

## Punctuality

As a Swiss school, punctuality is essential. All learners are expected to be punctual in arriving at school, to lessons, and at any other school function.

## Dress Code

Students as well as teachers are expected to maintain high standards in their personal appearance. Students are expected to wear the full school uniform, relevant prescribed sportswear and must at all times respect the school's rules regarding jewelry and hairstyles.

## Unacceptable behavior

Unacceptable behavior includes repeatedly disrupting the class, showing disrespect for teachers and other students, shouting, leaving the class without authorisation, failure to do work, physical violence, using inappropriate language, playing rough, behaving disrespectfully towards others, throwing objects at others, bullying someone and indulging in acts of vandalism.

## School work

Students must work to the best of their ability in order to demonstrate effort, interest, and pride in their results. Assignments and homework must be completed on time. If, for any valid reason, such work is not presented on time, students are expected to produce a note from their parents and to make the necessary arrangements with the teachers for extra help or extra time, if absolutely necessary.

## Flow between Lessons & Classes

When it is necessary to move between lessons, this should be done quickly and quietly. Timely and orderly flow is the safest way to reach the destination while rushing and running may cause accidents. Running is strictly forbidden in the hallways and stairs.

## Attendance and Absences

Parents are responsible for sending their children to school and observing the required attendance as per local regulation and should comply with an attendance of 97%. Students will be monitored and allowed to leave the premises as agreed with the parents, guardian or planned transportation means. School identity cards are required at all time on premises and can be checked at entrance as well as randomly on the premises to monitor flows of individuals.

## Organised Excursions

Educational visits, field trips and seminars may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. Parents will be notified and their written consent will be obtained well in advance. Students are expected to attend these activities. While on such excursions, students are considered to be ambassadors of our school. They must treat teachers, helpers and guides with respect and courtesy.

## Property

Students and staff are expected to respect all school property, such as buildings, furniture, books, materials and equipment. Our students have an important role to play in ensuring that the physical environment is kept clean and attractive. In case of intentional damage to school or personal property of others, such behavior renders parents or guardians liable for restitution. Fines equivalent to the minimum cost of the item damaged or destroyed will be charged.

## Lunch Time Break

Learners are expected to have their lunch in school.

## Lockers

Where lockers are available, they are the property of the school. Students should use the lockers assigned to them solely for storing their school materials and personal items necessary for school attendance. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to lockers are charged to the students who are responsible for the damage. Learners should not keep valuables or money in their lockers. The school is not responsible for items stolen from lockers. Illegal items found will be drawn to the attention of school security and reported to local police authorities if need be.

## Behavior in Common Areas and Assembly Points

While in the library, in the laboratories, lunch areas such as cafeterias, grounds and other common areas, students are expected to behave well as they would in class. Standards of behavior and hygiene in cafeteria, toilets and changing rooms must be ensured at all times.

## Prohibited items

Alcohol is prohibited in public areas in the UAE and smoking is prohibited on campus. Any object that can cause physical or moral harm is absolutely prohibited. There is a ban for knives and other weapons which can be used to threaten, bully or harm others from the school premises and during school excursions. Mobile phones or Internet devices other than for class use are prohibited during class time but may be used during breaks only.