جيمس مدرستنا الثانوية الإنجليزية، دبي
GEMS Our Own English High School, Dubai

POLICY ON STUDENT BEHAVIOUR & CODE OF CONDUCT

OBJECTIVE

GEMS Our Own English High School, Dubai ensures that, at all times, there is an atmosphere that supports learning, based on respect for the individual.

- Every student has the right to be taught in an environment that is safe, conducive to learning and free from disruption
- Every member of staff has the right to work in an environment that supports and enables them to provide a positive learning experience to all students.

RESPONSIBILITIES

- The Principal is responsible for the implementation of the behaviour policy.
- Staff members are responsible for ensuring that the procedures are followed in school. They are also to lead by example.
- Students are responsible for their personal conduct and for contributing to a positive school environment by maintaining order, self-discipline and consideration for the rights and property of others.
- The Prefectural body, House Captains, School Focus Group members, Primary and Middle School student leaders are specifically deputed to ensure that discipline and standards are maintained.

STUDENT RIGHTS

- A meaningful education based on high academic standards which meet the individual needs of the student within the limitations of the school.
- Physical safety and protection of their property, including the right to available school facilities.
- Appropriate dialogue with teachers, counsellors, administrators and other school personnel.
- Protection from discrimination and harassment.

STUDENT RESPONSIBILITIES

- Respect the rights of others.
- Maintain neat and clean personal clothing and hygiene.
- Respect the property of others, including the facilities of the school.
- Refrain from fighting, disruptive behaviour, risking injury to others, using threats, theft, or any other unlawful activity.
- Refrain from possession, use, or transmission of any alcoholic beverage, tobacco product, drug or other controlled substance.

- Refrain from possession of adult pornographic and similar objectionable materials.
- Refrain from malpractices and adopting unfair means during examinations and assessments.
- Punctuality is essential. Be regular to school and on time for classes.
- Refrain from lending or borrowing of money and / or articles to/from students.
- Mobile phones are strictly prohibited on the school campus and on school buses. If a student is found in possession of a mobile phone, it will be confiscated for a month and if found second time it will be returned only at the end of the academic year.
- Devices or tablets brought to school should not have a SIM card.

RULES OF CONDUCT FOR STUDENTS:

A student of OOD must at all times exude the following qualities – this is their code of conduct.

- **Have respect for others:** Students of OOD are to respect members of staff, fellow students and visitors to the school. They must:
  - be polite to staff and visitors both in speech and action.
  - stand up, maintain an eye contact and greet visitors to the school and members of the staff appropriately.
  - give due respect to School Prefects and other badge bearers
  - mark/label their belongings for easy identification.
  - neatly cover and properly label their books.
- **Be helpful:** Students must be always ready and willing to assist someone (visitor, member of staff or fellow pupil) when the opportunity presents itself.
- **Be patient, kind, forgiving and caring.**
- **Be respectful to the cultural and religious sentiments of others.**
- **Be honest:** Students must at all times be fair and straightforward in their conduct and speech. They must be modest and answer questions truthfully.
- **Be co-operative and responsible:** Act in a responsible manner in and out of school. Talk to someone if you have a problem.
- **Be part of the community** contributing to intra/ inter school activities.
- **Be neat & clean:** Personal hygiene and cleanliness of their surroundings is a habit inculcated in every student at OOD. In addition to keeping personal hygiene, students must:
  - Pick up any litter they see
  - Put away bags and belongings neatly
  - Ensure that the classroom is neat and orderly when they leave it.

EXPECTED NORMS OF BEHAVIOUR

The school believes in the benefits of discipline. Students are expected to conduct themselves with dignity and poise; be polite, courteous, kind and empathetic. We seek parental support in instilling these values.

