

MISSION STATEMENT

Marina International School aims to provide a broad-based, high quality education, through the delivery of an international curriculum in an environment of cultural diversity. The school endeavours to inculcate values of tolerance, independence and social responsibility in a wholesome atmosphere characterized by a commitment to excellence.

2. STUDENT CODE OF CONDUCT

Students are expected to behave at all times in a manner that brings credit to them and to the school. They are to be sensitive to the needs of others and to work to ensure the smooth running of the Marina Community. They are expected to behave courteously towards other students and staff and to carry out instruction from teachers. In particular, we expect students to be aware of the following points:

For your own safety and the safety of others:

- Know the fire drills and carry them out in silence.
- Do not bring any form of prohibited or dangerous weapons into school.
- Fireworks or raising any false alarm are prohibited in school.
- Respect each other by not swearing, insulting, cursing or unnecessarily aggravating other people.
- Make sure you know the safety rules of the Science and Computer Laboratories, Art and Design workshop / Craft Workshop and abide by them.
- Students must notify a teacher and collect Exit Permit Card before visiting the nurse. This card must be shown to the nurse and returned to the teacher after First Aid treatment. If the nurse considers it necessary to send a student home, a parent /guardian will be contacted and student must wait at the **Reception** or **Observation Room** until collected by a responsible adult.
- Students should not leave the school premises during school hours without Exit Permit from the Deputy Heads or Year Heads.
- Go to the authorized play areas at break. Do not run or play on the verandas or near the classrooms.
- Do not climb trees or fences
- Do not go to the Nursery/Reception play area unless you are in one of those classes.

In order that we all live in a pleasant environment:

- Graffiti in any form - Writing on desk or walls, causes damage to school property and it is forbidden. Money spent on repairing this damage could be used to buy more useful things for the school. You may be billed for the cost of repairing the damage.
- Do not vandalize any school property; do not engage in any willful damage to property belonging to the school, fellow student or any member of staff.

- Always conduct yourself in a highly disciplined and decent manner both inside the classroom and on the school grounds.
- Always throw litter into bins and if you see litter on the ground please pick it up and put it into the nearest bin.
- Chewing gum, bubble gum, slime or tip-ex (correction Fluid) should not be brought into school as these often make a mess of desks, clothing, floors, etc.
- Be respectful to fellow students, teachers, secretaries, and ancillary staff.
- Respect the property of other people and take anything that you think might be lost to a teacher. Keeping a lost item is considered as stealing and attracts the same punishment.
- Showing contempt for other people's race, tribe or religious beliefs is not only extremely discourteous, but ignorant, and must not occur. Please refrain from any form of discrimination or prejudice.
- Do not steal.
- Do not incite any aggressive behaviour.
- Do not disrupt Lessons or School Assemblies or school functions.
- Do not fight and/or do not engage in the act of bullying of any form.
- Do not involve in any gang activity.
- Do not drive a car to school without legal driving license and School Driving Permit.
- Do not engage in any form of sexual activity or any immoral and indecent behaviour on or around school site.
- Do not spit around the school and in public especially when in school uniform.
- Do not speak vernacular at any time within the school premises.

In the Classroom:

- Participate actively in lessons, do all assignments, coursework and hand them in as demanded by teachers.
- Do not eat or drink in the classroom.
- Disrupting lessons affects your learning and shows no consideration for others. Therefore, concentrate on your studies and do not waste the class or teacher's time.
- Cheating in any form of academic assessment, be it a Test or Examination is forbidden. Cheating may include spying other people's work, bringing foreign materials to the Examination room whether it is being copied from or not, or writing on one's body, or plagiarism or communicating verbally or non-verbally.
- Do not truant classes or loiter around the school when you should be in class.
- Truanting Extra- Curricular Activities or any other school function is forbidden. The offence is tantamount to truanting.
- Attend all classes regularly and on time.
- Mobile phones or any electronic gadget disturb lessons and therefore are not allowed in school.

- Students may enter classrooms and laboratories only when a teacher is present and should abide by the rules of entering and leaving the classrooms, particularly from Nursery to Forms 5.
- Take responsibility for your own learning and be proud of your achievements.

