



Abedeen International & Private School

Code of Conduct Policy

Introduction

The policy applies to all students and all school members and they are required to follow this school code of conduct policy; share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Abedeen International & Private School communities have a role to play in the awareness and prevention of unacceptable behaviour.

1. Establishing Safe and Conducive Learning Environments

The school code of conduct policy for Abedeen Academy has been established to encompass standards of behaviour for all schools and is built on the following expectations:

- Unacceptable behaviour will be responded to immediately.
- The school will use proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain an environment that is conducive to teaching and learning.
- When responding to unacceptable behaviour, we will:
 1. Give first consideration to the safety and security of students, staff, and other members of the school community.
 2. Assist students with developing new behaviours and strategies to reduce the recurrence of unacceptable behaviour.
 3. Address consequences in a fair manner that does not disproportionately impact students based on race, culture, ethnicity, religion, creed, gender, physical disability, national or Aboriginal origin, socio-economic status, or appearance.
 4. Use restorative strategies, when appropriate, by discussing and using plans of action.
 5. Consider the impact that consequences may have on the student(s) adversely affected by unacceptable behaviour, such as:
 - a) Decisions regarding the appropriate placement within the school of the person initiating the harmful act.
 - b) Allowing the person harmed the opportunity to provide a statement in cases where consequences result in a suspension appeal process.
 - c) Remove students from class only after acceptable strategies have been implemented to support a change in behaviour or as necessary to maintain a

safe learning environment and ensure the student's return to their regular class when it is safe to do so.

- d) Provide academic support when a student is removed from class or suspended from school for up to 7 days and take into consideration the use of in-school detention provided that the student can continue their work in a classroom designated by the Principal for in-school suspensions, a teacher is present to supervise the students, and the Principal notifies the student and the student's parents of the reasons for the in-school detention, as soon as is reasonably possible.

Spot Checks Policy

Spot checks on students' bags and belongings will be conducted periodically to ensure compliance with school policies and to maintain a safe and secure environment for all. These checks are aimed at preventing the possession of prohibited items and ensuring that students adhere to school rules.

- Spot checks will be conducted at least once a month or as needed, based on disciplinary concerns.
- Additional checks may be carried out at the discretion of the Discipline Committee in response to specific incidents or suspicions.
- Spot checks will be conducted in classrooms, hallways, or other designated areas as determined by the Discipline Committee.
- Checks may also be carried out at the school entrance during arrival times, if necessary.
- Spot checks will be conducted by teachers and prefects, under the supervision of the Discipline Committee.
- Students will be informed before the check begins and will be required to open their bags and display their belongings in an orderly manner.
- If prohibited items are found, they will be confiscated, and the student will be referred to the Discipline Committee for further action.
- A written record of each spot check, including the date, time, location, and any confiscated items, will be maintained.
- Parents may be notified if a serious violation occurs.

Roles and Responsibilities

Abedeem International & Private School is responsible for establishing and implementing the school code of conduct policy in consultation with the Disciplinary Committee, and the Student Affairs & Counselling departments.

- Reviewing the school code of conduct policy every two years.
- Communicating the school code of conduct policy to students, parents, and other school members.
- Recording and tracking incidents of unacceptable behaviour, both intentional and unintentional, through the Student Incident Report.
- Monitoring incidents of unacceptable behaviour of all students to identify areas requiring additional support.
- All records of incidents of unacceptable behaviour will include:
 1. The student's name and class.
 2. Whether the student is receiving additional behavioural support through Student Affairs Counselling.
 3. The date, time, and location of the incident.
 4. The category of behaviour.
 5. Factors contributing to the incident.
 6. A description of the incident.
 7. A description of related incidents.
 8. Prohibited articles involved in the incident.
 9. The target of the incident.
 10. Actions and consequences taken in response to the behaviour.
 11. Witness comments and staff present during the incident.

2. Abedeem International & Private School Code of Conduct

All students and members of the school community will contribute to creating a safe and inclusive learning environment.

Unless immediate action is required to maintain a safe learning environment, Abedeem Academy will support and promote positive student behaviour through prevention and intervention programs.

