



## **CODE OF CONDUCT**

This Code of Conduct was created with input from Students, Staff and our School Board. It outlines the rights, responsibilities and expectations for our school and our community.

### **1. Introduction**

A school is a place that promotes responsibility, respect and academic excellence in a safe learning environment.

### **2. Guiding Principles**

All participants involved in the school system—students, parents/guardians, staff members—are included in this *Code of Conduct* whether they are on school property, on the parking lot or at school-authorized events or activities.

### **3. Roles and Responsibilities**

#### **3.1 School Board (consists of Head of School, Coordinators, Counsellor)**

- provide direction to the school
- develop policies for the school
- make decisions on behalf of school

#### **3.2 Head of School**

- take a leadership role in the daily operation of the school
- commit to academic excellence and a safe teaching and learning environment
- hold everyone accountable for their behavior and actions
- communicate with all members of the school community

#### **3.3 School Staff**

Have a responsibility to:

- help students work to their full potential and develop their self-worth
- communicate regularly and meaningfully with parents or guardians
- maintain consistent standards of behavior for all students
- demonstrate respect for all students, staff and parents or guardians
- Create a positive and safe environment for the students

#### **3.4 Students**

Have a right to:

- a quality education
- be treated with respect and dignity
- be physically, verbally and emotionally safe
- feel comfortable approaching a school staff member with any concern

Have a responsibility to:

- come to school in uniforms, be on-time and prepared to learn
- show respect for themselves, staff, students, and school, both in person and online
- refrain from bringing anything to school that may compromise the safety of others
- follow the established rules and take responsibility for own actions

### **3.5 Parents/Guardians**

Parents/Guardians play an important role in their child's education when they:

- ensure their child arrives at school on time (attendance is vital for student success)
- show an active interest in their child's school work and progress
- communicate with the school
- work with the School Counselor to ensure the mental well-being of child
- help their child be appropriately dressed (Grades 1 and older in uniforms)
- promptly report lates or absences to the school administration
- encourage and assist their child in following this Code of Conduct

### **3.6 Police, Social Services and Community Members**

- are essential partners in making our schools and communities safer and will be invited for issues requiring their attention

## **4. Standards of Behavior**

### **4.1 School Rules**

In a safe and positive learning environment, school members:

- treat others with respect and avoid threatening, profane or abusive language
- avoid physical or verbal aggression, bullying, discrimination and harassment
- keep hands and feet off others and their property
- do not throw objects that may be potentially harmful (e.g. rocks or snowballs)
- play in designated areas
- are not in possession of weapons, illegal drugs, alcohol, tobacco, lighters or matches
- dress appropriately

### **4.2 Definition of Bullying and Harassment**

Bullying can be defined as repeated and systematic harassment and attacks on others that is perceived as a power imbalance. Bullying can be perpetrated by individuals or groups, acquaintances outside of school and takes many forms including: physical violence, cyberbullying, verbal abuse, extortion, and persistent and unwarranted exclusion from a peer group.

Harassment, unlike bullying, does not have to include intent by the other party to harm, or be directed at a specific person or involve repeated incidents. Harassment can be defined as threatening, harmful or humiliating conduct based on race, color, national origin, sex or disability, to name a few.

Note: Conflict is not bullying. Conflict is a disagreement between two or more people.

#### **4.3 Dress Code**

It is expected that everyone at our school will adhere to a modest dress code. Our dress code applies to all genders, and for all school activities (e.g.: gym class, outdoors, field trips).

- Uniforms tops are mandatory while bottoms cannot include violent, discriminatory, derogatory, or otherwise offensive images, or wording.
- Clothing should cover a person's full torso (e.g.: no midriff showing, no open back, no low chest, no open sides).
- Undergarments (e.g.: top and bottom) should not be visible
- Skirts, shorts must be mid-thigh in length
- Safe footwear is to be worn at all times
- Wearing hats, hoodies is appropriate when outside

Dress code concerns will be addressed with common sense and under appropriate circumstances. If a person knowingly or unintentionally violates the school dress code, they will have the following 3 options:

1. Change into another piece of personal clothing.
2. Borrow a piece of clothing from someone, or the lost and found.
3. Call home to request another piece of clothing.

#### **4.4 Electronic Devices**

All mobile/cell phones, cameras, smartwatches and similar electronic devices are not to be used during the school day without teacher permission. Use of any device will result in confiscation. Three confiscations result in return of such a device to a parent only and suspension of privileges to return to school with the electronic item in question.