To ensure that you make the most of your time at school, you should:

- Wear the correct uniform as specified - The Dress Code must be strictly followed at all times, even after school as long as the uniform is worn.
- Be punctual by being in school before 8:15am from Monday to Thursday and before 8.10am on Friday.
- Always get the Exit Permit before leaving the school grounds and sign the “signing out” book before you leave.
- Attend all School Functions including Speech Day and on time. The Extra- Curricular Activities are compulsory on Wednesdays from 3.00pm to 4.00pm. Every Student must register for one of the available clubs each term.
- Come to lessons prepared with the correct equipment - books or PE kit. All students are to have their own pens, pencils, rulers, calculators, paper, exercise books, text books etc.
- Forging the signature of a teacher, parent or other student is forbidden.
- Bring your homework book to all lessons.
- Bring food and drink with you in the morning or buy from the canteen during break periods but do not go to the canteen during lessons.
- Remain within the school grounds during the day. Students are not allowed outside of the school grounds unless they have permission from the Head of school, or Deputy Heads.
- Students from Nursery to Form 5 should not enter classrooms without a teacher’s permission. Forms 6 and 7 may; but should respect the room.
- The reception area at the administration block (Block A in the High School) is for the use of visitors only. Students may not go there unless authorized to do so.
- The corridors by the administration block (Junior School and High School) should be kept clear unless you want to use the telephone or want to see someone in the administration block.
- Students are not allowed to smoke, including E-Cigarettes or take alcohol on the school premises, in the school vicinity, at school functions or school trips or while in school uniform. They should not be in possession of any of these in or around the school. Drug and alcohol are strictly forbidden.
- When students are on a school trip, they must wear the correct uniform unless otherwise directed by the teachers concerned.
- Return library books on time. Any student who lost a book will be charged the cost of replacing it.
- **Any form of behaviour (in or off site) that brings the name of the school into disrepute is unacceptable and liable to punitive action.**

Language

English is the universal language at Marina because it is the one language that everyone speaks, and also because the external examinations that the students sit are in English.

- Only English should be spoken in the classroom and within the school vicinity. Other permissible language is French.
- Communication between teachers and students should be in English at all times.
- Avoid using obscene or other bad language at all times.

3. DISCIPLINARY PROCEDURES

1. Summary

There is a series of sanctions or consequences of increasing severity which are applied according to the seriousness for the offence committed by the student. There are:

- Teachers own consequences such as detentions, writing lines/times tables, etc.
- Isolation
- School's Friday detention
- White, yellow and Red cards
- Suspension
- Expulsion

There is also a classroom behaviour management system explained below.

2. Consequences given by teachers

- Teachers are encouraged to deal with discipline problems on their own as far as possible.
- To achieve this, they may, for instance, give lines or get student to do tasks like tidying or cleaning up.
- Teachers may detain a student at first break, part of long break or for ten minutes after school. These detentions are generally given for minor infringements.
- Teachers may also detain a student for up to one hour after school for more serious repeated infringement of school rules. The teacher should give the student a **DETENTION NOTICE slip** at least one day before the detention. This has to be signed by the parent and returned to the teacher. The detention should be run by the teacher him or herself on a day other than Friday.
- Teachers may also recommend Friday Detention for more serious repeated infringement of **School Rules**. The Deputy Heads or Year Heads will give Detention slips to the students for parents to sign (at least a day before the detention). **The minimum duration of Friday Detention is one hour.**
- **Three Friday Detentions in one term is punishable by Suspension for at least two school days.**

- In the case of a student missing a detention (without an acceptable reason), the issue should be brought to the attention of the Year Head. The usual punishment is for the student to be placed in the next Friday School Detention. Skipping detention twice is punishable by Suspension.

3. The Classroom Behaviour Management System:

In order to prevent Classroom disruption:

- A student may be warned twice.
- If disruption persists, the student's name will be recorded on the Teacher's Incident Note Book and the student should be sent with an Incident Note to the Deputy Head Pastoral or any of the respective Year Heads or Key Stage leaders.
- A Standard Warning Letter will be sent home through the student followed by a telephone call to the parent.
- Any future complaint on classroom disruption by the same student is equivalent to five (5) days Suspension.

4. Other measures: Isolation; Sending Home

1. Isolation

The Year Heads or Deputy Head Pastoral may keep a student in isolation for a period of up to one school day. This is done sometimes as a consequence in itself but more unusually as a first step before further action is taken in a serious case of indiscipline.

2. Sending a student home

A student may be sent home by the Head or Deputy Head as an immediate measure, usually when a student has come to school without the required equipment or book for a lesson, or has come to school wearing incorrect uniform, jewelry or hairstyle.

5. Official school detention- Friday after school

The Deputy Head Pastoral runs an official school detention that takes place on Friday after school. Such detentions are issued by the Year Heads or the Deputy Head Pastoral. The student is informed by receiving a detention slip which he/ she must return, signed by a parent or guardian. This detention slip is collected by the teacher designated to run the detention that week. Official detentions are formal in nature. They can lead to placing of a student on the card system.

6. The Card System/Individual Report Form

The Card System/Individual Report Form becomes the one system for behavioural problems. Disruptive behavior in class is included in this, but all other forms of academic concern continue to be monitored by the existing Academic Report Card

It has to be understood that being put on a card of any colour is a serious offence and student should not be placed on a card for trivial matters. Only Senior Management can place a student on a card, although the Heads of Year or Key Stage Leaders can recommend one.

