



## **SCHOOL CODE OF CONDUCT POLICY**

### **RPE-PL-14**

<b>POLICY OWNER</b>	Education Quality and Accountability Office
<b>MONITORING AND EVALUATION</b>	Principal and Senior Leadership Team
<b>APPROVED BY</b>	School Board
<b>APPROVAL DATE</b>	
<b>DATE POLICY CAME INTO EFFECT</b>	
<b>PERIOD OF REVIEW</b>	2 years
<b>DATE OF NEXT REVIEW</b>	

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## 1 RPE Mission and Vision

### Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

### Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

## 2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office.

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with all other policies.

## 3 Rationale

Richmond Park International School, Sarajevo (hereinafter: the School) is committed to providing an optimal educational environment and support system for all enrolled pupils. Central to this commitment is the establishment of a transparent and efficient policy to outline the code of conduct for all individuals in the School.

The stipulations contained within this policy are enforced in compliance with the Law on Primary Education and Law on Secondary Education of the Canton of Sarajevo (hereafter referred to as the Laws), subsidiary regulations enacted pursuant to the Law, the School policies, especially Staff Conduct and Grievances Policy and Behaviour Policy, educational guidelines concerning students, and other regulatory instruments of the School.

## 4 Aims and Scope

This policy is applicable to all individuals during their presence within both the interior and exterior premises of the School.

## 5 Roles and Responsibilities

### School Board

The School Board has devolved responsibility from the Richmond Park Education Board for approving this policy. Printed version of this policy must be visibly displayed on the school notice board.

## **Principal**

Principal is responsible for:

- ensuring that the policy is implemented appropriately,
- ensuring this policy is shared annually with staff and made available to parents and carers via the school website,
- ensuring that the period of review is maintained appropriately with the senior leaders.

## **Form Tutors**

Form tutors are responsible to familiarise students and their parents with the provisions contained herein.

## **Staff**

All school staff are responsible to read and adhere to this policy.

## **Parents and Carers**

Parents and carers should read this policy thoroughly and closely adhere to the procedure it outlines.

# **6 Presence at School Premises**

Students, parents/guardians, staff, and other individuals may remain on the School premises solely during operational hours, and beyond these hours, only with prior authorisation from the Principal.

## **Conduct on the School Premises**

The following actions are prohibited within and outside the confines of the School:

- smoking,
- possession and consumption of alcoholic beverages and narcotics,
- possession of weapons,
- introduction or utilisation of items that may pose a threat to the health and safety of individuals within the School,
- defacement of School walls and inventory,
- vandalism or destruction of School property or the possessions of others,
- disposal of waste outside designated bins,
- introducing or utilising devices capable of causing fire, explosion, or any other form of damage,
- usage of personal electronic devices during School hours,
- chewing gum or consumption of food or beverages during lessons and engaging in unauthorised card games,
- accessing or viewing inappropriate content,
- unauthorised recording within the School premises,
- disruption of classes in any manner,
- expression of intolerance based on religious, national, racial, or other affiliations,
- escorting unauthorised individuals onto School premises,

- bringing animals onto School premises (except service animals),
- culturally disrespectful behaviour towards parents and visitors by both staff and students, and vice versa.

### **Preservation of School Property**

Individuals present within the School premises are obligated to maintain and preserve School property in accordance with the principles of good stewardship.

School staff must utilise School resources fairly.

Staff and students are required to report any observed malfunctions to relevant individuals (members of SLT and Safety Officer).

Access to the School building is under the purview of authorised personnel. The keys to the other rooms are held by the persons staying in them, the Principal, and the maintenance.

The teacher of PE (a.k.a. sports) is obliged to lock the area in front of the changing rooms and the sports hall at the beginning of the lesson. He must do the same after class.

Upon the end of working hours, staff are required to organise work materials, close windows, power off electrical appliances and lock their work areas as appropriate.

## **7 School Working Hours**

School working hours are organised in a single shift.

The Principal shall determine the school working hours in a dedicated resolution, which shall be displayed on the School notice board.

Staff are prohibited from leaving classrooms before the conclusion of the lesson or vacating their positions without directorial permission.

All staff members are expected to arrive at work punctually and are not permitted to leave their designated workplace before the conclusion of working hours or by Principal's permission.

Staff are obligated to disseminate relevant information to students, parents, guardians, and other stakeholders during designated school working hours.

## **8 Code of Conduct**

### **Staff Registration**

Upon entering and exiting the premises, all School employees must electronically record their arrivals and departures or comply with alternative procedural measures as stipulated by the Principal.

### **Visitor Registration**

Non-employees of the School must register their entry at the reception desk upon arrival. The gatekeeper shall verify their identity in accordance with the law and issue a "visitor" card, whereupon the visitor must disclose the name, purpose, and person to be visited. Visitors must wear the visitor card throughout their visit to the School and return it to the gatekeeper when

leaving.

The designated authority may, at any time, verify the identity and purpose of visitors, instruct them to vacate the premises, and, if non-compliant, involve law enforcement.

### **Bearing Weapons**

Individuals carrying weapons may only remain on School premises if said weapons are securely deposited in designated areas within the gatekeeper's cabin on campus.

Armed police officers may remain on School premises while performing official duties.

Security personnel may carry weapons in accordance with contractual agreements while performing assigned duties.

### **Prohibition of Political Activity**

All forms of political organisation and activity are strictly prohibited on School premises.

