned from contact with staff member/student and banned from campus for 2 months. Affected individual advised of legal rights and given legal guidance/help. | Parent banned from campus immediately (for remainder of academic year). Cancellation of enrollment for the following year. Staff member/student advised of legal rights and given legal guidance/help. | NA |
| Inappropriate interaction with other students on campus | Threatening or intimidating other students through words or actions. | A warning letter is issued from the Central Office. Parent banned from campus for 2 months. | A 2 nd warning letters is issued from the Central Office. Parent banned from campus for the whole year. | Parent banned from campus for the whole year. Cancellation of enrollment for the family for the following year. |

| Behavior | This could include, but is not limited to: | This could include, but is not limited to: | | |
|--|---|---|--|---|
| | | 1 st offence | 2 nd offence | 3 rd offence |
| Not following the school rules or instructions from school staff while on campus or not following the visitor code of conduct | Entering the classrooms, disrupting class sessions, speaking loudly in the halls while classes are in session, ignoring staff requests and instructions while on campus | A warning letter is issued from the Central Office. Parent banned from campus for 2 months. | A 2 nd warning letters is issued from the Central Office. Parent banned from campus for the whole year. | Parent banned from campus for the whole year. Cancellation of enrollment for the family for the following year. |
| Spreading rumors or offensive and inappropriate content about students or staff members | Spreading rumors by word of mouth or messaging or through social media (WhatsApp, groups, twitter, Instagram, TikTok...etc.) | A warning letter is issued from the Central Office. | A 2 nd warning letters is issued from the Central Office. | Parent banned from campus for the whole year. Cancellation of enrollment for the family for the following year. |

Such offences will be filed in the parents file and revisited at the time of re-enrollment.

The school has the right to move to the highest level of consequence should the severity and/or the frequency of the parent action warrant it.

INAPPROPRIATE PARENT BEHAVIOR AGAINST THE SCHOOL *(But not limited to):*

| | Definition | 1 st offense | 2 nd offense | 3 rd offense |
|--|--|--|--|--|
| Sending out offensive messages in forms of emails or social media | Self-explanatory | Written warning from the Central Office. Parent banned from campus for 2 months. | 2 nd written warning from the Central Office. Parent banned from campus for the whole year. | Parent banned from campus for the whole year. Cancellation of enrollment for the following year. |
| Creating a commotion | A state of noisy disturbance | Written warning from the Central Office. Parent banned from campus for 2 months. | 2 nd written warning from the Central Office. Parent banned from campus for the whole year. | Parent banned from campus for the whole year. Cancellation of enrollment for the following year. |
| Inciting riots and/or disturbances at school | Encouraging others to participate in vandalism, disorder, etc. | Written warning from the Central Office. Parent banned from campus for 2 months. | 2 nd written warning from the Central Office. Parent banned from campus for the whole year. | Parent banned from campus for the whole year. Cancellation of enrollment for the following year. |

Remark:

- An important element of the BIS community is the supportive and collegial partnership between school staff and parents. It is only through these strong relationships that our students are happy and can thrive.
- Regular two-way communication between the school and families is important and encouraged, but excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral communication directed at the school can be a distraction from our core work with students.
- School staff and administration may not always be immediately available to speak with parents. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators will try to return all phone calls/e-mails within 24 hours.
- Should you have concerns about how the school has addressed your questions or concerns, please follow the complaints procedure as outlined in the school division handbooks.
- The school does not encourage parents calling teachers on their personal mobiles, or using WhatsApp as formal communication.
- This document is not comprehensive of all inappropriate action. There might be some actions that are not listed here that will be considered offensive to school staff.

CONCLUSION

This document, in conjunction with the staff code of conduct and student & family handbooks, will help embed positive, cooperative relationships among students, parents, and school personnel in a safe and respectful environment. We trust that parents will support the school in implementing and abiding by this policy in the best interests of our students.

ACKNOWLEDGMENT OF CONDUCT FOR PARENTS, CAREGIVERS, VOLUNTEERS

Al-Bayan International School is committed to the safety and wellbeing of children and young people. Our school community recognizes the importance of, and responsibility for, ensuring our school is a safe, supportive and enriching environment, which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviors and situations.

All staff, contractors, parents, caregivers, volunteers and any other member of the school community involved in child related work are required to comply with the Code of Conduct by observing expectations for appropriate behavior below. The Code of Conduct applies in all school situations, including field trips and afterschool clubs as well as in the use of digital technology and social media.

Please review the following acceptable and inappropriate behaviors:

Acceptable behaviors:

- Acting in accordance with BIS's child safety and wellbeing policies and procedures at all times
- Being a positive role model at all times
- Speaking to children in an encouraging and positive manner
- Creating an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families
- Regarding all children equally, with respect and dignity, and respecting the diverse backgrounds and needs of children
- Behaving respectfully, courteously and ethically towards children and their families and towards other staff
- Complying with all rules regarding school visits, follow all safety and emergency procedures in place at our school, and follow the instructions given by any member of school staff

Inappropriate behaviors:

Parents, caregivers, volunteers, contractors, and any other member of the school community involved in child related work we must not:

- Engage in any unlawful activity with or in relation to a child that could physically, sexually or emotionally harm a child; in particular physical disciplining a student/ child. (i.e. hitting, pinching, pulling, slapping) is never allowed.
- Unlawfully discriminate against any child or their family members because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Be alone with a child who is not a family member unnecessarily.
- Disclose personal or sensitive information about a child, or photograph/ video a child in a school environment or in on-line interactions.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Have contact with children while using tobacco or while under the influence of alcohol or prohibited drugs.
- Transport children and or youth alone in your car or allow student visitation in your home without explicit parental consent.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter.
- Discipline or speak to a child who is not a family member about their behavior. This is the role of teaching staff. Parents should raise any behavioral, bullying or peer group issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues.

Statement of Acknowledgment of Code of Conduct for Parents, Caregivers, or volunteers:

I have read the expectations for behaviors and action with regard to child safeguarding and understand adherence to all guidelines is a priority. The document makes it clear that my behavior must be of the highest level of professional and personal conduct at all times. I promise to follow the rules and guidelines in this Code of Conduct in partnership with the BIS community.

Name: _____ **Signature:** _____