A card can be issued for various reasons. There is one system for all misdemeanors. In simple terms, it is colour card system –White, Yellow, and Red. **A White Card** is the first stage, **Yellow Card** is the next stage and a **Red Card** is very serious and the last stage before expulsion.

The student takes the card to all lessons, with the teachers commenting on their attitude, behaviour or whatever else had brought about the card in the first place. At the end of the day, the card has to be signed by the Deputy Head Pastoral or the respective Year Head and the parent.

Disruptive behaviors, persistent lateness to lessons, fighting, insubordination, are some examples of reasons why a student may be placed on the card system.

At the end of every suspension, a student automatically returns on a **Yellow Card**. The suspension offence itself is counted as one card and is logged into the card system.

Names of students who are on cards will be posted in staffroom for all teachers to see.

No student should enter or be raised to a higher level of card without the parents being notified.

Procedure

- The student is initially placed on a card for a determinate number of weeks normally one or two weeks to begin with, not higher. Although a student will normally start on a White Card, it is possible that they may start on a Yellow or even Red, if the offence is a very serious one.
- If they produce a satisfactory card, they can be moved down to the next level or if they are already on White Card (the lowest one), they can be removed from the system. A student can only be removed from the card system if on a White Card not a higher one.
- If the card is unsatisfactory, the student can be detained longer on that card or moved further up the system. A student may repeat the time on one colour card once. If their behaviour is still unsatisfactory they are moved to a higher card. It is possible that a student might remain on the card system for a significant amount of time, although this hardly happens. If the behaviour deteriorates, they are elevated higher up the system. When this is so, it obviously reflects the student's inability to reflect on his or her behaviour.

- At the end of the period, if the card is satisfactory, the student is removed from the system.
- If the student transgresses again, the student is returned to the card system with the same procedure as before.
- However, after a student has been placed twice on a White Card during an academic year, and if there is a further offence, the student automatically starts on a Yellow Card for the third card.
- If there is a then, a fourth offence, the student automatically starts on a Red Card. If a student cannot behave satisfactorily on a Red Card, they are immediately expelled.
- A student who commits a fifth card offence in one academic year is automatically expelled.
- A student begins each year afresh, but if there is a persistent record of being on the card system, the student might be placed on a higher card to start with. If a student has been in persistent trouble, and has accumulation eight card offences over a three year period (starting from the time of the first credit) the ninth card is an automatic expulsion.

SUMMARY (examples of possibilities)

CONCERN	INITIAL ACTION (MINIMUM)
Late return to school after holidays	Absence policy
Leaving early at the end of term	Absence policy
Persistent lateness to school	Absence policy
Late to lesson or registration	White Card, Detention, Suspension
Disruptive behaviour in class	Detention, Suspension
Serious behavioural offence	Suspension
Very serious behavioural offence	Suspension, Expulsion
'Minor' offences	Class Detention or Friday Detention
Repeated 'Minor' offence	Monitoring card or Isolation
Violent conduct	Yellow / Red Card, Suspension, Expulsion
Three Friday Detentions in one term	Suspension and Yellow Card
Forging or falsifying signature/s	Suspension
Dangerous / irresponsible driving	Loss of permit, Suspension, Expulsion (Possible)
Cheating (Exam Malpractice)/ copying in exam	Suspension and cancellation of Exams, Expulsion
Repeated Cheating/ Copying in Exam	Expulsion
Incorrect exam behaviour	Detention, Suspension and Yellow Card

8. Suspension

The following will result in a student being formally suspended for a period of one week or more:

- Smoking in general or in possession of these in or around the school.
- Gambling or involving in any gang activity.
- Bullying
- Violent conduct
- Cheating or copying in a school examination or test (Exam malpractice).
- Irresponsible or illegal driving
- Fighting in and around the school vicinity in uniform
- Causing or involving in any sort of violence or disturbance within and outside the school.
- Truanting lessons or loitering around the school when students should be in class. In this respect, **truanting Extra- Curricular Activities is not an exception.**
- Disrespecting staff/ rude behavior towards a teacher.
- Failing to attend all school functions and on time.
- Disrupting school assemblies and school functions.
- Engaging in any willful damage to property belonging to the school, any member of staff and student.
- Inciting any aggressive behaviour.
- Disobeying instructions from a teacher.

At the end of every suspension, a student automatically returns on a Yellow Card. The suspension itself is counted as one and is logged into the system.

Violent conduct

Violent conduct is defined as a physical attack on another student, physical threats to another student, or general intimidator behaviour. This is not only within the school grounds but within the vicinity of the school.

Bullying

Bullying, either of the physical or verbal kind, is a serious offence. It can lead to suspension or expulsion.