All members of the school community must:

Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cell phones and other personal mobile devices are used only during instructional time (as directed by an educator), for health and medical purposes and/or to support special education needs.

#### **4.5 Consequences for Inappropriate Behavior**

Failure to follow the Code of Conduct will result in teaching of desired behaviors followed by progressive discipline and appropriate consequences, as announced by the School Board.

Failure to follow the Code of Conduct will result in the School Board not approving the return of the student in question for the following academic year.

**The following forms are to be completed for registration to UKIM.**



# EDUCATION CONTRACT

Signed between **United Klds International Montenegro** (below: The School)

and

Name of Parent (below: The Parent): \_\_\_\_\_ Name of Student: \_\_\_\_\_

signed on the day of \_\_\_\_\_

pertaining to school year 2025/26 that begins on 2.09.2025 and ends on 18.06.2026

## **The School agrees to:**

1. Provide an educational environment and teaching of a range, standard and quality which is suitable for each student
2. Provide education to the highest possible standard
3. Be accountable for the students' learning, overall wellbeing and holistic development
4. Broaden the horizons of students' experience and knowledge
5. Report to parents regular developments on their child's progress
6. Do all that is reasonable to safeguard and promote the students' welfare

## **The Parent agrees to:**

1. Keep child at home if he or she has an illness with cough, a temperature or vomiting, an infection or head lice/nits.
2. Pick up child from school if notified by the school that child is showing signs of illness.
3. Notify the school at 069044888 of child's absence or tardy arrival.
4. Ensure the child is punctual arriving/departing to/from school (arrival 8:55/departure 16:00). Ensure the child is wearing school attire (uniforms as defined by School Administration.)
5. Give permission for child to travel on announced field trips during the academic year.
6. Actively support and participate in the school's **Code of Conduct** by consistently reinforcing it at home.
7. Pick child up early from school if child's behavior is uncontrollable and constantly disrupting the learning of others and be understanding of the fact that child might be suspended or expelled if his/her behavior/attitude is deemed as a violation of the Code of Conduct.
8. Support child's learning by communicating with the UKIM educators.
9. Keep all information pertaining to UKIM curricula, staff, internal policies or incidents, in confidence and not disclose it to a third party outside UKIM, even after leaving the school.
10. Pay school fees a month in advance, no later than the 5th of every month, regardless of personal vacations or illnesses.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
on behalf of UKIM Administration



## REGISTRATION FORM

### 1. General Information

Last name and First name /as in passport/	
Date of birth and Place of Birth	
Class are you applying for	
JMBG or diplomatic number	
Country of citizenship	
Gender	
Home address	
Email address	

### 2. Education

Has your child attended an English speaking school in the past?	Yes	No
If yes, please provide name and location of school		
What language does your child speak?		
What language does your child read/write?		

### 3. Parent/Guardian

	Parent/Guardian 1	Parent/Guardian 2
Name of Parent/Guardian		
Employer		
Cellphone/Mobile phone		
Will your employer be covering the cost of the school fees. If yes, please indicate how often you will need invoices to be issued	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div> <div style="margin-top: 10px;"> a. Once a month  b. Once a year /at the start/  c. Once a year /at the end/ </div>	

#### 4. Health

Does your child have any health issues. If yes, please explain.	Yes	No
Does your child take any medication? If yes, please explain.	Yes	No
Does your child require special attention as a result of his/her situation. If yes, please explain.	Yes	No
Does your child have any dietary restrictions or al- lergies. If yes, please explain.	Yes	No

#### 5. List of Authorized Persons for pick up

Name of person picking up your child and relationship to your child	
Phone number	

  

Name of person picking up your child and relationship to your child	
Phone number	

#### 6. Use of photos/videos for promotional purposes

Students are photographed in a variety of settings during the school year and this information is used inter-  
nally (on the school bulletin board, sent to the parents via newsletter and regular email updates and printed  
in the school yearbook.)

In addition, students are photographed and this information is used externally (promotional purposes on so-  
cial and printed media platforms.)

☐ We ask that you **tick** this box if you **agree** for your child's photo to be used in school only.

☐ We ask that you **tick** this box if you **agree** for your child's photo to be on social and printed media.

\_\_\_\_\_  
Date the form is submitted

\_\_\_\_\_  
Signature of parent/guardian