DRESS CODE:

KG1 & KG2 (GIRLS & BOYS)

- Navy blue and white polo shirt
- Navy blue track pants / shorts
- White socks
- White sports shoes with Velcro

GRADES 1 – 4 (BOYS)

- White and blue striped shirt (short-sleeves / long- sleeves)
- Navy blue shorts / trousers
- Black leather belt
- Navy blue socks
- Black shoes

GRADES 1 – 5 (GIRLS)

- White and blue striped blouse (short-sleeves / long-sleeves)
- Navy blue skorts / long skirt / trousers
- Black leather belt
- Navy blue socks
- Black shoes

GRADES 6 – 10

- White and blue striped blouse (short-sleeves / long-sleeves)
- Navy blue skirt (knee-length or long) / trousers
- Neck scarf (Grades 9 & 10 only)
- Black leather belt
- Navy blue socks
- Black shoes

GRADES 11 & 12

- White and blue striped blouse (short-sleeves / long-sleeves)
- Dark grey skirt (knee-length or long) / trousers
- Dark grey blazer
- Neck scarf
- Black leather belt
- Dark grey socks
- Black shoes

HOUSE UNIFORM (GRADES 1 TO 12)

- House colour T-shirt (short-sleeves / long-sleeves)
- Navy blue shorts / track pants (red / blue / green / yellow piping)

- White socks
- White sports shoes with Velcro / laces

WINTERWEAR

- KG1 – Grade 5: Navy blue jacket (half zipper)
- Grades 6 - 10: Navy blue jacket (full zipper)
- Grades 11 & 12: Black jacket

Other specifications:

- Students are not allowed to wear make-up, dye their hair, tattoo their bodies or apply nail polish.
- Students are not allowed to wear gold Jewellery to school. The school shall not be responsible for the loss of any valuables.
- Hair styles should be simple and neat. Students with hair below the shoulders must tie it in ponies / plaits.
- Any religious pendants must be worn inside the uniform.

We expect all our students to display exemplary behavior. Any violation on the campus or while in the school bus will be subject to disciplinary action.

Students **MUST NOT:**

- leave class without the teacher's permission / class pass.
- leave the school premises without the permission of the Supervisor. Exit slip must be submitted at the school lobby before leaving.
- lend or borrow money.
- sell or purchase goods among the students.
- carry sharp objects like scissors, blade, paper cutter, steel scales etc. to school.
- use whitener in the notebooks.
- carry medicine to school and administer it on their own without the knowledge of the School Clinic.

CARE OF SCHOOL PROPERTY

- Students must keep the classrooms, school premises and school bus clean at all times.
- Litter must be disposed of in garbage bins. Used masks and gloves must be disposed in the yellow bins ONLY.
- Student should not deface / scratch / spoil desks and chairs or damage any school furniture / fixtures, scribble on the walls / doors, washrooms, buses and damage any school property.

- Any damage caused by accident, should be reported to the class teacher or the Supervisor.
- If school property is damaged, an investigation will be carried out by the Manager, School Operations / Leadership Team and after assessing the extent of the damage, the

following course of action may be taken:

- Parents will be notified of the child's actions by the Supervisor.
- Intentional damage may require that the child be counselled for his/her behaviour.
- If necessary, the child will be made to monetarily compensate the school for the damage.

BELONGINGS

- Students are expected to label and take care of all their belongings.
- In case of a loss of item, they must report it to the class teacher / Supervisor.
- If a student finds a lost item, they must hand it over to a teacher / Supervisor immediately.

CARRYING VALUABLES TO SCHOOL:

Students are not allowed to carry the following items to school and the school will not be held responsible for loss of these items:

- mobile phones/ cameras.
- jewellery, costly watches etc.
- mobile music devices (iPods, mp3/ mp4 players).
- laptop/tablet must be brought only with prior approval / or as prescribed by the Supervisor of the Grade (for classes that have BYOD). Students must be responsible for the safety of the item.
- large sums of money. If a student has to pay the school fee / fee for an upcoming event, it is preferred that it be paid online.

BIRTHDAY CELEBRATIONS:

Students are permitted to come in coloured clothes on their birthdays. However, these clothes should be formal and appropriate for school.

- Sleeveless and spaghetti tops are not allowed.
- Dresses must be below knee length.
- Only chocolates are allowed (*subject to regulations by local authorities).
- Distribution of hard candies, cakes, or gifts is not allowed.

