

PART B: SCHOOL RULES-DISCIPLINARY MEASURES- CODE OF CONDUCT

11 SCHOOL RULES

11.1 Dress Code

MIS has a school dress code policy. It regards grooming and decent/proper attire as a basic matter of self-respect and self-worth.

Dress codes for students are as follows:

- Boys: Trousers (may have stripes, plain colors, not colorful, not short, not blue jeans), shirts (with sleeves, see through), pullovers, sweaters, jackets, no hats
- Girls: Trousers (may have stripes, plain colors, not colourful, not short, not blue jeans), shirts or blouses (with sleeves, see through), sweaters (not a hoodie), pullovers, jackets, no hats
- Administrators may check students' clothes before the class starts.

11.1.1 Rules

Students are expected to wear appropriate school clothes during school days and including field trips.

- Proper clothes should be worn according to dress code on regular school days.
- Sports uniform must be worn only during PE and choreography lessons.
- Only sports uniform may be worn in PE and choreography lessons.
- Baggy pants or tight fitting jeans are not allowed.
- Cleats are not acceptable at all times
- Sandals, boots, clogs, mules, Slippers, flip flops, high heels, platform shoes, or shoes with wheels are not allowed.
- Soccer cleats are not allowed in the school premises (including football pitch).
- Girls must have their hair neatly tied back with no loose strands in the dining room and cafeteria.
- Hats or caps are not allowed inside the school premises.
- Any clothes with ideological, religious, unethical, immoral texts or pictures are prohibited.
- Boys should have clean-shaven face.
- Heavy make-up is not allowed.

11.1.2 Dress Code Violation

Failure to follow the dress code rules at any time during school days will have corresponding consequences:

- *1st offense:* point deduction
- *2nd offense:* referral to discipline committee

11.2 Classroom Rules

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper and respectful behavior, but will also create a conducive atmosphere for learning. The behaviour management system is to foster positive reinforcement for appropriate behaviour. Students are expected to follow all class rules as instructed.

Some of the class rules are as follows:

- Keep your hands, feet, and personal objects to yourself
- Leave your seat only with permission
- Keep the room clean and tidy
- Listen carefully
- No food, drinks (except bottled water), or gum is allowed in the classroom.
- Bringing of unnecessary items that will disrupt the learning environment is not allowed.
- Eating and drinking is absolutely forbidden during the class hours. Only personal water bottles, not cups or glasses, are allowed in the classroom.

11.3 Ordering Food From Outside Of School

Ordering any type of food outside of the school is highly discouraged.

- **Drinks**

Fizzy drinks, energy drinks and coffee are not sold in school.

11.4 Assembly Rules

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all dismissal directions.
- Follow all teacher/staff directions.

11.5 Corridor Rules

In order to maintain safety and an orderly atmosphere, students must conduct themselves respectfully in the school corridors whenever changing classes, and leaving or entering the classroom areas.

- Students must enter the classes immediately after the warning bell.
- RUNNING, SHOUTING AND PLAYING in corridors is not allowed.
- Students are not allowed to interrupt another classroom.

11.6 Canteen Rules

Students may purchase items from the school canteen or bring items from home. The canteen is also available during break times and lunch times. Students should go through the canteen line in an orderly, polite manner and pick up their purchases. Students should of dispose all litter in the bins placed throughout the area. **Canteen staff will stop selling after the warning bell**. All students MUST LEAVE the cafeteria/canteen when the warning bell rings.

- ***School Canteen is closed for students during class time.***
- Buying from the canteen IS ONLY allowed during breaks, lunch break and afternoon break.

11.7 Cafeteria(Dining Room) Rules

Students go to the cafeteria according to their daily schedule and have their meals in turn according to the "Student Meal Line" arranged by school administration.

- Students who bring their lunch from home will eat in the cafeteria but they are not allowed to offer their meals to other students. They may supplement their lunch with items from the cafeteria if they so desire.
- Students should take only the amount of food which they can finish eating at lunch time.
- Students are asked to remove all trays and garbage from the eating area.
- Students will not take food of any kind out of the cafeteria.

11.8 Playground Rules

- Secondary students should not use the primary playground equipment.
- Students can bring their own sports equipment from home. Students who use school equipment are responsible to return it to the proper storage place after break.
- There will be no pushing, wrestling, play fighting or water fighting.
- Students will stop playing immediately when the warning bell rings.
- **Students should not eat in the play areas/sport fields.**

11.9 Computer Labs and Internet usage rules

- Internet access is given to users who agree to act in a considerate and responsible manner.
- School personnel may access Internet users' files.

Users can not:

- Use another person's username and/or password
- Use the network for commercial, political and/or personal nonacademic purposes
- Access the system to encourage the use of drugs, alcohol, or tobacco
- Access material that is disturbing, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- Use the Internet in any unethical or illegal manner
- Use personal e-mail accounts and any instant messaging programs or social networks such as Facebook.
- Use proxy websites to access blocked websites by RISE administration
- Violate any copyright laws
- Use non educational games
- Damage the computer, computer systems, or computer networks
- Trespass in another's folders, work, or files
- Change the computer settings and fixtures.

Violation of the above rules may result in a disciplinary action. If the user is not sure how to do something on the computer should consult a teacher or the system administrator. A Failure to comply with computer lab rules will result in a lowered grade and other disciplinary consequences.

11.10 Prohibited Items

- Cameras, Tablets, CD players, MP4, MP3, Game Boys, PS, air pods, iPads etc.
- Laptops
- Cosmetics/make up materials
- Skate boards, roller blades and items which are potentially dangerous
- Playing cards
- Jewelry that can be a distraction from the class.
- Permanent markers

All such items will be confiscated and will be kept until the parent comes in to pick it up or until the end of the semester. School staff and administration assume no responsibility for the loss or damage of such items.

Note: The school has the right to search the students' pockets, lockers, and bags for prohibited items at extreme cases.

11.11 Transportation

- Students will be provided with school transport by special school buses.
- Students are not authorized to drive a car, scooter or a motorcycle to school.

Bus- riding rules for all students

- All Students must be at their designated stop 5 minutes prior to the scheduled arrival time of the bus.

- Students may only board and disembark the school bus at their designated stop.
- After boarding the bus, student shall be seated immediately and remain properly seated for the duration of the bus ride.
- Students are expected to behave accordingly on the bus and know the rules for riding the bus.
- Kindergarten students will not be released from the bus without the presence of a parent, guardian, sibling or appropriate adult at the bus stop.
- To ensure safety from objects rolling in or under a bus, objects must be secured in a bag or a sack.
- Students are prohibited from bringing any potentially hazardous items chemicals, animals or breakable items on board the bus.
- It is very important to remember that the bus driver is in-charge of the bus. The driver has the same authority as a teacher in a classroom and must be respected as such.
- It is the parents' responsibility to ensure the safety of the students **from home to the bus and from the bus stop to home.**

Note: By riding the school bus, it is implied that all students and parents understand these rules and will abide by them.

11.12 Bathroom Policy

Students have enough time to meet their bathroom needs, as there is a 10-minute break after each lesson and a 55-minute lunch break during a day. Students should not use bathroom during class hours unless necessary. Students must maintain cleanliness in the bathroom.