Acceptable Standards of behaviour

All students and school members will:

- Show respect for the rights, property, and safety of themselves and others.
- Accept personal responsibility for their behaviour.
- Demonstrate socially appropriate behaviour.
- Respect and appreciate the diversity of all school members, regardless of their race, culture, ethnicity, religion, creed, gender, age, national or Aboriginal origin, socio-economic status, or appearance.
- Treat school property and the property of others with a reasonable standard of respect.
- Attend school regularly and punctually.
- Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school management.
- Demonstrate respect for the learning environment of the school, classroom, and school activities and events.
- Demonstrate and promote positive behaviour by avoiding all forms of violence.
- Use information and communication technology, including the internet, digital resources, and e-communication, as well as all forms of social media, in a responsible and acceptable manner.
- Refrain from all forms of bullying and cyberbullying, gossiping, spreading rumors, intimidation, racism, and discrimination.
- Refrain from using items as weapons intended to harm another person or themselves.

3. Promoting Acceptable Behaviours

Some behaviours—such as failure to follow directions, shoving and pushing, profanity that is not directed at another person, disrespectful behaviour that shows disregard for a teacher’s or other supervising adult’s position—will be addressed by Student Affairs & the School Counsellor in the course of their daily work in classrooms and supervision of students in other areas of the school.

Responses to these behaviours may include student and/or parent conferences, creating a plan for restitution, coaching students to help them learn new behaviours, restorative approaches, and/or detention as a time to reflect.

4. Responding to Unacceptable behaviour

Unacceptable behaviours (defined in Appendix A) endanger the well-being of others, result in damage to property, and/or significantly disrupt learning environments. Unacceptable behaviours are referred to the office through the Student Incident Report Form and, where appropriate, will be addressed in a manner (see Appendix B) through consequences that may include in-school detention or out-of-school suspensions.

Responses to unacceptable behaviour will:

- Be appropriate for the student's age and stage of development and consider a student's special needs if the behaviour is determined to be unintentional.
- Reflect the severity of the behaviour.
- Take into account the frequency and duration of the behaviour.
- Be chosen primarily for their educational value.
- Occur in a timely manner.
- Reflect an individualized approach to discipline.
- Be fair and equitable, respecting the dignity of all involved.

The school may consider suspending a student if it believes the student has engaged in any of the following activities while on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, at a school bus stop, on a school bus, or off school grounds if any of these behaviours listed (subject to change) disrupt the learning environment of the school.

Appendix A: Definitions of Unacceptable Behaviour

| Category | Definition |
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| Uncleanliness | To keep the classroom, canteen areas, work space, common areas, Library, Lab and or other designated areas unfit for use by everyone in the school community. This is a reminder of EHAP (Everything Has A Place) and CAWG (Clean As We Go) |
| Tardiness | To be attending school later than the usual time. To not be attending assembly every Monday. School begins at 7:30 am. It is your duty as a student to be present in school on time. Constant tardiness will be a cause of a disrupted learning environment. |
| Attire | <p>To be wearing other accessories, other than the standard school uniform and headgear, wearing make-up, decorative henna/ tattoos on your hands /arms /fingers; coloured pimple patches (only transparent patches allowed) applying coloured lip balm, smart-watches, rings and other paraphernalia considered inappropriate for school. Refer to student/parent handbook page 41.</p> <p>Note: Mandatory for all students</p> <ul style="list-style-type: none"> • Year 1 to Year 5 - Child scarf & inner head gear. • All secondary - must wear an appropriate school-colored scarf/shawl and headgear, along with black shoes and plain black socks (no stripes or patterns). • All students must wear their school tags with the school lanyard and no other accessories attached to it. <p>Confiscated items will not be returned.</p> |
| Ikhtilat | Engaging in physical intermingling between individuals of opposite genders while on school premises, on adjacent property, during any school-sponsored or school-related activities, functions, or programs, at school bus stops, on school buses, or off school grounds (such as clubhouse). This policy also applies to incidents occurring outside of school grounds if reported by parents or guardians and deemed to affect the school's reputation, student behaviour, or overall well-being. |
| Bullying | Behaviour, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, exclusion, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behaviour in any way. |
| Cyberbullying/ Gossiping, spreading rumours | Use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, and apps , instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress, or other damage or harm to the school, its property, all members of the school community and/or another person's health, emotional well-being, self-esteem, or reputation, and includes assisting or encouraging such communication in any way. |