### **Unauthorised Photography or Recording**

Unauthorised audio or video recording and photography without the knowledge and approval of the Principal (of Primary or Secondary) are strictly prohibited both outdoors and within School premises.

Violations of this provision shall be subject to sanctions under the laws of Bosnia and Herzegovina.

### **Damage Compensation**

Any employee who intentionally or negligently causes damage during work shall be liable for compensation in accordance with School regulations.

### **Duty to Report Damage**

After noticing damage, students shall report it to the Principal upon referral by the teacher.

### **Document Management**

Teachers must maintain and submit School and student documentation promptly and systematically to ensure orderly operation of the School.

### **Concluding Lessons**

Teachers must conclude lessons promptly at scheduled breaks.

The teacher who conducts the last lesson in one classroom must turn off lights, power off electrical devices, and lock doors.

### **Use of Changing Rooms for Sports**

During PE lessons, students may access changing rooms only under supervision.

Teachers must dismiss students promptly to ensure punctual arrival for subsequent classes.

Changing rooms must be locked by PE teachers before and after classes.

### **Responding to a Student Injury**

In the event of a student injury, the teacher must administer first aid or call the designated first aider or school nurse, remain with the student or arrange adult supervision, notify the form tutor and Principal or Secretary, and if necessary, summon emergency services or contact parents. Details for responding to a student injury are detailed in the Health and Safety Policy and First Aid Policy.

If a student sustains an injury while at the School, they are required to personally report the incident to the form tutor or pedagogue/psychologist, either directly or through another student.

### **Staying Informed**

Teachers are mandated to review the School's bulletin board, official email correspondence, official School communication groups on Viber and the School's website on a daily basis to stay informed about any potential changes or important notices.

### **Staff Dress Code**

All School staff are obligated to wear appropriate attire at School premises.

Inappropriate attire includes:

- shorts or leather trousers,
- shirts, blouses, tank tops, or garments with plunging necklines,
- skirts or dresses shorter than the midpoint of the shins,
- garments featuring offensive slogans, images, or motifs,
- tight or excessively short clothing,
- excessive exposure of breasts, navel area or thighs,
- wearing of slippers or flip-flops,
- any other forms of attire or dressing behaviour deemed inappropriate within the School environment.

### **Student Dress Code and Conduct**

Students of the School are obligated to uphold standards of conduct and attire, and must adhere to the following guidelines:

- Students must conduct themselves with civility both within and outside the School premises.
- Students are required to maintain cleanliness and tidiness of the School premises.

Students are required to wear the approved school uniform, comprising attire for academic and physical education/sports classes as follows:

- Female students' uniform: Short or long-sleeved green polo shirt bearing the School emblem, or a green sweatshirt with the School emblem on the left side, paired with a navy blue skirt bearing the School emblem below the knee, and black opaque tights/leggings or pants. Tights/leggings/trousers must be worn beneath skirts throughout the school day.

- Male students' uniform: Short or long-sleeved green polo shirts with the School emblem, or green sweatshirts with the School emblem on the left side, paired with navy or black chino pants.
- Attire for physical/physical and health education classes/sports: Cotton shirts and sweatpants, white sports socks, and shoes worn exclusively for sports activities.
- Clothing must not bear any symbols, inscriptions, or imagery that may offend others or promote religious, sexual, or other forms of intolerance.
- During school hours, lessons, and other educational activities, students are prohibited from wearing hats, caps, hoods, scarves, excessive jewelry, piercings (except for earrings), mini skirts, tight or provocative clothing, high-heeled shoes, untidy or excessively long nails, flashy makeup, ripped pants/leggings, or any attire deemed inappropriate for an educational institution.
- Students must ensure that their backs, shoulders, busts, and stomachs are covered.
- Clothing must not be transparent.
- Pants must be of appropriate length (no shorts or bermuda shorts).
- Students must maintain clean and tidy hairstyles.
- Discreet personal jewellery (necklaces, earrings, rings) are permitted as expressions of personal style; however, the School does not accept responsibility for any eventual loss.

The school uniform must fit each student properly and be maintained in a clean and tidy condition. Students are encouraged to label their uniforms with their first and last names or carry identification tags for easy identification of lost items.

Students are expected to:

- enter classrooms calmly and prepare for lessons,
- treat teachers, School staff, and fellow students with politeness,
- ensure their clothing is clean and neatly presented,
- seek permission before entering the assembly hall, Principal's, or Secretary's office,
- avoid lingering outside the teachers' lounge, Principal's, or Secretary's office,, and refrain from disrupting School staff with noise or other disturbances,
- comply with all other internal regulations of the School, and avoid behaviours or attire that may be considered inappropriate for an educational institution,

Use of mobile phones is prohibited during teaching hours and other educational activities; phones must be kept in students' backpacks and switched off during class, including breaks.

Students must take their personal belongings with them when leaving the classroom. The School bears no responsibility for the loss of students' belongings or money during their time on the premises.

## 9 Relevant Contacts

### Primary School Contacts

- Email: [primary@rps.edu.ba](mailto:primary@rps.edu.ba)
- Phone: +387 33 944-140



### **Secondary School Contacts**

- Email: [secondary@rps.edu.ba](mailto:secondary@rps.edu.ba) OR [college@rps.edu.ba](mailto:college@rps.edu.ba)
- Phone: +387 33 944-130

## **10 Monitoring and Reviewing the Policy**

Richmond Park Schools conducts termly reviews and evaluations of all complaints to prevent future occurrences or assess the effectiveness of past management efforts.

The Senior Leadership Team will review the complaints procedure every 3 years.