



Code of Conduct Policy for Students and Staff

1. Purpose

This Code of Conduct establishes the expected behaviors and responsibilities of all students and staff members at the school. It aims to foster a safe, respectful, and conducive environment for learning and personal development.

2. Scope

This policy applies to all students, teachers, administrative staff, support staff, and anyone involved in school-related activities.

3. General Principles

- Respect: All individuals are expected to treat others with respect, regardless of race, religion, gender, or background.
- Integrity: Honesty and integrity must guide all actions, including academic work and interpersonal relations.
- Accountability: Every member of the school community is responsible for their actions and should adhere to school rules.
- Safety: All individuals should contribute to a safe, secure, and peaceful environment.

4. Code of Conduct for Students

4.1. Academic Integrity

- Students must complete all work with honesty. Cheating, plagiarism, and other forms of dishonesty are strictly prohibited.
- Students should attend all classes regularly and punctually.

4.2. Behavior and Discipline

- Respect for teachers, fellow students, and school property is mandatory.
- Bullying, harassment, discrimination, or any form of violence (physical or verbal) will not be tolerated.
- Students must comply with school rules regarding dress code, attendance, and behavior during school hours.
- Use of mobile phones or other electronic devices is only allowed as per school policies.

4.3. Attendance and Punctuality

- Students must maintain regular attendance and arrive on time for school and classes.
- Unexcused absences or tardiness will lead to disciplinary actions.

4.4. Property and Environment

- Students should care for school property, including classrooms, equipment, and books. Vandalism will be subject to serious consequences.
- Students must keep the school premises clean and dispose of waste responsibly.

5. Code of Conduct for Staff

5.1. Professionalism

- All staff members must maintain high standards of professionalism in their teaching or administrative roles.
- Teaching staff should prepare and deliver lessons in an organized, respectful, and inclusive manner.

5.2. Ethical Behavior

- Staff must promote fairness and equality in all interactions with students and colleagues.



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- Any form of bias, favoritism, or unethical behavior will not be tolerated.

5.3. **Confidentiality**

- Staff members must maintain the confidentiality of students' personal information and academic records.

5.4. **Disciplinary Guidance**

- Staff must approach student discipline constructively, with the aim of correcting behavior without resorting to punishment that is degrading or harmful.
- All corrective measures should align with the school's established disciplinary procedures.

5.5. **Dress Code**

- Staff should adhere to a professional dress code, reflecting their role as educators and role models.

6. **Unacceptable Conduct**

For both students and staff, the following are examples of prohibited behaviors:

- Violence or threats of violence.
- Discrimination or harassment of any kind.
- Dishonesty in any academic or professional task.
- Disrespecting authority, peers, or school property.
- Possession or use of prohibited substances (drugs, alcohol, etc.).

7. **Disciplinary Procedures**

7.1. **For Students**

- Minor infractions will result in a verbal or written warning.
- Serious or repeated violations will result in consequences such as suspension or expulsion, as per school policy.
- Parents will be informed of any serious disciplinary actions.

7.2. **For Staff**

- Staff members violating this code will receive a formal warning and may face further actions, including termination of employment.
- Misconduct will be investigated thoroughly by the school administration.

8. **Reporting Violations**

- Any violation of this Code of Conduct should be reported immediately to the school administration.
- Reports may be made anonymously and will be handled with confidentiality.

9. **Review of Policy**

This policy will be reviewed annually or as needed to ensure it remains current and effective.

By adhering to this Code of Conduct, students and staff will contribute to a positive learning environment, fostering mutual respect and integrity.

Principal's Signature: *Sadia Akhter*

Date: April 15, 2025