

MIDDLE AND HIGH SCHOOL RULES, REGULATIONS AND SANCTIONS

Basic rules of classroom

1. Listen to and follow all instructions.
2. Be polite and considerate to others at all times.
3. Look after all equipment and put it away clean and tidy at the end of a lesson, this includes chairs and tables.
4. Arrive promptly to lessons with all the correct equipment and enter quietly ready to work.
5. Unless otherwise instructed, put up your hand if you wish to speak in class.
6. Do not leave the classroom for any reason (except for an emergency.)
7. Do not eat or drink in the classroom (except for water when given permission.)
8. Once dismissed by teacher make your way quickly to your next class.

Basic rules outside classroom

1. Students are NOT allowed to use the lift unless given permission because of injury.
2. Vending machines can only be used at break times by High school students, not between lessons. Middle School students should bring their snacks from home.
3. Students should move around the school buildings in a quiet, orderly way.
4. Balls are not to be carried around in the school buildings. Balls should be stored in their storage space in the basketball court.
5. No student is allowed in the car park during the school day.
6. No student should leave the garden/basketball court during recreation for any reason (this includes retrieval of balls. In an emergency situation (injury, illness) the duty teacher will give instructions as to what to do.
7. Do not eat or drink on the stairs or in the corridors.
8. Do not chew gum at any time.
9. Mobile phones are banned and must be switched off and locked away during school day.
10. Ipods should not be used in school except by High school students who can use them at break times only.
11. School uniform must be worn at all times by students in Grades 7 – 9. Jewellery and make-up should not be worn with school uniform.
12. High school students are expected to dress appropriately for school.
13. Any contact between a student and home must be made officially through the school office whilst a student is in our care. High school students should not be contacting their parents directly, using their mobile phones, to ask permission to leave the school building.

Sanctions for failure to abide by the above rules

Failure to abide by the above rules will result in a lunchtime detention, usually preceded by a verbal warning from a teacher. Lunchtime detentions will be immediate (same day or next day as appropriate) and will take place in an assigned classroom with the detention teacher on duty.

Every detention will be recorded on a data base by the detention duty teacher in collaboration with the teacher giving the detention.

On accumulation of five detentions in a half term, parents will be called in to school and the student will be placed on report for one week. Parents may be warned earlier for more serious breaches.

Following a week 'on report,' parents will be contacted by letter or phone to discuss the student's successful/unsuccessful week.

Following two sessions 'on report' a pupil will face suspension. Parents will always be given early warning of this happening. Detentions and 'on report' will be recorded on a child's report card.

In addition to detentions, items not allowed in school (mobile phones, Ipods, jewellery etc. will be confiscated for a period of time. Consistent confiscation of mobile phones will lead to an extended confiscation which will require a parent coming in to collect them.

Serious breaches of school rules leading to suspension and expulsion.

The following are seen to be serious breaches of the school rules and automatic sanctions will be taken. In the case of an eventual expulsion *, the student's case will be discussed by the Disciplinary Board which is made up of the senior management team, an elected parent representative and an elected teacher representative. All decisions taken by the Disciplinary Board will be final.

- Theft – expulsion*
- Drugs –expulsion*
- Possession of alcohol on school premises – suspension, eventual expulsion.*
- Consistent late arrival in the morning without parent justification – suspension.
- Truancy – suspension, eventual expulsion*
- Graffiti or deliberate damage to school property – suspension, eventual expulsion*
- Physical violence – suspension, eventual expulsion*
- Smoking on or near school premises – suspension, eventual expulsion*
- Challenging authority of adult etc – suspension
- Leaving a classroom, sports site etc without permission – suspension
- Plagiarism/ cheating – suspension
- Inappropriate downloading – suspension
- Bullying – suspension, eventual expulsion*
- Verbal abuse to a member of staff. – suspension, eventual expulsion*

Registration Procedures

1. All students from **Grades 7 to 11** should be in their form room at 8.45 am sharp every day where the attendance register will be taken. Parents of any student who is to be absent or late should make contact with the annex office by 8.30 so that the attendance register can be amended accordingly.
2. Students arriving late enough to miss registration in an unexpected situation (traffic etc) so without a justification, should go to register at the annex office. They will be noted as late

with an 'L'. Parents of students arriving consistently late will be contacted and sanctions taken.

3. If a student will not be coming to school due to illness or for any other reason, parents should call the annex office by 8.30am or in any case as soon as possible after that otherwise the absence will be treated as unjustified, (The school will contact parents of High School absentees whose parents have not called in but for safety and security reasons it is preferable we know as early as possible so collaboration is necessary).

IBDP students will have a staggered timetable and will sign in and out at the annex office.

Early Exit and Exit Procedures

It is preferable that students do not leave school before lessons have ended. Early exit can only be permitted with a signed parental signature. Phone calls and e mails can no longer be sufficient.

Any Middle School, Grade 10 and 11 student coming to and from school unaccompanied, must have initial written permission from a parent sent in to school on the first day of the new school year.

School trips and excursions

All school rules, as specified above, continue to apply when students are away on school trips, both day and residential. Although accompanying teachers will always take their professional responsibility very seriously, the disobeying of explicit instructions and consequent unacceptable behaviour on the part of any student which might lead to them putting themselves and/or others in danger, will lead to suspension or even expulsion from the school.