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| Discriminatory behaviour | Discriminatory behaviour includes any discrimination based on race, culture, ethnicity, religion, creed, gender, physical disability, age, national or Aboriginal origin, socioeconomic status, or appearance against teachers, staff, and other students. |
| Insubordination | Behaviour that conveys a deliberate disregard for a person's authority and position (e.g., teacher, principal, parent, adult in charge of student activities). |
| Misuse of internet | Unauthorised access or misuse of networks, online resources, and or e-communications in school. |
| Physical violence | Using force, gesturing, or inciting others to use force to injure a member of the school community. |
| Racist behaviour | Racist behaviour includes using racial/cultural slurs, engaging in racial/ ethnic name-calling, or actions, or inciting others to use racist language or engage in racist behaviours. |
| Significant disruption to school operations | Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff. |
| Vandalism | Committing or inciting others to commit damage to the personal property of a member of the school community, damage to property owned or operated by the school board, damage to any property while attending a school-related activity, vandalizing, damaging, or disabling the work of another individual or organization through the use of technology. |
| Verbal abuse | Using, or inciting others to use, language that is demeaning, threatening, or intimidating to another person. |
| Sexual Misconduct/ harassment | Includes any behaviour of a sexual nature or connotation that is deemed inappropriate or unacceptable at school or during any school-related activity on-site and/or online any social media platform, any objectionable, coercive, or irritating comment, communication, action, or attention of a sexual nature that is directed to a person or persons by someone who knows, or ought reasonably to know, that such actions are unwelcome; action or communication with a sexual connotation/ intention or component that creates an intimidating, demeaning, or offensive school environment, even if it is directed to no person in particular. |

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| Tobacco, e-cigarette (vape), or any other form of substance use/ abuse including recreational substance | Smoking of tobacco, e-cigarettes, or other forms of tobacco / substance use, inside any school building, facility, or vehicle, or on any school property, including school related activities. |
| Significant disruption to school operations | Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff. |
| Use or possession of alcohol | Use or possession of alcohol or being under the influence of alcohol inside any school building, facility, or vehicle, on any school property, including school-related activities. |
| Use or possession of drug-related paraphernalia or illegal drugs | Use or possession of paraphernalia intended for use with illegal drugs. |
| | Use, possession, or selling of a controlled drug or substance. |
| Significant disruption to school operations | Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff. |
| Weapons usage & possession | Possessing or inciting others to possess or use a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon, while on school property or while attending a school-related activity. |
| | Use or pretence of using a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon while on school property or while attending a school-related activity. |

Appendix B: Responding to Unacceptable Behaviour Abedeen Academy Disciplinary Procedure

| Level 1 (Minor Misconduct, Code Purple) | | |
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| Step 1: Discipline report (3) recorded and signed by student and discipline teacher. | Step 2: Issuance of a PURPLE warning letter by Head of discipline and Principal. Meeting with parents (If needed). | Step 3: Students will be provided counselling and 1-5 day(s) provide Community service (CAWG project). *CAWG: Clean As We Go |

Note: For minor misconduct, (3) discipline reports with same misconduct will contribute to (1) PURPLE CODE warning letter. Accumulative of (9) discipline reports will contribute to (1) ORANGE CODE warning letter.

| Misconduct (frequency) | Action |
|-------------------------------|----------------------------------|
| <i>///</i> | First purple code letter |
| <i>///</i> | Second purple code letter |
| <i>///</i> | First orange code letter |
| <i>///</i> | Second orange code letter |
| <i>///</i> | Black code letter |

Example of action taken with same minor misconduct

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| Possible responses | <ul style="list-style-type: none"> • Conferencing with student or parent • Creating a plan for restitution • Coaching to develop new behaviours (counselling) • Community service (major duty) • Mediation • Detention • Loss of privileges • Suspension from PE Class/CCA Sports |
|---------------------------|---|

Note: Minor duty refers to light corrective tasks and areas involved are small (e.g., classroom, corridor) and tasks include sweeping, wiping, or organising. Duties may be done properly under the supervision of a teacher. Poor attitude may result in task repetition or escalation.

