

## DISCIPLINE POLICY

**AIM OF POLICY** - Guide of good behaviour and discipline following consultations with guidelines issued to schools by the Ministry of Education. It should give rise to:

- A **positive environment** within the school to help us achieve aims.
- Staff is **guided** on how to react when the need arises.
- Mutual **understanding** is achieved.
- **Cooperation** between stakeholders is increased.
- A high level of **good conduct** and **discipline** is maintained.
- Students are made **responsible** for their own actions.

The years that the students spend within the school is a time in which they:

- Change **physically** and **mentally** from childhood into adolescence.
- Develop **emotionally** and **intellectually**.
- Gain a **better understanding** of the world around them.
- Gain an **understanding** of the problems, which they will eventually meet.
- Strengthen their **general education**.
- Prepare themselves for **higher education** and for the **world of work**.

**STUDENTS' DUTIES - RESPECT TOWARDS SELF AND OTHERS**. The student must:

- Show **respect** towards the Head, Assistant Head, teachers and all members of staff.
- Show **respect** towards his/her classmates and schoolmates.
- **Discuss with the Form Teacher** problems that he/she may encounter.
- Search for advice when the need arises by speaking to the **Form/Guidance teacher**.
- **Conduct him/herself properly** at all times, especially on the school transport.
- **Attend school daily** and be **punctual** for school assemblies and for lessons.
- Wear **full and proper uniform** daily, ensuring a **neat and clean appearance**.
- **Hairstyle and nail style** should conform to the school uniform.
- **Schoolwork** and **homework** to be done regularly.
- Have all the required material/resources for lessons.
- **Use the stairs/ Exit school in an orderly fashion**.
- Conduct him/herself with **good manners** at all times.
- Keep **school environment** in a good and clean state.
- Make good use of **school facilities** such as textbooks, apparatus, desks, chairs  
...
- Participate in **school activities/outings** organised by the school.
- Be responsible for **personal belongings**.

**WHAT IS NOT ALLOWED** - The following is **STRICTLY PROHIBITED** at school:

- **Leaving classroom** without permission.
- **Disrupting lessons.**
- **Loitering** in corridors in-between or during lessons.
- **Running** and/or **playing** in corridors.
- Consuming **food and drinks** in school building.
- Going to the **Out of Bounds Areas.**
- Use of toilets just before / right after break time.
- **Throwing rubbish** around the place / vandalising.
- Damaging school property or others'.
- **Bullying** in any form on other students / members of staff.
- **Fighting, Insulting, Lying and Rudeness.**
- **Discrimination.**
- **Playing Truant from school /** missing to attend on lessons.
- **Arrogant behaviour / Foul language / Swearing / Vulgar behaviour.**
- Use of the **toilets of the first and second floor** during break time.
- **Verbal/Physical Abuse** on members of staff and/or students.
- **Chewing Gum.**
- Aerosol sprays.
- **Large amounts of money.**
- **Cigarettes, alcohol** and/or other **dangerous substances.**
- **Cutting / pointed** and/or other **dangerous instruments**, which could cause serious damage.
- **Pornographic materials.**
- **Mobile phones / MP3 players / iPods** will be confiscated.
- **Video games, CD players, cameras, radios, walkmen** will be confiscated.

**N.B. THE SCHOOL IS NOT TO BE HELD LIABLE FOR DAMAGE  
AND/OR LOSS OF CONFISCATED OBJECTS BROUGHT TO  
SCHOOL AGAINST SCHOOL REGULATIONS.**