



Dear Parents,

Every school year GES publishes and distributes one of the most important documents for each high school student and their family.

It is required that you, as a parent, read through this important document, review and discuss it with your child/children. Every student and a parent(s) must sign this letter and return to the student's form room teacher. This essential document contains all of the critical information regarding.

If you have any questions concerning the information contained in the GES Student policy, please contact either: Ms Monica Berto HeadTeacher or Mrs Clare Wise Deputy Headteacher KS4 and 5 or Mr Cecil Barrington Deputy Headteacher KS3

Absence of this signed letter in a student's file and/or absence of a parental/guardian/student signature does not negate the application of school rules/consequences.

Best regards,

Ms Monica Berto

My signature signifies I have read and understood the student policy.

Student Name: _____ Year/Form: _____
(Please print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please print)

Parent Signature: _____ Date: _____

GES STUDENT POLICY

- Members of the GES School include students, parents, staff members and School employees.
 - The right to an education means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate and unruly behavior.
- Members of the GES School have the right to develop their own individuality without criticism or pressure from others, so long as it does not interfere with the rights of others.
- Members of the GES School have the right to privacy.
- Members of the GES School have freedom from being set apart or mocked because of race, gender, religion, culture, disability, classroom performance, etc.
- Members of the GES School have the right to have personal and School property respected and safeguarded.
- All stakeholders are expected to treat each other with dignity and respect; this includes all faculty, support staff, maids, guards, students, and parents. All members of the GES School are afforded this right.
- The School owners will work to ensure that the School's rules, policies, and procedures, for all GES stakeholders, must be consistently and fairly enforced.
- Faculty and staff must enforce and follow all School rules, policies, and procedures with consistency, fairness and respect and are expected to model these values in their interactions with peers, students, and parents.
- Students and parents are expected to follow all School rules, policies, and procedures; by reinforcing these, parents and students join the School in modeling these values. Rules, policies, and procedures are available for parents the School website, through information detailed at information nights and through other available communication.
- Consequences for breaking rules or policies must be accepted in a mature and respectful manner by teachers, students, and parents.
- Students and parents must communicate their concerns respectfully and promptly following School protocol, as outlined in the divisional guides.
- **The parent, hereby, declares and agrees that under no circumstances, whatever the reasons or motives, will he/she intimidate/threaten, or physically, verbally or mentally abuse any GES School member for any matter relating to his/her son or daughter whether inside or outside the School campus.**

If a parent breaches the above agreement the School Headteacher reserves the right to immediately expel the student from the School without notification or warning, and to take appropriate legal action against the parent.

School Hours:

School hours start at 7:30 AM and end at 2:20 PM. Students are expected to arrive at School before classes begin. The School is not responsible for students remaining after 2:30 PM unless they are in a School sponsored event.

Teachers are available for extra help from 2:20-2:40 on Sundays, Mondays and Tuesdays.

2. School Expectations:

Students are expected to observe the following:

- a. Arrive to School on time
- b. Wear proper School uniform
- c. Come prepared for all classes
- d. Speak respectfully to adults and fellow students
- e. Take proper care of School property
- f. Have a hall pass to be in corridors during lesson time
- g. Not to eat or chew gum during lesson time
- h. Adhere to the School ban on mobiles on School property
- i. Walk (not run) in the building
- j. Leave School with written authorization from the Nurse
- k. Not to enter the theater and storage areas without an accompanying teacher or written authorization
- l. Keep the School environment clean and free of litter
- m. Line up when buying food from the canteen
- n. Follow all the rules of any special area such as the mosque, the gym, the science labs, the clinic.
- o. Follow exam rules
- p. Follow classroom rules set by the teachers
- q. Adhere to the no smoking policy
- r. Male students are expected to maintain an acceptable hair length which does not touch the collar of their shirt.
- s. Not to leave the School by gate 1 if not catching a bus.
- t. To behave at all time in a sensible manner on the School bus.