School examination

Any student who is found cheating or copying from another student or any form of Exam malpractice will be suspended from school. Their examinations paper score will be 0. (School examination rules are attached as an appendix).

Irresponsible or illegal driving

Only students of form 6 and 7, who are 18 years of age or over, may drive cars to school and then only with the correct legal documents – **the legal age to own a driving license is 18**. A **school permit** will then be issued. Action will be taken against any student who drives without this permit. If a student who has a permit is deemed responsible for dangerous or irresponsible driving, this permit will be revoked. The student will be automatically **suspended** for misuse of this privilege. Any student who is not 18 years of age should not be in charge of a car anywhere near the school grounds.

9. Expulsion

The following offences will result in a student being immediately expelled if committed on the school grounds or within the school vicinity:

- Smoking marijuana in or around the school premises
- Taking mind-altering drugs or substances
- Consuming alcohol in or around the school premises
- Engaging in sexual activity or bringing any form of pornographic materials to school
- Any form of aggressive or violent behaviour towards a teacher or any other Marina Staff
- Using dangerous weapon with intent to harm
- Serious case of theft
- Dangerous driving around the school premises
- Any other serious offence that is considered to be affecting the Health and Safety of others or considered to be damaging the school's reputation.

A student will also be automatically expelled under the Card System for any of these occurrences:

- Unsatisfactory behaviour while on a Red Card
- Being placed on Card five times in one academic year
- Being placed on card for the ninth times in the student's school career

4. RESPONSIBILITIES FOR DISCIPLINARY MATTERS

1. The Disciplinary Committee

Constitution

The school has a Disciplinary Committee which was set up by the previous Code of Conduct and Disciplinary Rules. It consists of the following members:

The Deputy Heads

The Year Heads/Key Stage Leaders

Two other teachers as the Head may from time to time appoint.

The Committee may, if it thinks it necessary for the purpose of any meeting, co-opt any other teacher into the Committee for that meeting,

Responsibilities

The Committee is responsible for:

- Dealing with serious disciplinary cases referred to it by the Year Head, Key Stage Leaders, Deputies, or Head.
- Advising the Board of Governors on any matter referred to it for advice.
- Regulating the conduct of the students generally.

Specifically, the Committee has the authority to:

- Place the student on card/Individual Report Form or give any lesser punishment.
- Suspend a student from school for five School days.
- Recommend to the Head that a student be suspended for a period of more than five school days.
- Recommend to the Head that a student be expelled from school or advise the parents for withdrawal.

2. The Year Heads/Key Stage Leaders

The role of the Year Head/ Key Stage Leader is principally a Pastoral one: to monitor behaviour and academic performance and to act as counsellor and advisor. He or she is the next point of reference in Pastoral Matters after the Class Teacher/Form Tutor.

In the area of discipline specific responsibilities of the Year Heads/Key Stage Leaders are to:

- Place a student in school detention, or give any lesser punishment;
- Recommend to the Deputy that a student to be place on Red Card/Individual Report Form;
- Request a meeting of the Disciplinary Committee to deal with a case of indiscipline;
- Perform the duties of a member of the Disciplinary Committee.

3. The Deputy Head Pastoral

The Deputy Head Pastoral is responsible in conjunction with the disciplinary committee, for overseeing and maintaining discipline in the school generally.

The Deputy Head Pastoral has the authority to place a student on a report card/Individual Report Form.

The Deputy Head Pastoral is the Chairperson of the Disciplinary Committee and has the authority to call meeting of the Committee to deal with serious cases or any other disciplinary matter. As Chairperson, he or she will refer to the Head any recommendation made by the Committee to suspend or expel a student

4. The Head

The Head has the authority to suspend a student for more than one week, according to the severity of the offence. This is usually done on the recommendation of the Disciplinary Committee.

The Head also has the responsibility of recommending to the Board of Governors that a student be expelled from school, again normally on the recommendation of the Disciplinary Committee.

5. The Board of Governors

The Board of Governors alone has the authority to expel a student from school. Any case of an offence which automatically incurs expulsion will be reported immediately to the Board of Governors.

5. ATTENDANCE POLICY

AIMS

The correlation between school attendance and educational success is irrefutable. This applies not only to academic work but also to the moral, social, psychological and physical development of our pupils.

The school has adopted the following attendance policy with these principal aims:

- To ensure that students derive the maximum benefit from the school curriculum and extra-curricular activities and that they are given the opportunity to develop their full potential; in particular to support weak students.
- To ensure that all students receive equal treatment and equal opportunities and that they are not disadvantaged through absences by others.
- To minimize disruption to the work of the teachers and other students and ensure that teachers are able to progress through the programs of teaching, assessment and revision at the appropriate rate.
- To foster self-discipline and a sense of autonomy in our students.

