

GEMS MILLENNIUM SCHOOL, SHARJAH



REVIEWED IN: OCTOBER 2017, MARCH 2018, MARCH 2019, MARCH 2020

POLICY ON STUDENT BEHAVIOUR

OBJECTIVE:

GEMS Millennium School, Sharjah 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

WE FOLLOW, MINISTRY GUIDELINES FOR CASES OF INDISCIPLINE IN SCHOOL, AS MENTIONED BELOW:

*Refer to Student Behaviour Management on page 51 in the School Diary and on Phoenix

RESPONSIBILITIES:

- **The Principal** is responsible for the implementation of the Behaviour policy.
- **Staff** are responsible for ensuring 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, School Council and other student leaders* are specifically deputed for this purpose to maintain standards.**



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 reasonable 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.
- Be regular to school and prompt to classes.
- Refrain from malpractices and use of unfair means during examinations and assessments.
- Do not bring mobile phones and other electronic devices of the school without the permission of your Supervisor.

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RULES OF CONDUCT FOR STUDENTS: A BRIEF SUMMARY

- 1. Courtesy and respect:** Pupils must refrain from abusive language and misconduct in the school premises and in the school bus.
- 2. Repeated Misconduct:** Any student found guilty of misconduct in the school premises or bus may be suspended by the Principal.
- 3. Bullying in any form will not be tolerated**
- 4. The use of unfair means during examination is a violation of school rules**
- 5. Pupils are expected to take care of school property**
- 6. Punctuality is essential**
- 7. The use of mobile phones and other electronic devices is prohibited on campus**
- 8. ID cards must be carried by students at all times, even when they leave the school campus**

A STUDENT OF GEMS MILLENNIUM SCHOOL MUST AT ALL TIMES EXUDE THE FOLLOWING QUALITIES – THIS IS THEIR CODE OF CONDUCT.



EXPECTED BEHAVIOURAL NORMS

RESPECT FOR OTHERS:

- (1) Be polite and helpful to staff and visitors both in speech and action. Some guiding principles are as follows:
 - a. Stand up and greet visitors when they enter a room
 - b. Open doors, help to carry books and so on
 - c. Look at visitors in the eye and greet them appropriately – offering to be of assistance if need be
 - d. Acknowledge a person and not walk past with eyes to the ground
 - e. Abusive language will not be tolerated from anyone

- (2) Be patient, kind, forgiving and caring

- (3) Be respectful to the culture and religious sentiments of others

- (4) **Co-operative and responsible:** Act in a responsible manner in and out of school.
 - a. Talk to someone if you have a problem
 - b. Be part of the community contributing to intra/ inter school activities

- (5) **Cleanliness:** Personal hygiene and cleanliness of their surroundings is a habit inculcated in every student at GEMS Millennium School. In addition to keeping personal hygiene, students must:
 - a. Pick up any litter they see
 - b. Put away bags and belongings neatly
 - c. Ensure that the classroom is neat and orderly when they leave it

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DRESS CODE:

1. All students are expected to wear the prescribed uniform with dignity and pride.
2. All students must wear the school belt the whole year round but the School tie needs to be worn only from 1st November to 30th April each year.
3. Students of Grades 6 to 11 are expected to wear their blazers.
4. Students (KG to Grade 5) are permitted to come in coloured clothes on their birthday. However, these clothes should be appropriate for an academic environment.
5. Students are not allowed to dye their hair, tattoo their bodies or use nail polish or extra earrings.
6. Hair style should be simple and neat. Students with hair up to the shoulders and beyond must neatly maintain it in ponies and plaits.
7. Students must wear black, well-polished school shoes on all days except on PE days.
8. No make-up is permitted (even on birthdays)
9. Any religious pendant must be worn inside the uniform.
10. The student bus ID must be worn to school every day.

IN THE CLASSROOM:

1. Students must be attentive and allow others to concentrate on the lesson.
2. 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.
3. Children are not allowed to eat during a lesson.

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4. Those who wish to be excused must ask the teacher's permission and carry an out pass to indicate that permission has been granted.
5. Children are not to miss/skip classes for any reasons

CLASS WORK AND HOMEWORK:

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

AT THE MORNING ASSEMBLY:

1. 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.
2. Students who talk or misbehave during assembly will be spoken to by the teacher on duty and/or sent to the Supervisors office.
3. Unless the student has special exemption from assembly, everyone is required to participate.

IN THE LIBRARY/ ICT LAB:

1. Students using the library /ICT must work and or read quietly.
2. It is mandatory that students should look after the library books and deposit them on or before the due date.

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3. Marking, underlining, cutting, and erasing or causing any kind of damage to the books is strongly discouraged and the reader is liable.
4. Food is not permitted in the Library and Labs.
5. Students who consistently do not follow the library rules will be issued a referral and possible suspension of their library privileges for a period of a week or two initially and in case of further repeats it may result in suspension of privileges for remaining academic session.
6. All computers on the campus are for academic work only. Students are responsible for their usage and communications over any kind of forums, chat lines and emails is strictly prohibited. Misuse by students will result in the suspension of user privileges.

CODE OF CONDUCT IN THE BUS:

- Parents are advised to ensure the safety of their wards at the pick-up points before boarding and after alighting from the bus.
- Change of address should be notified in writing, promptly to the Administrative Officer.
- Students will be dropped at the same point from where they are picked up.
- Do not keep the school bags in the aisle.
- Do not break the segregation rules in the bus.

To ensure safety of all bus commuters inappropriate behaviour mentioned below must be avoided:

- Standing or Walking in the bus while it is in motion
- Shouting and using inappropriate language
- Throwing items inside or out of the bus
- Damaging the bus

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- Distracting the driver
- Students must accept the authority of the Driver and Conductor.
- Violation of bus rules will render students' ineligible to use school transportation.

DAMAGE TO SCHOOL PROPERTY:

Students must refrain from destroying school property, damaging, or defacing it.

If property is damaged, an investigation will be carried out by the Admin officer/ management and after assessing the extent of the damage, the following course of action may be taken:

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

STUDENT CODE OF CONDUCT DURING DISTANCE LEARNING

- Must keep their camera on during the class and mute themselves, unless the teacher asks them to unmute.
- Follow all instructions shared by the Teacher. This will include, being online at the start of each lesson, completing all tasks set, not moving lesson presentation slides, not posting inappropriate or offensive comments, etc.
- Attend all online lessons as per the time table everyday.
- Be present from the start of each lesson until the end of each lesson.
- Understand that the Ministry of Education's strict guidance does not allow anyone to take photographs of any online learning, including that of staff and other students.

STUDENTS ROLES AND RESPONSIBILITIES DURING DISTANCE LEARNING

- Wake up in good time for the school day, have a shower, and get appropriately dressed before classes begin.

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- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet space at home to work effectively and successfully.
- That during online lessons, will remain attentive and keep all distractions away.
- Regularly monitor the online platform Phoenix Classroom to check for announcements and feedback from your teachers.
- Complete assignments and appear for examinations/tests with integrity and academic honesty, doing your best work.
- Students are expected to meet regular timelines, commitments, and due dates.