

The School Environment

SBIS aims to foster and promote academic excellence. We do, however, firmly believe that this can only go hand in hand with good social values. Therefore, whilst you are part of the SBIS family, you should be aware of and follow the SBIS Golden Rules.

The Golden Rules

As we are a family, there are certain rules that need to be adhered to by all: from the management level, all the way down to every member of staff and every student. These rules protect everyone who is a part of the SBIS family. We do this because they promote the best learning environment for everyone. Our rules are based on common sense and apply in any walk of life. Above all, we are a family of many different nationalities, and we take the utmost care to foster good relationships. We concentrate on the idea that we are 'one family'. Once we are a member of the school, we are all the same. There is no barriers of colour; of nationality; of religion; of rich or poor; we are all the same and we expect everyone to respect everyone.

Please read the rules set out on the next few pages; follow them closely, for they will help you to enjoy your time here at SBIS.

The Golden Rules are:

- Cooperation
- Courtesy
- Responsibility
- Respect
- Honesty

The SBS Discipline Code and the Five Responsibilities

This table lays out the new SBS Discipline Code and the sanctions and rewards you will receive. Please read it and memorise it, as it is part of your duty as a student of the school to ensure you follow it.

	Lower School Code Grades 1 – 4		Parents:
1 Diary	If you do not bring your diary: 1. SMS warning or supervisor call 2. SMS notice and replacement AED 30		Please note that SMSes will be used until the new school management system is fully operational, after which time a web-based system will be utilised. Please also note that all fines will be billed to you and until the bill is settled at the end of the term concerned, the school report will not be issued.
2 Books	If you do not bring your book: A. Copybook: 1. Teacher message in diary and SMS warning or supervisor call 2. SMS notice and replacement AED 30 B. Textbook: 1. Teacher message in diary and SMS warning or supervisor call 2. SMS notice, fine AED100 and photocopy of book 3. SMS notice and replacement AED 200	If you do not bring or complete your homework: 1. Teacher message in diary and SMS warning or supervisor call 2. No playtime (first break) If you do not bring your reading book: 1. Teacher message in diary, SMS warning or supervisor call; 2. book replacement and AED20 fine.	Students: If you follow these simple rules you will be behaving in a positive and controlled way. This is something we wish to reward. You will receive Star Points for following our system and so you will benefit from your actions. Level one sanctions apply for first offences unless serious. Repeats apply within any term and attract higher penalties. The record is cleared after each term.
3 Uniform	If you do not bring your tie: 1. SMS warning or supervisor call 2. SMS notice and replacement AED30	If you wear a dirty or torn shirt to school: 1. SMS warning or supervisor call 2. SMS notice and replacement AED100 If you wear dirty, damaged or torn trousers to school: 1. SMS warning or supervisor call 2. SMS notice and replacement AED200	
4 Equipment	All Students in the Lower School (Grades 1-4) must have the following every day of the week Two (2) to Four (4) pens • Two (2) pencils • One pencil sharpener • One (1) eraser • One (1) ruler • One set of coloured pencils • One (1) reading book	If you have missing equipment: 1. SMS warning or supervisor call, equipment loan 2. SMS notice and replacement item AED10 per item.	Bus Behaviour If you misbehave on the bus: 1. Personal warning from bus staff 2. SMS warning or supervisor call, Bus behaviour letter 3. SMS notice or supervisor call, Bus suspension letter. Levels 1-5: 1. Warning; 2. 1 week suspension; 3. 1 month; 4. 1 Term; 5. Permanent Ban.
5 Behaviour Level 1	A. Personal Cleanliness 1. SMS warning about cleanliness or supervisor call 2. SMS notice, supervisor call and withdrawal from class	C. Classroom behaviour code (level one) Low-level interference; persistent talking; acting without permission; generally low-impact invasive behaviour 1. Personal warning from staff 2. Final warning from staff 3. No playtime (first break)	E. Prohibited items 1. Immediate confiscation and non-return 2. SMS notice, supervisor call 3. Any repeat of the action in the school year and level two sanctions will apply.
Behaviour Level 2	Classroom or other behaviour (Level two) Potentially dangerous behaviour; verbal abuse; insolence; refusal to comply; repeat of level one behaviour; indecent verbal behaviour; indecent internal truancy 1. Warning from staff 2. SMS notice or supervisor call 3. Repeats of this action lead to level three sanctions	D. Other behaviour code (level one) Low-level interference; internal acting without permission; generally low-impact invasive behaviour; lateness. 1. Personal warning from staff 2. Final warning from staff 3. No playtime (first break)	F. Chewing gum 1. Personal warning from staff 2. Final warning from staff 3. No playtime (first break)
	B. Adherence to school dress code 1. Personal warning from staff 2. Final warning from staff 3. No playtime (first break)	B. Behaviour Level 3 Classroom or other behaviour (Level three) Actual dangerous behaviour including fighting; repeat of level two behaviour; indecent physical behaviour 1. Withdrawal from other students, SMS notice, unsatisfactory behaviour letter, supervisor call 2. Repeats of this action lead to level four sanctions	G. Non-uniform items: 1. SMS warning, supervisor call 2. SMS Notice and confiscation of items
	A. Behaviour Level 4 Classroom or other behaviour (Level four) Repeat of level three behaviour 1. Withdrawal from other students, SMS notice, suspension letter, parents called 2. Suspension for between three and five days	D. Behaviour Level 5 Classroom or other behaviour (Level five) Repeat of level four behaviour 1. Withdrawal from other students, SMS notice, suspension or exclusion letter, parents called 2. Suspension for between five and ten days or 3. Permanent exclusion from school and no return of school fees	