GENERAL RULES:

1. Dress Code:

- School uniforms need to be clean, neat and ironed. Tight clothing is unacceptable.
- Students must wear the GES shirt, GES pullover or cardigan, blue trousers or pleated blue skirt for girls. Skirts must be below the knee and above the ankle. In the winter months a black or navy blue jacket may be worn to School, but not inside the School. Nothing else is acceptable.
- Students are expected to wear their student ID at all times while at School. The ID must be clearly visible worn on the outside of student's clothing. If ID is lost or stolen, report to the Deputy Headteacher's office immediately. Cost to replace the ID is KD 2.
- Shoes or trainers must be completely black. For safety purposes, bedroom slippers, flip flops or Crocs™ of any kind are not allowed. All shoes must have backs.
- Appropriate hair length for boys is required to be a length that does not touch the collar of their shirt.
- Girl's hair that is longer than should length must be tied back at all times.
- Nail varnish is not acceptable.
- Hats are not part of the School uniform and therefore should not be worn in the School.

- Students should always be in their School uniform. If they have a PE class or they are participating in any sports activity during or after School, they should change before and after that activity. No excuse will be given for being late to any class because of changing after any sports activity.
- Students will be sent to the office if they are in violation of the dress code. Consequences will apply.

Please be aware that students must be in complete uniform (GES SHIRT AND PANTS) before they will be permitted to attend any classes. If a student arrives to School out of uniform he or she will be asked to have their proper uniform delivered to School and consequences for being out of uniform will apply. Students who are not in full compliance with the uniform requirements will first be issued a 1 hour Wednesday after School detention and then will be suspended from School each time they are out of uniform.

2. Student IDs:

Student IDs are to be with students AT ALL TIMES whilst at School. This includes during the School day and for any after School activity. Student IDs are required as proof for make-up tests and detentions. Any missing or stolen IDs must be reported to the Deputy Headteacher's office immediately. There is a cost to replace a lost ID.

3. Free Dress Days

Students are expected to comply with School rules on appropriate dress even during School free dress day. Any students wearing inappropriate clothing will be sent home. Determination of whether or not an outfit is inappropriate is decided by SLT. This includes but is not limited to: inappropriate slogans on shirts/pants, pants or tops that are too tight or show too much. The same process applies as listed in number 1 on page 2 should a student miss homework, classwork, projects, tests, or any other assignment due to violation of dress policy.

4. Parties and Celebrations: Birthday parties are not permitted during class time. In certain cases, celebrations may be held with administrative authorization. No events including food are permitted without SLT approval.

5. School Deliveries: Parents and Students should be aware that deliveries to the School will not be accepted unless they are one of the following:

School Uniform Eyeglasses Medicine

All other deliveries will be returned. Anything left in the office will be discarded. The School will not assume responsibility for the safety of any items delivered for students.

6. Use of School Telephone: Students may use the School telephone for EMERGENCY calls, before School, during lunch, and after School. Calling to ask for authorization to go to a friend's house is not an emergency.

7. Communication between Home and School:

Communication between School and family is extremely important. Students are expected to deliver School letters and circulars to their parents on the day of distribution. Parents are expected to refer to the GES website (<http://www.ges.edu.kw>) to stay current on School announcements.

8. Jewellery and Valuables:

Students must not wear valuable jewellery or bring valuables to campus. The School does not Accept any responsibility in the event of a loss. Girls only are allowed to wear one pair of small studded earrings. Smart watches are not acceptable.

9. Identification of Belongings:

Student belongings (laptops, books, copybooks, jackets, PE uniforms, bags, etc.) must be clearly marked with the student's name.

10. Mobiles and other electronic devices

The use of mobiles are not allowed in School. Students found with mobiles during class time, whether in class, form time, hallway or bathroom, etc. will have their mobile turned into the office.

Students who do not adhere to this policy face the consequence of having their phone held in the office until the end of term or until a parent/guardian is able to collect the mobile phone. Repeated offenders will face further consequences.