- To inculcate sound working practices and attitudes for life and to develop responsible social behaviour, in particular to ensure that students become punctual, reliable, considerate and courteous higher education students or employees.
- To prevent students cheating and gaining an advantage over other students by taking additional time off to complete coursework and other assessment requirements.
- To ensure that all students participate in and contribute to the wider life of the school and to ensure that they do not become isolated or unconnected to the ethos of the school through non-attendance at whole-school activities and events such as Speech Day, End- Of –Term, Assemblies, the beginnings of Academic Year and Term, Sports Days, Galas, etc.
- To combat simple truancy.

ABSENCE

Absence from school is either authorized or unauthorized. The Head teacher or Head of School determines whether an absence is to be recorded as authorized or unauthorized.

Definitions

Authorized absence: This is an absence accepted as legitimate by the school and recorded as an authorized absence in the attendance register. The following reason for non- attendance at lessons may be treated as authorized absences:

- a). Sickness or any unavoidable cause;
- b). A day exclusively set apart for religious observance by the religious body to which his or her parent belongs;
- c). School trips locally or abroad, other school events or competitions requiring leave from lessons;
- d). Leave granted by the Head teacher or Head of School. This will only be authorized if the authorization is given in advance of the absence;
- e). Suspension is authorized absence.

Unauthorized absence: This is an absence not authorized by the Head teacher or delegated authorities and which will be recorded as such in the school attendance registers. The school cannot prevent parent from withdrawing their children from school sessions but is under no obligation to accept a simple expression of parental wishes as constituting authority for absence. The recording of an absence as authorized or unauthorized is at the discretion of the Head teacher.

The following is a non-exhaustive list of the types of absence which will be or are likely to be recorded as unauthorized if the parents withdraw their children from lessons without the support of the school:

- a) Extensions of family holidays at the beginnings and ends of the terms or extensions of half-term break and other short closures;
- b) Family holidays in the middle of a term or half term;
- c) Early departures for summer camps or other such activities;
- d) Family occasion which could be arranged within school holidays times;
- e) Birthday parties and similar family celebrations which could be held at the weekend before or after the anniversary;
- f) Accompanying siblings or other family members on non-essential or non-emergency trips or outings;
- g) Trips deemed educational by parent but not accepted as being so by the school;
- h) Other types of absence the Head teacher or Head of School deems to be non-essential or to be avoidable.
- i) Truancy or willful absence from school activities, including Extra-Curricular Activities is automatically unauthorized Absence.

Accumulated Absences

When unauthorized absence is more than (10) ten days of the Academic Year, the school will write to express its concern to parent and may ask parent to meet with senior staff to discuss the matter.

a) Where Unauthorized Absence is more than 10-15 days of the academic year, the Head of School will write to the parents and ask them to attend a meeting to discuss the matter. Parents will be informed, in writing, that their children risk repeating the year or not being entered for public examinations, should attendance continue to deteriorate.

b) Where Unauthorized Absence is more than 15-20 days of the Academic Year the school reserves the right to ask a student to repeat the Academic Year and reserves the right not to enter students for public examinations that year. Where the school finds exceptional circumstances and will agree to accept a student for examinations, the cost of the examinations will usually have to be borne by the parent and students will be entered as private candidates, not Marina candidates.

c). Where unauthorized absence exceeds 20 days of the Academic Year, and at the school's discretion, parents will be advised that the student concerned should be withdrawn from the school and will not be entered for public examinations (where applicable).

d). In the case of authorized absence accumulating in a similar manner, the school will deal with this as a pastoral and academic matter, and discuss the difficulties with parents. Where authorized absence runs to a high percentage of the academic year, the school may advise the parents that it is the child's

interest to repeat the year. The school reserves the right to require a student to repeat an academic year.

e). In the case of students, who willfully fail to attend important or special occasions (for example, the ends of terms) and where the absence is not authorized, the school reserves the right not to issue report until the beginning of the next academic year and until an acceptable explanation has been given. In the case of student leaving the school, the school reserves the right to respond to unauthorized absence of this nature by refusing to issue certificate and letters of attendance, transcripts, good conduct, etc. to students seeking them for future educational, employment or official purposes.

