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# CODE OF CONDUCT - PARENTS

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**\*\*Revised in MARCH 2020**

***Connection with the other policies: All the policies and school culture***

## **IBO AND RGS Mission Statement**

We at RGS have aligned our mission statements with the IBO and our code of conduct directly relates to both the mission statements mentioned below



As advocated by IBO we at RGS ensure that the code of conduct is embedded in the school culture, understood and supported by the entire school community. Parents and students are informed about the policy through parent meetings, the school website handbook, curriculum booklet and Parent-Teacher conferences.

### **Introduction :**

*In a school that has a commitment to the values inherent in the IB learner profile, these values will be readily apparent in classroom and assessment practices, the daily life, management and leadership of the school.*

The RGS Code of Conduct sets the standard by which members of the RGS community measure their relationships with others.

The Code is based on the development of attributes of the IB learner profile. The values and attitudes of the school community that underpin the culture and ethos of a school are significant in shaping the future of its young people.

We have high expectations of the entire community at RGS . Mutual cooperation, respect for Property, respect for our environment and, above all, respect for each other are essential to our happiness.

The purpose of this Code is to set the context for a safe and productive learning environment by outlining expected behaviour in a caring school.

*Reference is made to the school community throughout this Code. The school community includes students, all staff, parents, and all adults whose roles or jobs place them in contact with the students in school settings and school activities.*

## **Programme standards and Practice 2014**

Standards and Practice A : 4 - The school develops and promotes international-mindedness and all attributes of the IB learner profile across the school community.

Standards and Practice C3.16 Teaching and learning develops the IB learner profile attributes.

## **Programme standards and Practice 2018**

**Purpose 3:** The school community fosters internationally minded people who embody all attributes of the IB learner profile. (0101-03) Purpose 3.1: The school ensures that the school community is aware of the IB learner profile and is committed to international-mindedness and its importance in embodying the IB mission. (0101-03-0100)

**Culture 6:** The school implements, communicates and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.5: The school considers the Learner Profile in all of its IB-mandated policies. (0301-06-0500)

**Lifelong learners 2:** Students demonstrate and reflect on their continued development of the IB learner profile attributes. (0402-02) Lifelong learners 2.1: Students understand the learner profile and can reflect on it effectively. (0402-02-0100)

### **RIGHTS AND RESPONSIBILITIES :**

We have instituted a parental code of conduct policy to help promote a safe environment for all students, staff and parents at the school. Parents and guardians have the following rights and responsibilities at the school:

Staff, students, parents and caregivers have similar rights which are:

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
<p><b>All have the right to be treated with respect and fairness at school</b></p> <p>The staff will try to respond to all parents and caregivers with sensitivity when discussing with parents matters relating to the school, children and their families. Parents and guardians are expected to pay the same courtesy to staff</p>	<p><b>You have the responsibility to support the school in upholding codes of student conduct, school rules and the respect of property</b></p> <p>This means observing all agreed safety practices as well as observing playground and classroom rules. Parents are the best role models for their child. Where parents provide contrary advice to the school this causes confusion for children.</p> <p><b>You have the responsibility to help make the school a good place to be</b></p> <p>This means contributing where you are able to the collective life of the school, supporting your child's classroom activities, reading and responding to all messages that are sent home from school as well as being respectful, thoughtful and courteous in your</p>

