



# مدرسة الآفاق الحديثة ذ.م.م. NEW HORIZON SCHOOL W.L.L.

## Code of Conduct Policy

New Horizon School is committed to creating a safe and inclusive learning environment for all students, staff, and stakeholders. This Code of Conduct sets out the behavioral expectations and guidelines to ensure respect, safety, and effective communication within the school community.

### **Parents**

The Code of Conduct Policy for Parents at New Horizon School provides guidelines to ensure a positive and respectful environment for students, staff, and other parents. It aims to foster strong partnerships between the school and parents for the benefit of the students' academic and personal development.

Parents are expected to adhere to the code of conduct outlined below while interacting with school staff, attending school events, and participating in school activities.

#### **1. Respectful Communication:**

- a. Use respectful and courteous language when communicating with staff, other parents, and students.
- b. Address concerns or issues through appropriate channels, such as scheduling a meeting with the teacher or principal, rather than engaging in confrontational or aggressive behavior.

#### **2. Confidentiality:**

- a. Respect the privacy of students, staff, and other parents by maintaining confidentiality and refraining from discussing sensitive information with others.
- b. Do not share or disclose personal contact information without explicit consent.

#### **3. Punctuality and Attendance:**

- a. Arrive on time for scheduled meetings, parent-teacher conferences, and school events.
- b. Notify the school in advance of any absence or delay in attending events or meetings.

#### **4. Volunteering:**

- a. If interested in volunteering, abide by the school's volunteer policies and procedures.
- b. Respect the authority and guidance of staff while volunteering in classrooms or other school activities.

#### **5. Dress Code:**

- a. Adhere to the school's dress code policy while attending school events or activities.
- b. Dress appropriately and modestly to set a positive example for students.

**6. Adherence to School Policies:**

- a. Familiarize yourself with school policies, guidelines, and procedures, and ensure compliance with them.
- b. Encourage your child to follow school rules and policies.

**7. Positive Reinforcement:**

- a. Encourage and promote positive behavior and attitude among students.
- b. Show appreciation and acknowledgment to staff for their efforts and dedication.

**8. Conflict Resolution:**

- a. If a conflict arises, engage in respectful and constructive dialogue, seeking to reach a mutually beneficial resolution.
- b. Involve the appropriate authorities when necessary, such as the principal or school counselor, to mediate conflicts.

**9. Safety:**

- a. Prioritize student safety and follow all safety guidelines provided by the school.
- b. Report any concerns regarding safety immediately to the school administration.

**10. Role Model Behavior:**

- a. Behave responsibly, displaying integrity and ethical conduct while representing New Horizon School.
- b. Uphold high moral standards and demonstrate fairness and neutrality.

**Consequences:**

Violation of this Code of Conduct Policy may result in verbal or written warning, limited access to school events, or, in extreme cases, restricted involvement with the school. The School keeps the right to cancel the registration for the following year for the student. The severity of the consequence will depend on the nature and severity of the violation. |

## **Staff**

### *Purpose:*

The purpose of this Code of Conduct Policy is to establish clear expectations and guidelines to ensure a productive, respectful, and inclusive work environment at New Horizon School. This policy applies to all staff members and outlines the standards of behavior and professional conduct that they are expected to adhere to.

### **1. Professionalism:**

Staff members are expected to conduct themselves in a professional manner at all times when representing New Horizon School. This includes treating colleagues, students, parents, and visitors with respect, integrity, and courtesy. Professionalism also entails maintaining a positive work attitude, adhering to the school's policies and procedures, and being accountable for one's actions.

### **2. Communication:**

Open and effective communication is essential in fostering a collaborative and harmonious work environment. Staff members should communicate with one another in a respectful, timely, and constructive manner. Confidentiality must be maintained in accordance with school policies when communicating sensitive information.

### **3. Respect and Inclusion:**

New Horizon School is committed to maintaining a safe and inclusive environment, free from discrimination, harassment, or bullying. All staff members are expected to treat others with respect, regardless of their race, gender, sexual orientation, religion, age, or disability. Discriminatory or offensive behavior or language will not be tolerated.