RECORDING STUDENT LATENESS AND ABSENCE

Lateness

- A student is expected to be on the premises by 8:10 am and in the Form/Class/ Registration Room by 8:15 am from Monday to Thursday and on Friday, the student is expected to be on the premises by 8.05 am and in the Classroom/Form Registration room by 8.10 am. Any later is too late. Being present for registration takes precedence over any other obligation. If the student needs to see another teacher, he/she can see the Form Tutor and request permission to leave registration early.
- If a student arrives for registration after 8:15 am or after 8.10 am on Friday, he/she is registered late and must sign in the late book at the school gate/reception.
- If a student arrives after 8:30 am, he/she must go immediately to the Deputy Head or Head of Year or Key Stage Leader, who will register him/her late. He/she will then go immediately to his/her lesson. At Break period, the student must report to Head of Year or Key Stage Leader, who will decide whether to give a Break Detention or not.
- If a student comes late but with a note or letter of explanation from the parent, this will be taken to the Year Head or the Key Stage Leader who will decide whether or not to record the lateness.
- For the Junior section, if a student comes late, that student must be escorted by a parent or guardian.
- At the end of the week, students' lateness will be recorded into the late register that is kept by the designated member of staff who will inform the Deputy Head Pastoral when a student's lateness record is nearing a critical point.

Absence

On return from an absence, a student must bring a parental letter. If the letter gives sickness or a medical appointment as the cause of absence, the Form Tutor or Class teacher will enter 'A' in the

register. If the letter gives any other reason, the Form Tutor or class teacher should pass this to the Year Head or Key Stage Leader, who will decide (in consultation with the Deputy if necessary) whether the absence will be authorized or not and inform the Form Tutor to enter 'A' or 'U' accordingly.

Guidelines as to what will or will not be authorized appear in the previous section.

LATE RETURNS TO SCHOOL

A student returning to school at the beginning of a term later than one week after the term starts, and has not informed the school at the end of previous term that this would be happening, may well find their place offered to another student where there is a suitable candidate available.

PROCEDURES

a). Planned absences: Where parents foresee an absence, they should apply in writing to the Head of School. The specific nature of the absence and some explanation to support the application is necessary. The application will be considered on its merits and authorized or not as the case may be.

b). Unforeseen absences: In instances where absences are unforeseen (e.g. illness, accident etc.), parents can call the school and students must return to school with a note from their parents, certifying their absence for the purpose of our records. The school will treat all parental notes with due regard and respect but is under no obligation to accept a note as the basis for recording an absence as authorized.

The school reserves the right to ask for further information or for medical certificate to support the note where this would be helpful. Normally the school will ask for medical certificate to support absence note for illness. Absences which are not covered by a valid note or medical certificate will sit on the record as unauthorized absences.

c). Persistent lateness to school: Persistent lateness to registration, late arrival resulting in the missing of early morning lessons and willful absence from classes during the school day has cumulative effect tantamount to unauthorized absence and truancy. Three such instances will be treated as the equivalent of a whole day of unauthorized absence for the purposes of evaluating a student's attendance (see below)

6. SCHOOL UNIFORM

The prescribed school uniform must be worn on all normal school days. All teachers are responsible for enforcing uniform rules but Form Tutors or Class teachers, in particular, should ensure that students in their class are properly dressed. This is an important responsibility for Form Tutors and Class teachers who must be seen to enforce uniform regulation strictly and regularly. All uniforms must carry the school badge. Students who do not wear the correct uniform to school may be sent home, kept out of lessons or prevented from taking exams until they have changed into proper uniform. Those who persistently infringe uniform rules may be excluded from school.

Nursery to Year 6

Girls

- Blue tie-dye dresses (knee length or below the knee)

Boys

- Blue tie-dye shirts and navy blue shorts – not skin-tight.
- Shirts must be worn tucked in.

Forms 1-5

Girls

- Blue skirt pleated all round (Knee length or below the Knee).
- Blue tie and dye blouse with a school badge on the left breast pocket.
- Blouse should be worn tucked into skirts.

The ceremonial uniform for senior students will be:

- Skirt as described above
- Long sleeved blue tie dye blouse, worn tucked in.
- Blue waistcoat to be worn over the blouse, with badge on the left
- Black shoes (not boots or high shoes)

Boys – Forms 1 - 5

- Navy blue short or trousers not skin-tight.
- Blue tie dye shirt with a school badge on the left pocket.
- Shirts should be worn tucked in.
- Black shoes (not boots or high heeled shoes).
- Black belts must be worn on trousers with belt loops.

Forms 6 and 7

Girls

- Navy blue skirt pleated all round (knee length or below the knee).
- White blouse
- Navy blue waistcoat with a school badge on the left.
- Blouses should be worn tucked into skirts.
- Where no waistcoat is worn, the blouse should have a badge.
- Black shoes (not boots or high heeled shoes)

Boys

- Navy- blue shorts/ trousers not skin-tight.
- White shirt.
- Navy blue waistcoat with a school badge on the left.
- Shirts should be worn tucked into trousers.
- Where no waistcoat is worn, the shirt should have a badge.
- Black shoes (not boots or high heeled shoes) and black belt.