PHOTOGRAPH OF STUDENTS:

School events will be photographed and used in the GEMS / School website and social media pages. **In case you do not wish to have your ward photographed, please send a mail to the Grade Supervisor.**

ATTENDANCE: Please refer to the ***Policy on Attendance***

CONDUCT DURING EXAMINATIONS:

- Using unfair means is not acceptable.
- Students are expected to reach the examination venue well on time and are not expected

to leave before the end of the exam.

- Eating will not be permitted during the exam unless there is a medical reason.
- Silence is to be maintained in the examination hall
- No lending and borrowing of stationary allowed during the examination.
- All students must come in regular school uniform during examinations.
- Students must carry only BLUE/ROYAL BLUE BALL POINT/GEL/FOUNTAIN PEN.
- Whiteners are not permitted to be used, either in classrooms or examination halls.
- Students must carry only pens, pencil, eraser, ruler and geometry instruments (when needed) in a transparent / clear / zip lock pouch to the examination room.
- Mobile phones are not permitted in exam rooms.
- Disciplinary action will be taken against students caught indulging in unfair practices.
    - The answer sheet will be confiscated.
    - The student will be led out of the examination hall.
    - A confession will be obtained from the student and a statement will be taken from the invigilator.
    - The parent will be notified.
    - A letter of concern will be issued to the student and must be signed by the student and the parent.
    - The answer paper and incriminatory evidence will be retained by the school as evidence.
    - The student will be awarded zero for the examination.

Such incidents will be logged in the behaviour module of the school system and will be shared with the Supervisor of the next grade.

CONDUCT IN THE CLASSROOM

- Students must be attentive and allow others to concentrate on the lesson
- Children are encouraged to interact in class but must maintain decorum. Those who wish to speak their point of view or ask a question must raise their hand and wait for their turn.
- Those who wish to be excused must ask the teacher's permission and carry an out pass to indicate that permission has been granted.
- Children must not miss/skip classes for any reasons

CLASS WORK AND HOMEWORK

- Students must come prepared for the lesson whenever it is assigned to them.
- Classwork/homework must be completed and handed in to the teacher on time.
- Although parents are encouraged to engage with their children's learning, project work and homework submitted must be the work of the students themselves.

CONDUCT AT THE MORNING ASSEMBLY:

- Assembly is a time for quiet reflection or celebration and sets the tone for the day.

Students are expected to line up and enter the assembly area quietly. When assembly is over students should also leave and return to their classrooms in an orderly manner.

- Unless the pupil has special exemption from assembly, everyone is required to participate.

IN THE LIBRARY/ ICT LAB

- Students using the library/ICT lab must read/work quietly.
- Students must take care of the library books and return them on or before the due date.
- Marking, underlining, cutting, and erasing or causing any kind of damage to the books is unacceptable and the reader is liable to pay damages in cost.
- Backpacks/personal books /bags are not allowed inside the library/ICT lab
- Food is not permitted in the library / ICT lab.
- Students who do not follow the library rules consistently will be issued a referral and possible suspension of their library privileges for a period of two weeks initially and in case of further repeats, it may result in suspension of privileges for the remaining academic session.
- All computers on the campus are for academic work only. Students must responsibly use internet at school. Communication through any kind of forums and email is strictly prohibited. Misuse by students will result in the suspension of user privileges.

CODE OF CONDUCT IN THE BUS: Please refer to the ***Policy on Transport***

ANTI – BULLYING POLICY: Please refer to the ***Policy on Bullying***

RECOURSE FOR CASES OF INDISCIPLINE IN SCHOOL

The Principal, in consultation with the Vice Principal and concerned member/s of leadership will decide on the course of action to be taken.

- Normal procedure involves
    1. Giving a verbal warning
    2. Issuing a letter to the parents
    3. Referral to the School Counsellor (if necessary)
    4. Asking the parents to meet the Principal/VP
    5. If required, suspension of the child for a pre-decided period of time.

The school will not tolerate any form of defamation or intentional harm practiced through social media forums.

Dr. Sheeba Jojo
Principal