

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.



مدرسة رويال الامريكية
ROYAL AMERICAN SCHOOL

STUDENT CODE OF CONDUCT Policy 2021 - 2022

This policy will form part of all new staff induction

And appear on the school website

Review date September 2022

This policy has been read and adopted by the Royal American School Board of Governors and Principal:

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PURPOSE

STUDENT CODE OF CONDUCT

Good order is essential for learning to take place. To achieve this STUDENTS are expected to show self-discipline, high standards of behaviour and consideration for others.

In The Classroom

1. Lessons start when the buzzer sounds, go straight to lessons and line up quietly outside the classroom.
2. Come prepared for the lesson, bringing all necessary equipment with you.
3. Coats should be removed before the start of the lesson and stored as directed by your teacher.
4. If you are late, make sure you have a slip – hand to the teacher.
5. During the lesson follow the instructions of the teacher.
6. When you require attention, raise your hand and await teacher direction.
7. Always allow others to work without interruption.
8. Do not eat or drink in lessons.

Around The School

1. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors, each other and members of community.
2. You should walk around the school in a quiet and orderly manner at all times and without running.
3. Always wear your school uniform in its entirety and remember the guidance on dress, jewellery and acceptable Islamic standards of presentation.
4. Eating and drinking should be restricted to the courtyard on the designated benches; classrooms, toilets and corridors are not the place to eat and drink.
5. Avoid dropping litter in school; always use a litter/ recycling bin. If you see litter, please pick it up.
6. Chewing gum is forbidden in school.
7. Mobile phones, Radios, MP3 players, iPods and computer games should not be brought into school. If phones are found being used in school they will be confiscated and parents/carers will be asked to collect the items from reception at the end of the day.

DO NOT FIGHT or SAY BAD WORDS

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ANTI BULLYING POLICY

Bullying is not a particular problem at this school but, as in all schools, it does happen and must be taken seriously.

What Is Bullying?

It is the conscious desire to hurt, threaten or frighten someone and can happen in classrooms, corridors, playgrounds, on buses and outside of school.

It can be:

- verbal insults – bad words
- physical violence
- writing untruthful things about someone or spreading rumours
- making threats
- tormenting or teasing
- taking or hiding property

Why Do We Have A Policy?

- Because bullying:
- can be destructive
- interferes with education
- affects students, parents and teachers

How Do You Stop Bullying?

Unless someone TELLS a friend, teacher, prefect or a parent, it's difficult to help. We all have a responsibility to protect each other but cannot do so if we are unaware of the problem.

Counsel

We believe that good advice and support can change the behaviour of bullies and their victims.

Be Consistent

A victim must always be given time, listened to and not rejected.

Punish

Bullies must understand that they can be severely punished for persistent bullying. Inform Parents must know if their child is involved in persistent bullying. The School will write to tell them.

Why Should I Tell?

If you do not tell someone:

- the bullying can carry on and get worse
- the bully could bully others
- the bully would not get help

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What Will Happen To The Bully?

- Appropriate action will be taken, although rarely are two situations the same
- They will be asked to explain their actions
- Their parents will be informed
- If bullying continues then the bully may be excluded from school

The biggest bullying related issues in this technological age relate to social networking sites, where comments and threats are made in haste and without due thought for their results. It is specifically for this reason that social networking sites are prohibited within school. Think before you regret what you have said on networking sites

DON'T BECOME A BULLY

CYBER BULLYING POLICY

Cyber-bullying is when someone uses the internet or mobile devices to deliberately cause upset to someone else. This is a class of bullying and it should not be tolerated.

How Is It Different To Other Types Of Bullying?

- This type of bullying involves technology such as mobile phones or the internet.
- This type of bullying can affect someone not just at school, but at home as well.
- Because this type of bullying takes place in the virtual world, it has a 24/7 nature and can make someone feel upset or threatened in their own home, at any time of the day or night.
- It can sometimes be hard to identify who the cyber-bully is because they can block their number or post things on a website anonymously.
- The nature of this type of bullying means it can have a large audience, many of whom may not even realise they are being bullies.