PE Uniform

- Shorts of house colour.
- White or Grey T- shirt with Marina International School logo
- Sports/Running shoes.
- Girls are allowed to wear cycling shorts (knee tights) under their PE shorts.
- All students must change to regular school shoes and uniform after PE.
- PE is part of the curriculum and is a requirement for being at the school. Therefore, wearing of the correct PE uniform is compulsory.

General

- Plain white socks are allowed. Students are not allowed to wear coloured socks or socks with other logos.
- Jewelry should be minimal-small studs or earrings (boys none at all) no necklace, or neck chain, no bracelet except for one "I am", no finger ring except one meant for 'charity', no ankle chain, no brooch or badge expect for Award Badge.
- Sweaters should be plain blue, white, grey or black. Multicoloured sweaters and sweaters with logos are not permitted.
- Plain black flat shoes. No other shoe colour is allowed.
- Flip-flops, high-heeled shoes, boots or flimsy sandals are not allowed.

Girls – Nursery to Form 5

- Long hair should be tied back.
- All ribbons, slides and hair fasteners should be white or blue – not mixed colours.
- Activated “jelly curls”, wigs, hairpieces, hair extensions, coloured hair and shaved pattern are not permitted.
- Neither makeup, nor coloured nail polish should be worn. Hair ribbons and anything use for tying the hair should be blue (of the same shade as the uniform) or black or white or grey.
- For students who choose to wear hijabs, the veils must be white or blue (of the same shade as the uniform).

Girls – Forms 6 and 7

- All girls in Forms 6 and 7 are allowed to braid their hair using hair extension.
- The length of the hair should be on the shoulder and it should be tied neatly at the back.
- Activated “Jelly curls”, wigs, hairpieces, coloured hair and shaved patterns are not permitted.
- Neither makeup, nor coloured nail polish should be worn.
- Hair ribbons and anything use for tying the hair should be navy blue (of the same shade as the uniform) or black or white or grey.
- For students who choose to wear hijabs, the veils must be white or navy blue (of the same shade as the uniform) or black.

All Boys

- Boy’s hair should be kept reasonably short and tidy. They are not allowed to wear long hair, dreadlocks, braids or pony tails.
- Coloured or shaved hair patterns are not allowed.

Appendix I

EXAMINATION RULES

CONDUCT DURING EXAMINATIONS

Pupils must be silence on entering the examination room and remain silent until leaving.

Communication of any sort between students is strictly forbidden, including non- verbal communication.

During the exam, student should focus their attention on the exam paper, and not turn around in their seats or look around the room. Such behaviour will be regarded as copying.

PERSONAL EQUIPMENT

Each pupil must bring all the equipment he/she will need in the examination including rubber, ruler, mathematic set, calculator, etc. No sharing of these items will be allowed.

CALCULATORS

No calculator may be used if it has a graphic display or if it can be used for the retrieval or manipulations of a text.

DICTIONARIES

No dictionaries are allowed in school examinations. Simple translation dictionaries are allowed in all IGCSE examinations except language examinations.

BOOKS

No books can be taken into the examinations room (apart from prescribed texts in AICE Literature examinations).

ROUGH WORK

All work including rough work must be done on the paper provided. Rough work should be neatly crossed through but obliterated as it will be included with the answers.

EXAMINATIONS PAPER

No copy of the questions paper may be taken from the examinations room by students. These will be returned by teacher when reviewing the paper during classes.

LEAVING THE ROOM

In school examinations, including the mock exam, no student will be allowed to leave the examination room until the end of the examination. In IGCSE/AICE examinations candidates are allowed to leave one hour after the start of the examination. Toilet visit will not be permitted.

PENALTY FOR MISCONDUCT

In the school and mock examinations, any student found copying or cheating or who is guilty of any other misconduct during an examination will AUTOMATICALLY have that examination cancelled and may be suspended from school for the remaining period of the exam. They may also have all their examination papers cancelled.

Appendix 2

Rules for entering and leaving the classroom

From Nursery to Form 5 (optional with forms 6 and 7)

Student may only enter a classroom under the instruction of a teacher. In the event that the teacher does not arrive promptly, the Form/Class Prefect should report to the administration.

Arrival

- Students line up in an orderly manner outside the classroom.
- Teachers will invite the student to enter the classroom and stand by their appointed desk, until invited to sit down.
- A student arriving after this point is late and this should be recorded.
- No furniture may be moved without the permission of the teacher.
- The teacher will then take the class register, whilst students organize their books/equipment for the lesson.

End of Lesson/Dismissal

2/3 minutes before the End of the Lesson, the teacher should prepare the class to be ready for prompt dismissal.

Chairs/desks will be left in an orderly fashion and the class will be dismissed formally by the teacher.

It is important that the teacher ensures the prompt dismissal of all students, to facilitate the prompt start of the next lesson. In the event that the teacher delays any student, a note of explanation must be given.