### **4. Confidentiality:**

Staff members must respect and maintain the privacy and confidentiality of personal information shared by students, parents, or fellow staff members. Confidentiality extends to both verbal and written information, as well as electronic data, and must be upheld even after the employment with New Horizon School has ended.

### **5. Conflict Resolution:**

If conflicts or issues arise between staff members, it is expected that they will be resolved in a respectful, professional, and constructive manner. Staff members should seek to address conflicts directly with the individuals involved, maintaining confidentiality as appropriate. If necessary, mediation or intervention may be facilitated by the school administration.

### **6. Punctuality and Attendance:**

Staff members are expected to arrive at work on time and adhere to their assigned work schedule. If an unforeseen circumstance arises that may impact attendance or punctuality, staff members should notify their immediate supervisor or the appropriate department in a timely fashion.

**7. Dress Code:**

Staff members are expected to present themselves in a professional manner by adhering to the dress code policy outlined by New Horizon School. This may vary depending on the specific role or department. Personal appearance should reflect the professionalism associated with the school.

**8. Use of School Resources:**

Staff members are responsible for using school resources, including technology, facilities, and equipment, in a responsible and respectful manner. Unauthorized use of resources or engaging in activities that may compromise the security or integrity of school resources is strictly prohibited.

**Consequences:**

Failure to comply with this Code of Conduct Policy may result in disciplinary action, up to and including verbal/written warnings, suspension, or termination of employment, based on the severity of the offense and the discretion of the school administration.

**Review and Acknowledgment:**

All staff members are required to read, understand, and acknowledge this Code of Conduct Policy. Any questions or concerns should be directed to the Human Resources department. This policy will be reviewed periodically and updated as necessary.

## **Students:**

Introduction:

At New Horizon School, we strive to create a safe, respectful, and inclusive learning environment for all students. This Code of Conduct outlines the expectations and standards of behavior that students are required to adhere to in order to maintain a positive atmosphere conducive to learning and personal growth. It is essential for students to understand and follow this policy to ensure their own success and the well-being of the entire school community.

### **1. Respect for Self and Others:**

- a. Treat all individuals with respect, kindness, and empathy, regardless of differences in race, religion, gender, ability, or background.
- b. Use appropriate language and refrain from engaging in any form of harassment, bullying, or discrimination.
- c. Uphold personal hygiene standards, dress appropriately, and maintain an environment free of offensive or inappropriate material.

### **2. Respect for Property:**

- a. Take responsibility for personal belongings and respect the property of others, including school facilities and resources.
- b. Obtain permission before using or borrowing others' property, and ensure its proper care and return.

### **3. Academic Integrity:**

- a. Engage in honest and ethical academic practices, without cheating, plagiarizing, or engaging in any form of academic dishonesty.
- b. Submit original work that reflects individual effort and properly cite any sources used.
- c. Respect the intellectual property rights of others, including teachers and fellow students.

### **4. Attendance and Punctuality:**

- a. Attend all classes regularly and arrive on time, prepared and ready to learn.
- b. Notify the school of any anticipated absences or tardiness and provide appropriate documentation when necessary.
- c. Make up missed work and assignments promptly, adhering to teachers' instructions and deadlines.

### **5. Technology Use:**

- a. Utilize technology responsibly and within established guidelines and restrictions.
- b. Refrain from using devices for non-educational purposes during instructional time or as directed by teachers and staff.
- c. Respect others by avoiding cyberbullying, sharing inappropriate content, or engaging in any illegal activities using technology.

### **6. Personal Conduct:**

- a. Behave in a manner that promotes a positive and safe learning environment, both inside and outside of school.

- b. Follow all school rules, policies, and guidelines established by the staff, administration, and the Board of Education.
- c. Resolve conflicts peacefully and seek assistance from teachers or staff when needed.

**Consequences:**

Violations of the Code of Conduct may result in disciplinary actions proportionate to the offense committed. Consequences may include verbal warnings, written reprimands, loss of privileges, detention, parent/guardian meetings, community service, suspension, or expulsion, depending on the severity and frequency of the misconduct.

**Conclusion:**

New Horizon School values the partnership between students, parents, and staff in promoting a safe and respectful learning environment. By adhering to this Code of Conduct, students commit to upholding the principles and expectations set forth herein, fostering an atmosphere of mutual respect and academic excellence.