



## DISCIPLINE

# GEMS MILLENNIUM SCHOOL, SHARJAH

REVIEWED IN: JANUARY 2017, OCTOBER 2018 & MARCH 2019

### **POLICY ON DISCIPLINE**

The following information has been prepared to help acquaint students and parents with the rules and guidelines which are necessary for GEMS Millennium School to operate and function smoothly. It is the students' responsibility to become familiar with the contents of the Discipline Policy and to follow them strictly. The Discipline Committee of GMS comprising of Principal, Headmistress, Head Primary, Supervisor, Teachers, student leaders will support in ensuring discipline in the School Campus.

### **GENERAL PRINCIPLES:**

#### **1.1 DRESS CODE**

- All students are expected to wear the prescribed school uniform with dignity and pride. They must be neatly turned out at all times.
- Students of grades 1-12 will wear their house uniform on P.E. days. KG students will wear P.E. uniform every Sunday and on the stipulated day as per the Time Table.
- The school tie must be worn from November 1st to April 30th.
- Hair style must be simple and neat with hair up to the shoulders and beyond must neatly maintain it in ponies /plaits.
- Students must wear black, well-polished school shoes on all days except on P.E days when they are required to wear white sport shoes.
- No visible make-up is permitted.
- Girls are not permitted to wear any jewellery except a pair of simple earring.
- Any religious pendant must be worn inside the uniform.
- Failure to comply with the school's uniform regulations may result in a student being sent home.
- Student ID card is compulsory.

#### **1.2 RESPONSIBILITY OF INDIVIDUAL STUDENTS IN RELATION TO CONDUCT AND BEHAVIOUR**

- Conduct themselves with dignity and poise, to be polite and respectful to their elders and to be kind and co-operative with their fellow students.
- Greet visitors to the school and members of the staff with respect.
- Give due respect to School Prefects and other badge bearers.
- Mark/label their belongings for easy identification.



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- Neatly cover and properly label their books.
- Bring a note from the Parent, in the school diary whenever the student is unable to attend school.
- Submit the acknowledgement forms of all circulars, signed by the parent the next working day itself.
- Counsel and advice friends and classmates who might be deviating from the norms of conduct and behaviour expected.
- Cultivate high ethical standards based on a strong sense of values and have courage in their convictions.
- Respect and abide by the laws of the land and the rules and regulations of their school.
- Be considerate to the needs and feelings of others.
- Respect the religion, culture and sentiments of others.
- Be aware of their own cultural heritage and take pride in it.
- The members of the Prefectorial Body and other badge bearers are expected to earn the respect due to them.
- Respect others and their property.

### 1.3 SCHOOL PROPERTY:

- Damage to any school furniture, wall or anything belonging to school must be reported immediately.
- Damage done even by accident, should be reported at once to the Class Teacher or the Supervisor.
- Keep the campus and the school building neat and clean.
- Respect property: the schools', your classmates' and your own.

### 1.4 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



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- Throwing items inside or out of the bus
- Damaging the bus
- Distracting the driver
- Students must respect the authority of the Driver and Conductor.
- Violation of bus rules will render students' ineligible to use school transportation.

### STUDENTS ARE NOT EXPECTED TO:

- ✓ Leave the school premises without the permission of the Supervisor. Students are expected to go straight home after school.
- ✓ Lend or borrow money from anyone
- ✓ Exchange any articles belonging to them with others.
- ✓ Bring valuable articles to the school. The school will not be responsible for the loss of these articles.
- ✓ Use mobile phones and other electronic devices in school and in the bus.

### PROHIBITED ACTIVITIES IN THE SCHOOL CAMPUS:

- ❖ Refusal to obey staff instructions.
- ❖ Hostile behavior, physical intimidation, taunting, name calling and insults directed towards students, members of the staff or any other person.
- ❖ Teasing on the basis of region, religion, nationality etc.
- ❖ Damage to any school property including furniture and any other equipment belonging to or used by GMS.
- ❖ Tardiness between classes.
- ❖ Running or making excessive noise in the classroom or in the school building.
- ❖ Possessing or using prohibited items (mobiles/electronic toys/gadgets) etc.
- ❖ Unauthorized selling of miscellaneous items to students.
- ❖ Graffiti on the school walls, doors or any part of the school.
- ❖ Inappropriate use of computers in the computer lab.
- ❖ Damage to books in the school library.
- ❖ Leaving school without permission.
- ❖ Fighting, physical abuse or threat of physical abuse.
- ❖ Stealing.
- ❖ Forgery of school records/circulars/ signatures.
- ❖ Using electronics devices.
- ❖ Use of unfair means during exams.
- ❖ Failure to bring leave letters.
- ❖ Being in the unauthorized area at any time, including before, during or after school.
- ❖ Absence from the Morning Assembly.