Late student

Students who are late for lesson must wait in silence by the classroom door until invited to sit down and join the class. At the convenience of the teacher, an explanation for their lateness will be asked for.

REVISED SCHOOL RULES AND STUDENT CODE OF CONDUCT (VI)

Marina students are expected to conduct themselves in ways uphold the vision and values of a reputable International School and take advantage of the Extra- Curricular Programs and after school activities in order to develop their creative and sporting talents. They are expected to strive for high academic and behavioural standards and respect the diversity of cultures religious beliefs which make up the Marina family of students, teachers and parents. Students are also encouraged to extent their leadership abilities through a **Student Council and Prefect System** and be of service to the school and wider community

The following list is a summary of the Rules of the High School and Junior School

1. All students must adhere strictly to the dress code and be smart in their general appearance.
2. Students must report for registration at 8:15a.m from Monday to Thursday and on Friday at 8.10 am. Those who are late for registration **three times** in a week will be place on Friday Detention.
3. Students must be punctual for registration, assemblies and their lessons. Movement between classes must be brisk, quiet and orderly for senior students.
4. Students must come properly **equipped with textbook, writing materials, exercise books, calculators, and PE kits for active participation in lessons.**
5. The school must be contacted on the first day of a student's absence and a note of explanation from the parent given when the student returns to school.
6. Students must comply with teacher instructions, classroom and laboratory rules and carry out fire drills promptly.
7. Students must hand in homework regularly and submit coursework on time.
8. Students may enter classroom and laboratories only when a teacher is present and should abide by the rules of entering and leaving the classroom.
9. Students must respect the property of others and that of the school and hand in any lost property.
10. All personal possessions must be clearly labeled; valuables should not be left unguarded. Student found stealing will be liable for expulsion.

11. Students must notify a teacher before visiting the nurse. If the nurse considers it necessary to send a student home, a parent/guardian/career will be contacted and the student must wait at reception or in the observation room until collect by a responsible adult.
12. Attendance at Sports Day and all other school functions including Extra – Curricular Activities and Speech Day, organized by the school is compulsory. The penalty for not attending the school function without permission is suspension.
13. Student should not leave the school premises during school hours without permission from the Deputy Head or Year Head or Key Stage Leader. Any student given permission must sign out and leave through reception. Junior school students must leave with parent or guardian. The penalty for leaving the school premises during school hours and other activities organized by the school without permission is suspension.
14. The library is for research and quiet study only. Students should return borrowed books on time and in good order. Those losing library books will be charged for their replacement.
15. Students should not bring electronic games / music equipment, mobile phones or any electronic gadgets to school.
16. Eating and drinking are not allowed in classrooms, laboratories, or library.
17. Littering and chewing gum are strictly forbidden. Students who break this rule will be given a detention.
18. Cheating, or any other form of exam malpractice during tests and exams is forbidden. Students who break this rule will have their paper cancelled and be suspended from school; in certain extreme cases, students may be liable for expulsion.

19. Student behaviour which endangers the health and safety of others, such as bullying, assault, fighting, damage to school property/vandalism, and dangerous driving in the school vicinity is not acceptable. Violating of this rule will lead to disciplinary procedures and expulsion in extreme cases.
20. The smoking or even the possession of tobacco, tobacco product or E-cigarettes is forbidden, as is the possession or use of illegal substance. The same applies to sexual misconduct and the consumption and / or possession of alcohol. Violating of this rule will lead to suspension and expulsion in extreme cases.
21. Only sixth formers in possession of a valid license and a permit from the Deputy Head Pastoral are allowed to drive in the immediate school vicinity. Violating of this rule by students of other Year Groups will lead to suspension and expulsion in extreme cases.
22. Unauthorized entry into the school is punishable by suspension.
23. A student who is put in Detention three times in one term earns one day suspension.
24. Three suspensions in one term may lead to longer period of suspension or expulsion in extreme cases of the bad conduct.
25. Forging the signature of a teacher, parent or another student is forbidden. The penalty is Red card in the Card System.
26. A student behaving unsatisfactorily while on Red Card or accumulating five cards in one academic year, or accumulating nine cards in his/her school career, will be automatically expelled.

Any form of behavior that brings the name of the school into disrepute is unacceptable and liable to punitive action.

Language

English is the universal language at marina because it is the one language that everyone speaks, and also because the external examination that the student sit are in English.

- English only should be spoken in the classroom, apart from French.
- Communication between teachers and student should be in English at all times.
- Avoid using obscene or other bad language at all times.

I have read and understood the School's Code of Conduct and will act within the Code of Conduct at all times.

Name of Student:-----

Class:-----

Signature:-----

Parent/Guardian Name

Signature of Parents /Guardian