11. Smoking:

Any student found to be smoking on School property will be issued a 2 day out-of-School suspension for the first offense.

In addition, if they are found smoking in a bathroom, they will be required to pay the cost of any damage done to the bathroom.

No tobacco products or related materials (lighters, matches, cigarette papers) are allowed In School. Students caught with these items are subject to disciplinary action.

12. Signing In and Out:

Students who arrive late to School must sign into the office. Students who sign-out and then return to School must sign back into School at the office. Students who do not sign back into School will be considered absent for all classes, regardless if they attended the class or not. In addition a 2-hour Saturday detention will be issued each time a student fails to sign into School if they are late or returning to School.

13. Vandalism:

Students found destroying School property will be suspended for up to 3 days. Vandalism includes any destructive behaviour that results in damage to School property. This includes but is not limited to drawing on walls in hallways, bathrooms or classrooms. Students will also be expected to pay to have any damage repaired. Parents and students need to understand that

the School takes very seriously this issue and will take firm and appropriate action against any student who destroys School property.

14. Posting of Paper Flyers:

Posting of any advertising flyers within the School on walls, lockers and windows is banned. Message boards and bulletin boards have been placed throughout the School. Any student wishing to post information flyers must use these to do so with permission from their Head of Year. Any student found to be posting materials on walls; lockers or windows will be subject to a 2-hour Saturday detention.

15. Bullying:

GES has a zero tolerance policy on bullying. This includes but is not limited to racial remarks or unwanted touching or name calling. Any student found to be engaging in this sort of behaviour will be subject to up to a 3 day out-of-School suspension.

16. School Transport:-

Students must behave in a sensible manner at all times when on a School bus. Any student not catching the School bus must not exit the School by gate 1. If any students is found doing so then consequences will apply.

17. End of Year Procedures:

Students must comply with the end of year procedures. These include returning all reference material and textbooks, etc. Charges will apply to lost or damaged items.

18. Information Technology: Acceptable Use Policy:

GES' information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the School policy is necessary for continued access to the School's technological resources.

1. Student must adhere to the following while accessing the School's technological resources:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not use, or copy passwords, data, or networks that are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources, this requires:

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Positive and effective contribution with other students and internet users in accordance with the School's acceptable use policy of Information Technology resources.

3. Respect and protect the intellectual property of others.
 - Not infringe copyrights, not plagiarize (no making illegal copies of music, games, or movies!).
4. Respect and practice the principles of School.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from School resources.
2. Use direct communications such as online chat or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Users may not, in accord to the policy above:

1. Transmit, copy, or create material that violates the School's code of conduct, such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass, or any action violating School's code of conduct.
2. Transmit, copy, or create material that is illegal such as obscenity, stolen materials, or illegal copies of copyrighted works, or any action violating School's code of conduct.
3. Not use the resources to further other acts that are criminal or directly violate the School's code of conduct.
4. Not buy, sell, advertise, or otherwise conduct business, unless approved as a School project

Consequences: Violations of these rules may result in:

1. Disciplinary action, according to School's policy.
2. Loss of user's privileges to use the School's information technology resources.
3. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the School's information networks in order to further the health, safety, discipline, or security of any user, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

19. Eligibility to Participate in School Activities Policy:

Gulf English School considers participation in School activities such as sports and academic teams as an important part of developing the whole student. However participation in these events should not be detriment to a student's academic success.

Participation in School activities, including travel, is subject to a student's academic and discipline standing and attendance record.

Please note that the SLT has the final decision in regards to the participation of a student in an activity, pending a meeting between student, parents, and SLT.

If a student cannot travel due to academic or disciplinary reasons, the School may not be able to refund the full amount of the trip.