| Level 2 (Moderate Misconduct, Code Orange) | | |
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| <p>Step 1:</p> <p>Discipline report (2) recorded and signed by student and discipline teacher.</p> | <p>Step 2:</p> <p>Issuance of ORANGE warning letter by Head of discipline and principal.</p> <p>Meeting with parents.</p> | <p>Step 3:</p> <p>Students will be provided counselling and 6-10 day(s) provide Community service (CAWG project).</p> <p>*CAWG: Clean As We Go</p> |

Note: For Moderate misconduct, (2) discipline reports with same misconduct will contribute to (1) ORANGE CODE warning letter. Accumulative of (6) discipline reports will contribute to (1) BLACK CODE warning letter.

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| <p>Possible responses</p> | <ul style="list-style-type: none"> • Conferencing with student or parent • Creating a plan for restitution • Coaching to develop new behaviours (counselling) • Community service (major duty) • Mediation • Detention • Loss of privileges • Suspension (1-5 days) |
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Note : Refers to heavier cleaning or service tasks and areas involved are larger (e.g., surau, canteen, staircases) and tasks may include deep-cleaning, organising store rooms , or moppig wide areas under teacher supervision.

| Level 3 (Major Misconduct, Code Black) | | |
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| <p>Step 1:</p> <p>Discipline report (1) recorded and signed by student and discipline teacher.</p> | <p>Step 2:</p> <p>Issuance of a BLACK warning letter by Head of discipline and principal.</p> <p>Meeting with parents</p> | <p>Step 3:</p> <p>Action may result in a 1-7 day(s) to 2 weeks suspension and /or student expulsion depending on gravity of the situation.</p> |

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| <p>Possible responses</p> | <ul style="list-style-type: none"> • Conferencing with student or parent • Loss of privileges • Suspension (7 days - 2 weeks) • Expulsion (for severe cases) |
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Appendix C: Disciplinary Code of Misconduct

| A | SERIOUS OFFENSE |
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| A01 | Gambling |
| A02 | Stealing |
| A03 | Fighting/threatening/hitting/hurting a teacher |
| A04 | Scratching/damaging teacher's property/school property |
| A05 | Fighting/threatening/hitting/hurting prefect |
| A06 | Blackmail |
| A07 | Belonging to an illegal group/secret society/Delinquent behaviour |
| A08 | Drug abuse (injecting/smoking/inhaling/drinking/sniffing) |
| A09 | Selling/trafficking drugs |
| A10 | Carrying a dangerous weapon |
| A11 | Unauthorised / forced entry into restricted/ secured area |
| A12 | Trespassing on school grounds |
| A13 | Public disturbance/Unpermitted protest |
| B | TARDINESS |
| B01 | Loitering / wandering around the school grounds without permission |
| B02 | Late arrival to school |
| B03 | Late arrival for Assembly |
| B04 | Meal consumption outside of break time |
| B05 | Late to class |
| B06 | Use of abusive language |
| C | INSUBORDINATION |
| C01 | Behaving rudely and disobeying the teacher |
| C02 | Behaving rudely and disrespecting prefects |
| C03 | Humiliating teachers/school staff - use of abusive gestures |
| C05 | Disrupting learning or teaching |
| C06 | Disrespect the teacher |
| C07 | Disrespecting prefects |
| C08 | Loitering in school compound without reason/ permission |
| C09 | Spitting |
| C10 | Behaving rudely towards guests/ visitors |
| C11 | Fishing or feeding fish at the lake - restricted area |