	<p>dealings with others.</p> <p><b>You have the responsibility to ensure your child is supported to complete their homework tasks</b></p> <p>All children bring home tasks which support their stage of learning. They need to have time and space to complete these and an opportunity to share them with parents. Tasks have notified time limits and need to be returned promptly. Homework should not be an onerous task for either parent or child.</p> <p><b>You have the responsibility to ensure your child has the right equipment at school on any day</b></p> <p>This will enable the teacher and child to progress the planned programme and have the best chance of success.</p>
<p><b>All have a right to be heard</b></p> <p>Parents and guardians are encouraged to talk freely about their ideas and feelings during scheduled parent teacher meetings, and through school consultation processes. Appointments should be made at appropriate times but parents may not interrupt class teaching time and should respect the need for teachers to prepare for meetings, and the desirability of any matter to be discussed in private. No teacher will conduct a discussion with parents who are abusive or threatening in their behaviour. In such cases they will be asked to leave and support may be called.</p>	<p><b>You have the responsibility to convey your suggestions and concerns in a productive and positive manner following the hierarchy.</b></p> <p>This will enable the school community to support you and collaborate with you for an productive outcome</p>
<p><b>All have right to be informed and stay updated</b></p> <p>School have made provision for parents to stay updated about the class engagements through various mediums periodically</p> <ol style="list-style-type: none"> <li><b>Parents Orientation</b> : Parents orientation at the start of the year is planned to discuss year level goals with parents.</li> <li><b>Weekly Newsletters</b> : Every friday weekly newsletter is issued by teachers highlighting parents on weekly engagements in class accompanied by work samples of students</li> </ol>	<p><b>You have the responsibility to stay connected and contribute my abilities and skills and be principled in reading and referring to the communication updates provided by school</b></p> <p>Parents are expected to stay updated by attending and contributing effectively in Parents orientation , reading weekly newsletter , checking TODDLE regularly and comment / reflect on my child's portfolio constructively , Attend / request for meetings periodically meetings to stay updated and collaborate with teachers for my child's development. Attending conferences to support child's development and celebrate the child's learning journey</p>

<p>2. <b>TODDLE</b> : Students update and learning engagements are regularly updated on toddle in the form of a students portfolio which is accessible to parents . It has an interface for parents , students , teachers , administrators to access the curriculum update and child's progress (assessing , recording , reporting , monitoring , documenting , communication etc.)</p> <p>3. <b>Parent teacher meeting / attending Conferences</b> : Parents / teachers can book an appointment to discuss the child's progress one on one .</p>	
<p><b>Everyone has a right to tell their side of the story</b></p> <p>Parents are encouraged to discuss concerns and or problem behaviour and consequences with the staff member concerned in the first instance. This may also need input from senior staff and other support agencies. Whilst every child has individual rights these do not outweigh the rights of all children to a positive learning environment.</p>	<p><b>You have the responsibility to open minded in hearing the story from the other side too and respond responsibly respectfully towards resolving the conflict</b></p> <p>This will enable the school community to support you and collaborate with you for an productive outcome</p>
<p><b>Parents and guardians have a right to expect school to be a safe place</b></p> <p>The school will provide safe classrooms, equipment and rules to ensure pupil safety at school.</p>	<p><b>You have a responsibility to ensure your child attends school regularly</b></p> <p>If your child is unable to attend for any reason an explanation must be given to the teacher and a phone call to school on the first day of absence is required. You need to observe school hours and may not withdraw your child during the day without notification.</p> <p><b>You have a responsibility to keep sick children home from school until they are well</b></p> <p>To minimise the passing on of infections children who are not well need to be kept home. Parents of children who become ill at school must be prepared to take them home when notified. The office requires an emergency contact number for this purpose.</p> <p><b>You have a responsibility to ensure your children arrive at school well nourished, rested, clean and wearing correct uniform</b></p> <p>Children need to be guided towards taking self-responsibility as they progress through school. Ultimately it is the parent's responsibility to ensure these needs are met.</p>

	<p><b>You have responsibility to monitor your wards access to gadgets and communication on online / offline with their peers and their access to the online world outside the school learning environment</b></p> <p>School holds no tolerance policy towards bullying and online engagements of students outside school premises .Parents are required to monitor all the online access of students outside the school environment this will help students to continue uninterrupted and respectful learning environment with their peers</p>
<p><b>Parents and guardians have a right to provide children with best of the resources to support their learning.</b></p> <p>Parents and guardians can shower their love for children by celebrating their birthdays , giving them expensive gifts like gadgets , fancy stationeries , make over etc respecting the schools rules and code of conduct.</p> <p>School follows no tolerance policy on any medium that distracts children from their learning growth.</p> <p>Students are encouraged to maintain uniformity while involved in the learning setup administered by school .</p>	<p><b>You have a responsibility to ensure that a child does not carry / dress / influence / use any medium in school premises which is not approved by the staff or school authorities.</b></p> <p>Helping students to stay focused on their learning goals parents are requested to keep all distractions / expensive gadgets , gifts , fancy stationeries to be accessed at home and not sent to school. School has all rights to confiscate / take action if child is carrying any unauthorized / unnecessary distractions in class.</p>

Reference :

- National guidelines for code of conduct
- Programme standards and Practice 2014
- Programme standards and Practice 2018
- Making PYP Happen
- The learner
- The learning environment