BEHAVIOR RULES:

1. Improvement of Behaviour:

- In the event a student does not demonstrate appropriate self-discipline regarding the School policies, procedures and regulations, a variety of sources are available to help the student
- Improve his/her behaviour.
- Initially the teacher and/or form room teacher concerned interacts with the student.
- The student may then be referred to the appropriate School administrator.
- Parents are invited to help solve recurring misbehaviour before it leads to suspension or expulsion.

2. Consequences of Misbehaviour:

It is the desire of the staff of GES to instill in student's a sense of responsibility. There are consequences for inappropriate behaviour. The seriousness of any misbehaviour will determine the consequences applied. In general, the following steps will be implemented for inappropriate behaviour:

Warning by classroom teacher

Repeated warning

Phone call to parents

Teacher notifies Head of Year to bring them into the student intervention process

Student is referred to the Deputy Head teacher's Office

Student will face either Saturday detention or suspension.

Note: It is understood that some very serious discipline situations may demand the immediate removal of the student from the class environment and that he or she could be sent to the Deputy Head teacher's Office without going through the steps listed above.

When a student is sent to the Deputy Head teacher's Office it is understood that the following consequences apply:

First Offense

Deputy Headteacher will interview the student, with written material provided by teacher, and attempt to resolve inappropriate behaviour issues and a parental conference will be requested. Student will receive one Saturday detention with the Head teacher.

Second Offense

Repeat of the first consequences.

The student will receive one-day suspension and a parental conference will be requested. The student will depart from the School at the time of the infraction. The suspension will start the next School day, if the infraction occurs after the first period. A phone call will be made explaining the consequences of an additional offense.

Third Offense & Following Offenses

The student will be assigned further suspensions and a parental conference will be requested. The student will not be allowed to attend classes for a period set out by the SLT and until that conference has taken place.

All staff will be notified of a student's suspension and a student who is suspended will receive "0" on any work due or completed during the period of suspension. **Parents and Students should be aware that all suspensions become part of a student's permanent record. Any behaviour issues also become part of the student's academic record. Please note that students are not permitted to make up any missed work during a suspension. This includes tests, projects and quizzes.**

3. Detentions

Detentions will be served on Saturdays by the Head teacher. The detention time will be from 9:00AM until 11:00AM.

Students who do not attend the detention will be suspended from regular classes on the following Sunday until the detention is completed. If the student is sick, a GES health form with a doctor's signature and stamp and clinic stamp must be produced on or within 24 hours of the Saturday they are expected to be in detention. Student IDs are required to be presented to the Head teacher for any detention served.

4. Suspensions:

Students suspended, for any reason, **will NOT be allowed** to make up any of the following work: tests, projects, internal exams, homework and class work. Students will receive a grade of 0 on any work while out of School due to suspension.

ATTENDANCE RULES:

1. Definition of Excused and Unexcused Absences

Students are expected to be in School and to follow their assigned timetables every day. Parents and students should be aware that what goes on in the classroom (teaching, interaction with teacher and students, discussions, reports, audio visuals, cooperative learning, schemes of work) is essential for a student's progress.

GES has two types of Absences, Excused and Unexcused. Excused absences allow for a student to make up any missed assignments for classes. Unexcused absences results in students receiving a "0" on any and all missed work for the time period. Excessive unexcused absences leads to "0" on the terms final exams for that class (please see point 3).

If a student misses 25 lessons of any subject (excused or unexcused) in a School year, the student will receive an 'F' in this course and must plan for summer work and to take a re-sit exam.

If a student exceeds the number of acceptable absences outlined above, the Headteacher will arrange a plan for the student in that course for the remainder of the School year; this plan will be arranged between the SLT, parents, and the student.

A student's attendance and late record for each year will be documented in his/her recommendation letter to their university.