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| D | OBSCENE BEHAVIOUR |
| D01 | Defamation |
| D02 | Flirting |
| D03 | Shunning |
| D04 | Bringing pornographic material to school |
| D05 | Intrusive behaviour towards students or staff |
| D06 | Using obscene words |
| D07 | Using obscene symbols/signals |
| D08 | Drawing or writing obscene words or pictures |
| D09 | Watching porn videos |
| E | DESTRUCTIVE BEHAVIOUR / VANDALISM |
| E01 | Using school property without permission |
| E02 | Damaging school property |
| E03 | Damaging the property of the principal/teacher/support staff/admin/student |
| E04 | Destroying school plants |
| F | TIDINESS |
| F01 | Long/fashionable/Inappropriate hair |
| F02 | Long nails |
| F03 | Moustache, beard or Goatees |
| F04 | Use of hair colourants (dyeing hair) |
| F05 | Inappropriate school attire (refer to Appendix A) |
| F06 | Not changing PE shirts to uniform |
| F07 | Color of nails/ henna |
| F08 | Tattooed |
| F09 | Shaving eyebrows |
| F10 | Wearing jewelry/accessories/decorative wristwatch/make-up at school/ smart-watches |
| G | FRAUD, DISHONESTY AND COMPLICITY |
| G01 | Fraudulent financial behaviour |
| G02 | Fraudulent untrustworthy behaviour |
| G03 | Blame- shifting and using the teacher's name without permission |
| G04 | Carelessness regarding the cleanliness of school facilities |
| G05 | Lying / dishonest actions |
| G06 | Breach of Trust |
| G07 | Complicit in any disciplinary offence/ conduct |
| G08 | Irresponsible actions |

| H | UNEXCUSED ABSENCES |
|----------|---|
| H01 | Absent from class without permission |
| H02 | Absent from school without valid reason |
| H03 | Continuous absence from weekly/daily gatherings or assembly |
| H04 | Absent from extracurricular/extracurricular activities |
| H05 | Absent from tests/exams without approval |
| H06 | Absent from school study sessions/ replacement / intensive classes |
| H07 | Absent from official school events |
| J | VIOLATIONS OF SAFETY POLICIES |
| J01 | Fighting |
| J02 | Hooliganism |
| J03 | Cybercrime |
| J04 | Usage of mobile phones/smart watches/tablets/headphones/earpieces outside the permitted hours/ during exams |
| J05 | Carrying a lighter to school |
| J06 | Misuse of fire extinguishers |
| J07 | Cheating during exams /tests/ quizzes/ assessments |
| J08 | Conduct buying and selling activities in the school area |
| J09 | Bringing/playing with firecrackers |
| J10 | Entering a restroom designated for the opposite gender |
| J11 | Shoving / Pushing others ahead in the queue |
| K | POLITICAL ACTIVITY |
| K01 | Involvement in politics |
| K02 | Carrying political flags |
| K03 | Spreading political party ideology/writing/documents/any propaganda |
| L | HARRASSMENT AND DISCRIMINATION |
| L01 | Fighting/threatening/hitting/hurting other students |
| L02 | Behaving rudely towards students |
| L03 | Verbal/physical/gestural/relational bullying |
| L04 | Humiliating students |
| L05 | Cyberbullying |
| L06 | Gossiping |
| L07 | Spreading rumours/ slandering others/ defamation |
| L08 | Racial/cultural/ethnic/religious/gender/age/socioeconomic status/disabled/external discrimination |
| L09 | Making gestures/ using racist words |

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| L10 | Calling others a racist /disrespectful act |
| L11 | Using, or inciting others to use, language that is demeaning, threatening, or intimidating to another person. |
| M | SUBSTANCE ABUSE |
| M01 | Storing cigarettes/vapes/e-cigarettes/vape liquids in school compound |
| M02 | Smoking cigarettes/vapes/e-cigarettes/ recreational drugs/ unprescribed medication |
| M03 | Selling/distributing cigarettes/vapes/e-cigarettes/vape liquids/ recreational drugs |
| M04 | Liquor usage |



STUDENT COMMITMENT LETTER

STUDENT NAME: _____ ID NUMBER : _____

I, the undersigned with the name mentioned above, hereby acknowledge that I agree to abide by all school regulations during my studies in this school. In the event that I violate any of the established rules, I am willing and ready to accept any form of punishment related to the offense I have committed. This agreement is made out of my own awareness and willingness without any pressure or coercion from any party.

Student's Signature

_____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGMENT

I, _____ parent / guardian to _____

acknowledge having read the code of conduct policy, and agree to advise my ward(s) to comply with the regulations contained in the code of conduct policy. I have full confidence in the school authorities to handle and resolve disciplinary cases involving my child.

Signature

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ID Number : _____

Date : _____