

CODE OF CONDUCT (IN-SCHOOL, ONLINE & TEACHING STAFF)

I. Code of Conduct for Students (In-School)

At Knowledge Tree, we believe that respect, emotional safety, and shared responsibility are essential for real learning. Our student conduct is built on the following values:

1. Respect for Self and Others

- Speak and act kindly.
- Avoid bullying, teasing, exclusion or harmful jokes.
- Respect different opinions, cultures and identities.

2. Responsibility for Learning

- Arrive on time and prepared.
- Stay curious, ask questions, and complete tasks honestly.
- Own your learning: participate actively.

3. Respect for the Environment

- Care for materials and school spaces.
- Keep common areas clean.
- Use resources mindfully and sustainably.

4. Emotional Safety

- Speak up when something feels wrong.
- Support others who may be in distress.
- Use break times respectfully.

5. Digital Conduct

- Devices are used as directed by teachers.
- Follow the same respect rules online as offline.
- Do not share or engage with inappropriate content.

Disciplinary Process

- First step: reminder and individual reflection supported by the teacher.
- If the behavior repeats: restorative conversation or guided reflection session.
- Ongoing issues: formal meeting with parents, written documentation, and action plan.
- Serious cases (e.g., bullying, threats, repeated defiance) are managed directly by the Leadership Team.

Review and Accountability

The Code of Conduct is reviewed once a year. Students participate in the process through their elected representatives in the Student Council, which is formed annually by peer vote across classes. The review is guided by the school leadership and includes feedback gathered during class meetings and reflection sessions.

II. Code of Conduct for Students (Online Learning)

The online learning space is an extension of the classroom. Students must uphold the same level of behavior and respect.

1. Technology Rules

- Use school devices/platforms only for school purposes.
- Do not share passwords or personal content.
- Avoid taking photos, screenshots, or recordings during sessions.

2. Behavior in Online Sessions

- Be on time and dressed appropriately.
- Join from a quiet, neutral space (avoid bedrooms if possible).
- Stay attentive and respectful during video calls.

3. Digital Citizenship

- Communicate respectfully with peers and teachers.
- Do not post or share content outside school platforms.
- Do not engage with harmful or illegal material.

4. Accountability

- Your activity is logged and monitored by teachers.
- All online conduct falls under the school behavior policy.

Online Incidents

- First reminder: email home with details and support strategies.
- If repeated: restricted access to platforms and scheduled intervention meeting with family.
- Serious breaches (e.g. sharing inappropriate content or recording sessions) will lead to

formal consequences including documentation and possible suspension from online privileges.

III. Code of Conduct for Teachers and Mentors

Teachers at Knowledge Tree are both educators and role models. Their conduct reflects the integrity of the school.

1. Professional Responsibility

- Plan and deliver lessons aligned with our blended and Cambridge curriculum.
- Keep up-to-date with pedagogy and recordkeeping.
- Respect planning deadlines and give timely feedback.

2. Relationships and Safeguarding

- Build trusting relationships with students and families.
- Follow child protection policies.
- Act immediately when noticing distress or exclusion.

3. Technology and Online Teaching

- Deliver online lessons from neutral, quiet spaces.
- Respect dress code and punctuality even during virtual classes.
- Communicate only through school-authorized platforms.

4. Personal Conduct

- Uphold school values in and outside school.
- Avoid online behavior that could damage the school's reputation.
- Maintain confidentiality and act with discretion.

5. Collaboration and Whistleblowing

- Report concerns promptly to leadership.
- Support a healthy, collegial school environment.
- Raise safeguarding or misconduct concerns respectfully.

Review and Accountability

This Code is reviewed annually in collaboration with the school's leadership and staff. The Teacher Review Committee is composed of the four core mentors and is supervised by the Founder and CEO. Proposals for revision are collected in structured reflection meetings and reviewed collectively during the annual in-service training sessions.