What Can I Do About Cyber-Bullying?

- One positive thing about this kind of bullying is that it can be evidenced.
- With normal bullying, it can be one person's word against another's, but with cyber-bullying you can save texts or print out emails/IM's/Web-Pages.
- Save all evidence you have of the bullying. If you have nasty emails or things posted on your profile save them to your device so you can use it as proof.
- Save texts or voicemails that say anything horrible. Learn how to block the bully on IM or delete them from your contacts.
- Try not to reply or retaliate to things they say or do; it might make the situation worse. If you don't respond, they are more likely to get bored and move on.

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Social Networking

Be careful what information you give out on your profile. Remember that you don't know who your friend's friends are... or your friend's know what they'll do with your picture or your phone number if you give it out by mistake. Once your picture is out there, it's out there forever and you won't be able to get it back. Be aware that information on your profile could potentially be viewed by anyone. So if you wouldn't be comfortable printing it off and handing it out on the street, maybe it shouldn't be on your profile.

Use a nickname or your initials instead of your name – you don't want just anyone knowing who you are. Consider changing your photo to a cool graphic or picture of your favourite band, that way strangers won't have access to a picture of you. It's not a great idea to post where you're going on your profile or twitter or where you live. Think through if you'd want everyone who can view the post to turn up at any time!

Who Can I Contact For Help?

If you feel anyone is causing distress to you or your friends; or if someone is bullying you on one of these sites – contact the administrator of the chat area. If the administrator does not get back to you – you might want to think twice about using the site again.

If it's really serious – like you think the person contacting you may be an adult who wants to harm you or your friends, report the issue to your parents or the school.

Privacy Settings

Use your Privacy Settings at all times. Adjust your account settings (sometimes called "Privacy Settings") so only approved friends can instant message you. This won't ruin your social life – new people can still send you friend requests and message you, they just won't be able to pester you via IM.

This means that people you don't want to see your profile can't! Remember that occasionally you may need to reset your Privacy Settings after updates or other changes. Some social networking sites are really well run and the administrators will try to help you.

Remember to keep your personal information to yourself. Be careful when choosing which social networking site you use and which areas you go into.

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THE ROYAL AMERICAN SCHOOL STUDENT CHARTER

At The Royal American School we want everyone to live together feeling safe, happy and respected for who they are. How we communicate with each other and the types of words we use affects how we get on together in our communities and school, and can do great good or great harm to individuals' wellbeing.

CBS have designed the Student Charter to ensure that learning potential is maximised and that everyone at The Royal American School feels valued.

In order to make sure that this is the case we should:

- Avoid using hurtful words or phrases to others because of their identity. For example; colour of skin or hair, disability or illness.
- Not encourage or verbally support poor behaviour from our friends or other students.
- Use respectful language towards our friends, students and all members of staff.
- Use positive language to show manners and encourage other students
- Never think that words cannot hurt – stop and think before we say something as not all scars are visible.
- Not judge those who are of a higher or lower ability than we are.
- Remember that sometimes the word sorry doesn't fully make amends.

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SCHOOL UNIFORM AND STAFF DRESS CODE

Why Have A School Uniform?

A high standard of personal appearance is expected of all students at The Royal American School. The school's uniform underpins this and the correct uniform should be worn in its entirety at all times. If a student arrives at school incorrectly dressed they WILL be placed in detention or in extreme cases may be asked to return home to change. We believe that wearing a uniform reduces incidences of bullying relating to appearance and prepares students for later life, where in the world of work, a particular dress code may be a requirement. Students are often complimented by visitors to the school on how 'smart' they appear.

General School Uniform

Pinstriped black school trousers (no sports clothes or jeans) or black pin striped full length dress. Black shoes (not sports shoes or plimsolls). Lime White shirt – with school logo embroidered. Coats are permitted on cold days.

Physical Education

House colour polo shirt (with school logo embroidered on it) Blue tracksuit bottoms (with school logo embroidered on it) Blue tracksuit jacket (with school logo embroidered on it) Training shoes Towel for showering.