2. Excused Absence Procedures:

The School has the right to question the authenticity of any medical note. According to Article Thirteen of the Ministry of Education Absence Policy: High School SLT will decide if the absence of the student is excused or unexcused.

a. In case of a student's absence, parents are requested to inform the School by 8:30 A.M.

b. In order to excuse an absence, the student must have an official, medical leave note from the clinic or hospital, on the clinic/hospital's letterhead. **The official clinic/hospital medical note MUST include the signature and stamp of the doctor AND the clinic stamp.** (The School has the right to ask for additional verification of the validity of the health form. If there is any reason to doubt the health form, the School may ask the parents to take the form to the Ministry of Health Authentication Department to confirm the doctor and clinic stamps.)

c. This form must be returned within 2 School days of the absence, before the absence will be excused and the student will be permitted to make up missed work. If this form is not returned within **2 School days** of the student returning to School, the absence will not be excused and the student will receive a "0" on any missed work. DO NOT submit these reports to the nurse.

EXCEPTION: The head teacher will only accept medical excuses for students who are arriving at School after missing the first period or later if the medical note is turned into the office upon the students' arrival at School on that day.

d. An excused absence is one of the following:

- Personal illness
- Serious family illness or family death
- Family emergency
- Other extraordinary circumstances approved by the School administrator

e. The student is in attendance if he/she is involved in a School related scheduled activity. A student on a field experience is considered present. The student is required to make up the work missed due to participation in field experience or School functions.

f. Occasionally it might be absolutely necessary for a student to leave School before the end of the School day. A note or phone call from a parent/guardian stating the reason is required and must be given to the Deputy Head teacher's office. Parents picking up students are to go to the reception area. Students may not leave School during the day (e.g. for lunch) and then return to School.

g. Students who sign out for a doctor's appointment must do so with the Deputy Head teacher or Head teacher. If students return from their doctor's appointment or come late for any reason they must sign in with the

- Deputy Head teacher or Head teacher, **not the nurse.**

3. Absent From Class:

In coordination with the Ministry of Education's attendance policy, students who register 10 or more unexcused absences in a given term will not be permitted to write the end of term exam. They will be assigned a grade of "0". **In order for an absence to be considered excused, the student must produce a GES form signed and stamped by a doctor and the clinic within 2 days of returning to School after being sick.** The certificate must be from either a government hospital or clinic. In addition, the excuse must be approved by the SLT. Please refer to the Ministry of Education's policy on attendance for more details.

The terms excused and unexcused absences are used to determine whether or not a student can make up missed work, tests, or quizzes. Excused absences are not removed from the yellow attendance register of a student. Please see below for details pertaining to the number of absences permitted. These apply per term.

- After 3 or more unexcused absence, the Deputy Principal's office will call the parent.
- After 6 or more unexcused absence, a warning letter is issued.
- After the 10th unexcused absence, the student will not be allowed to sit for the final exam and they will receive a grade of "0" for the final exam.

4. Skipping Class or Homeroom:

Students who truant from class or form room will be issued a Saturday Detention and will be mark absent unexcused for the entire day.

5. Late to Class:

Students are considered late to class if they are not in their seats prepared to start class 5 minutes after the stated start time of the lesson. A student is not late to class if he/she has a note from the Deputy Head teacher or head teacher excusing the lateness.

Any late to School or class 5 times and the student will receive a Saturday detention with the head teacher. Any late to School or class 10 times, the student will be suspended for one day. The teacher will notify the parent when the student is late 3 and 5 times. Once the student reaches 5 late to class, the student will be referred to the Deputy Head teacher for disciplinary action.

The SLT will not accept any medical reports to excuse a student's late entrance to 1st period class.

Students cannot come to School later than morning registration if they have a test that day. Students need to provide a doctor's note and take a make-up test if they are not in School on time.

If a student is suspended from classes they are not permitted to make up any missed work. This includes: tests, quizzes, homework, class work, projects.

5. Late to School:

Students who are late to school must enter the school by Gate 2. Students must sign in at the office. Failure to do so will lead to the following consequences.

First offence: Break Detention with HOY

Second Offence: After School detention of one hour with Deputy Head teacher

Third Offence: Saturday Detention with the Head teacher.

All lates will be included on the student's transcripts.