



BBS PARENT & COMMUNITY CODE OF CONDUCT

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INTRODUCTION

BBS 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 BBS, 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. However, 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 and hopefully resolve it. 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

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, BBS 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 and 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.

- Making 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 unnecessary abusive behavior in the school premises due to problems of child custody or divorce.

PARENT DISCLAIMER

The parent hereby declares and agrees that under no circumstances, whatever the reasons or motives, will he/she intimidate/threaten, or physically, verbally or mentally abuse any BBS 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 BBS 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 BBS 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, nor 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 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.