Rules about Jewellery

For Health & Safety reasons the school will only allow the following jewellery to be worn: Only one stud type earring – in the lobe of the ear. No other body piercings are permitted. All jewellery MUST be removed prior to PE and other practical lessons. Bracelets, of any type, should not be worn in school.

Rules about Make-Up

Make-up is not permitted, other than a light covering of foundation. Natural nails only. Hair colour and style should be appropriate for school. Unnaturally coloured or shaved/patterned hair is not appropriate or acceptable. Long Hair should be tied back.

Staff Dress Code

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ATTENDANCE

School attendance is very important if you are to achieve the best from your education.

You should endeavour to attend school at all times except when you are ill. It is usually possible to arrange medical, dental or other appointments out of school hours. If you manage 100% attendance for the full year you will receive rewards in the form of certification and activities. For each half term of 100% attendance house points are awarded. If you cannot avoid absence please ask your parent or carer to telephone the school as soon as possible to explain why you cannot attend.

For any unavoidable appointments during the school day please:

- Bring your appointment card and a letter from your parent/carer explaining the time you need to leave school and the time you will return.
- Obtain a 'Permission to Leave School' slip from admin office and get it signed by your Teacher.
- It is essential that your parent/carer inform us of the reason for your absence otherwise it may be recorded as 'Unauthorised', even though there might be an acceptable reason

You should aim to be absent from school as little as possible. If you are absent for more than 10 days in any year there is a problem which must be put right. The minimum target for every child to attend school is 95%.

Can I Leave The School Site?

A student cannot leave the School site without permission from their parents/ carers and the School. All students need to sign out with admin and obtain a leave pass

Holidays In School Time

Students should not take any leave during term time as sections of education that may be impossible to repeat could be missed. Examinations take place throughout the year and many students in secondary could have tests/exams at regular points in the school year. Charges will be made for IGCSE exams missed through absence, unless medical evidence can be produced. Attendance and punctuality levels are recorded on all references and school reports.

Punctuality

It is essential that you are present for every lesson and on time. Persistently late students will be required to undertake school detentions to compensate for lost time.

Any student who is late three in a month will sit a break-time school detention. All students must be present in school for the start of the morning sessions, failure to do so constitutes an absence.

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Lateness

You should always be on time for school. If you arrive after 7.30am then a slip will be issued to you, which MUST be handed to the teacher on arrival at your lesson.

This is not only to enable you to get your attendance mark, but it will help us to ensure your safety in an emergency and avoid someone contacting your home in the belief that you are absent.

Contacting Home

As mobile phones are banned in school and should not be used or even seen, you should ask at Student Services if you need to contact home.

Medical

If you feel ill inform your teacher who will allow you to go to the nurse if it is felt there is a genuine need. The staff there will try to assist you and will contact home if necessary. The medical room is situated next to the library

- DO NOT contact home without seeing a member of staff first.
- DO NOT leave school without permission from staff

You Should Not Miss Out On The Education You Deserve

190 SCHOOL DAYS IN EACH YEAR

Every student is issued with a Student Card displaying their name, photograph and House. On the reverse, the card may also indicate any medical conditions.

It is vitally important that you keep your ID card safe and carry it with you at all times. The card is designed as a single source of information to assist both students and staff as they go through their daily routines within school.

If you lose or misplace your ID card, it is very important that you report this to admin immediately so that the card can be cancelled. This will prevent the ID card being used by anyone else. A replacement card can then be purchased from admin at a cost of AED 10. Your ID card should be clipped on to a lanyard.

The Student ID Card will be required to confirm your identity and must be produced if asked for by a staff member

CBS assembly starts at 7.30am for the National Anthem then students' move to their class rooms for official attendance. Learning starts at 7.45am. You must be lined up outside of your classroom and not walking around the corridors or waiting for friends. School finishes at 1.40. All students using the bus service must go directly to the school gym and then be escorted to the buses. All students who go home on their own (Grade 7-10) must leave the school grounds immediately. All other students must wait in the school yard for their parents.

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