

**RGS Muscat Student Code of Conduct**



<b>Written by</b>	
<b>Approved by</b>	
<b>Review Date</b>	

## Guiding Principles:

As members of RGS Muscat, our students are expected to demonstrate commitment to the following values: *Conscience, Competence, Compassion and Commitment*.

## General Expectations of Student Behaviour and Conduct:

### 1. Attendance

We believe that to learn a course of study most effectively and to maintain academic integrity of a course of study, students must attend all classes unless they have a verified reason from their parents.

We classify absence from class as being **verified** (there is an acceptable excuse) or **unverified** (no excuse provided or the excuse provided is not accepted). Co Curricular participation, field trips, illness, important family matters or emergencies are examples of reasons for which absences may be verified.

Excuses such as sleeping in through part or all of a class, forgetting the schedule or traffic delays will not be accepted.

Absence from, or tardiness to scheduled School classes or activities is verified only when confirmed by parents and approved by Administration. For absences longer than 3 days, medical certificates will be needed to verify the absence.

Any student who is not present in class at the start of the lesson is considered tardy and will be marked as such, if the student is not present after **10 minutes** from the start of class, they will be marked absent.

Students are expected to have a **90% attendance rate as a minimum** for each of their courses/subjects or general classroom attendance. If a student fails to meet the 90% attendance rate for a course/classroom attendance, the Head of School and/or Head of Pastoral will be in contact with parents for immediate follow up.

Failure in maintaining the minimum 90% attendance rate may result in a student not gaining credit or a pass for a specific course or reaching expected milestones and benchmarks.

A RGS Muscat student will;

> Take personal responsibility and be accountable for their attendance and understands that deliberately failing to attend part or all of a class/School day or does not show responsibility to explain an absence will receive consequences (see the relevant Behaviour Management Policy for further explanation of consequences)

> Attend all classes on their schedule, on time, unless there is a valid and verifiable excuse  
> Be present in all classes scheduled for every designated school day on the official School calendar

- > Verify all absences from any classes by notifying the class or subject teacher and/or tutor
- > Make a responsible effort to keep up with coursework if any classes are missed
  
- > Be proactive if they know they will be absent from a class or from School and speak to teachers in advance to organise possible work to complete.

## 2. Behaviour

When our behaviour is respectful and controlled, our School community functions better and we build good relationships. At RGS Muscat our students will;

- > Respect the rights of teachers and other students by behaving appropriately at all times
- > Respect the rights of performers/presenters by being sensible and respectful as an audience
- > Avoid public displays of affection that may be deemed as inappropriate
- > Be familiar with the applicable Behaviour Management Policy and understand the process and consequences in place for following up with inappropriate behaviour.

## 3. Fighting, Bullying and Harassment

Members of the School community always show respect for others' rights to be safe and happy and solve conflict through appropriate means. A RGS Muscat student will;

- > Read, understand and abide by the expectations described in the RGS Muscat Student Bullying and Harassment Policy
- > Use appropriate methods such as negotiation, active listening or withdrawal to solve conflict
- > Avoid behaviours such as fighting, name calling, teasing, humiliating or excluding others from groups
- > Not post humiliating or offensive comments, anecdotes, images or references on social media, websites, instant messaging applications or SMS.

## 4. Theft and Vandalism

The property of others should always be respected, including property of the School.

Deliberate or reckless damage to school property directly affects the education of students by taking funds to repair damage caused and also goes against our School values of respect and responsibility. A RGS Muscat student will;

- > Not take, or keep after finding, any property that does not belong to them without the permission from the owner
- > Return any property that does not belong to them to an appropriate person or venue >
- Do all they can to protect their own property from theft
- > Be involved in the repairs of, or payment for damaged property where appropriate.

## 5. Alcohol, tobacco and prohibited drugs

When students are healthy and free from harmful chemicals in our system, they learn at their best. A RGS Muscat student will ;

- > As stipulated under Omani law students are prohibited from enabling, bringing, selling or consuming alcohol, tobacco and other harmful substances on the School campus, at any event sponsored by the School or whilst wearing the School uniform (this includes E cigarettes and vaping)

- > Not enable, bring, sell or consume alcohol on the School campus, at any event sponsored by the School, or whilst wearing the School uniform
- > Not enable, bring, sell or use/consume prohibited drugs on the School campus, at any event sponsored by the School or whilst wearing the School uniform
- > Not come to School or any School event under the influence of alcohol or prohibited drugs.
- > Not to participate in any illegal activities as a student that may bring the School into disrepute.

#### 6. Food, drinks and chewing gum

For the safety of all members of our community and facilities, outside food will be strictly controlled. A RGS Muscat student will;

- > Not bring chewing gum onto the School campus and will not chew gum in classrooms or other areas of the school
- > Only consume food and drink in classrooms with their teacher's approval or for special School approved parties or meetings
- > No food or drinks (other than water) are to be taken into, or consumed in the gymnasium
- > Not bring any food to School which may contain nuts, and will not share any food with their class that may contain nuts
- > Not have outside food or drinks delivered to the School by any food delivery service. These items will be immediately confiscated.

#### 8. Submitting of False Information

Providing or submitting false information is dishonest and does not uphold our value of being truthful and acting with integrity. Students at RGS Muscat will not submit or provide false information to any other student, teacher, staff or administration. A RGS Muscat student will;

- > For duty of care, provide their name and/or School ID number when requested by any member of staff
- > Not submit forged or false information either on behalf of themselves, their parents or a member of staff. This includes forged signatures, dishonest letters or emails sent out from their own or their parent's accounts
- > Not modify notes or messages from other teachers or members of staff.

#### 9. Care for our Environment

When we show care and concern for our learning environment, the community benefits. A RGS Muscat student will;

- > Place all litter in the facilities provided and keep our campus tidy
- > Keep all facilities free from graffiti
- > Avoid damaging school property and report any damage accidentally caused
- > Show respect to and care for the natural environment on campus and outside of the School
- > Intentionally and thoughtfully reduce and minimise the amount of single use plastics brought into the School and reduce, reuse and recycle as much as possible.

## 10. Uniform

Dressing respectfully and wearing the appropriate uniform shows consideration for all members of our community and our learning environment. A RGS Muscat student will;

- > Wear the uniform neat, clean and appropriately. This includes ensuring that the uniform is not modified in any way, except with the school's permission
- > Follow the protocol for uniform when attending School events, either on or off campus
- > Dress with respect on free dress/casual days. No exposure of cleavage, torso or underwear, no transparent clothing, no inappropriate slogans, images or language on