SBIS 'Three Strikes' Discipline Code

Sharjah British International School's discipline code is a positive system. We believe that we must encourage positive behaviour patterns even while dealing with negative ones. To this end, we have created the 'Three Strikes' Discipline Code, which aims to deal with those same negative behaviours and prevent them from occurring, so that SBIS is somewhere calm, safe and a haven for learning. Our code is based on the 'Five Responsibilities' that we think are the key areas students should ensure are met every day of their school career. These five responsibilities are: the diary; school books; the uniform; school equipment and behaviour.

The 'Three Strikes' system policy is based on the idea that negative behaviour will be met with two warnings followed by a consequence. There are five levels in the code, with level 5 being the most serious. Please refer to the tables in the following pages to check the details of what is expected and the potential consequences for infringing the rules.

Behaviours that can result in sanctions include:

- ◆ Copying of homework
- ◆ Late arrival for class, line-up or during announcements
- ◆ Talking excessively in class, line-up or during announcements
- ◆ Not following reasonable instructions, e.g., does not work in class.
- ◆ Schoolbooks are neglected
- ◆ General untidiness or uncleanliness
- ◆ Vandalism (including littering)
- ◆ Misuse and unauthorised use of school equipment (extinguishers, taps, and the alarm system)
- ◆ Leaving school/classroom without permission
- ◆ Use of humiliating and suggestive language and signs
- ◆ Disrespectful actions towards others/teachers/staff
- ◆ Deliberate disruption of class
- ◆ Eating in class
- ◆ Bringing in prohibited items
- ◆ Absence without leave/truancy/internal truancy
- ◆ Flouting of class rules.
- ◆ Horseplay, inciting fighting, bullying behaviour (needling)
- ◆ Misconduct on buses to and from school

It is school policy that everyone is individually and collectively responsible for discipline at all times between arriving at and departing from the school building. No one is exempted. Common sense, good manners, honesty, consideration for the feelings of others and personal pride in all assignments are the maxims on which SBIS philosophy and disciplinary policies are based.

On the positive side, the school is committed to using the 'Star Points' system for Grades 1—6, and the 'Reward Points' system for 7—12. Star Points, which are mentioned elsewhere in this diary, reward students for their effort in all the key areas of the 'Five Responsibilities'. The 'Reward Points' system is a points-based system for academic effort and excellence. Students receive points, as in Star Points, but at each level are able to exchange their certificates for book tokens or other educationally oriented items. There are also end of year prizes for the highest performers and highest achievers. These awards are called 'The Sheikhas'.