



# SCHOOL RULES & GUIDELINES

## HIGH SCHOOL SECTION

Welcome to a new year at SIGS, here we believe that the pillars of success are good discipline, commitment and pro-social behavior. The following are the rules and regulations we expect all of our students to adhere to. Disciplinary measures will be taken if misbehavior occurs. School hours are from 7:30 AM to 3:00 PM and students will not be allowed after 7:40 AM.

### Academics:

- The pass marks for all tests and exams is 60%.
- The final year grade is 10% participation and behavior and attendance, 10% for assessment test in each term,- 30% for the term exam.
- Any student that scores below 60% in their final grade in 3, 2 or 1 subjects will take **STOP** supplementary exams.
- Any student that scores below 60% in 4 or more subjects will repeat the year and in some cases may be faced expulsion.
- Grade 10 students wanting to take Additional Math must score a minimum of 70% in Extended Math in Grade 9. Some exceptions may apply.
- Any student caught cheating will receive a zero and face serious consequences.

### Code of conduct:

- Students must be responsible for their actions and expect consequences if they do not obey the rules and guidelines settled by this Code of Conduct.
- All teachers and staff members must be treated with respect. Any kind of bad manners, rudeness, arrogance, ridiculing or mocking attitude towards teachers and school authorities shall be severely punished.
- Students must remain in their classroom during class time. It is not permitted to be in the corridors or others school areas.
- Students are allowed to use the basketball court and canteen area only during the break time. The use of such area during class time must be previously authorized by the school authorities.
- Students are not allowed to take home any items without permission by a teacher. All items loaned must be handled with care and returned in good condition.
- Students are responsible for the care and cleanliness of the facilities (classrooms, bathrooms, corridors and courts, among others), furniture and materials of the school during the class time. Therefore, students shall pay the repairing or replacement of any damaged or loss that they cause to any school property.
- All safety rules and regulations must be strictly followed in labs and during experiments.
- Physical (affectionate or otherwise) contact between students is prohibited, as well as, any kind of fighting inside the school premises.
- Any student caught with one of the following banned items will face punishment and in some cases suspension or expulsion.

#### Banned items:

1. Mobile phones and other electronics or electric tasers.
2. Card or board games.
3. Sharp objects (e.g. pen-knife, etc.).

4. Matches and lighters.
5. Hazardous chemicals.
6. Cigarettes, vapes and other smoking items or devices.

- Students are expected to take note of hygiene at all times.
- Running and loud noises are not allowed in the hallways and in classrooms during class time.
- Running is not allowed in canteen area.
- Roaming around in corridors or going to other classes during free lesson is not allowed except taking permission from the school authorities.
- Consumption of food and chewing gums during any class is prohibited.
- Any bullying, physical or psychological harassment among students is totally forbidden. Any minor fault in these aspects shall be severely punished and it may result in the expulsion of the student.

**Absences:**

- Students who are late without notice or valid reason will not be allowed into the school.
- Skipping class is prohibited and will lead to serious consequences.
- Absence without valid reason for more than 7 days in a term will lead to deducted grades and other consequences.
- In cases of absence, for long or short periods of time, the student’s guardian must inform the school and explain the reasons.
- In case of unexcused absence during a test or exam the student will lose the marks that can be obtained from it. In this event, the student shall not have the opportunity of reseat of the exam.

**Personal appearance:**

- Students must attend school and all school activities in proper school uniform. Modifications to the school uniform are not allowed. Any kind of additional attire to the school uniform is not permitted.
- Grooming and personal hygiene is mandatory for all students.
- School uniforms must be always clean and properly used.
- The school sport T-shirt and pants are meant only for physical education (PE) and games and students are not allowed to wear them on other occasions or on normal school days.
- The wearing of slippers and sandals is prohibited unless permission is granted by the principal due to specific reasons.
- Fingernails are to be kept short and clean at all times. Nail polish is not allowed.
- Dyed or tainted hair is not allowed.
- Boys’ hair length must be above the collar and not touch the ears and eyebrows and neatly trimmed.
- Girls’ hair is to be kept neatly held back at all times.
- All types of jewelry and colorful hair accessories are not allowed. Girls are allowed only plain ear studs.

Student’s name: .....

Parent’s name: .....

Student’s signature: .....

Parent’s signature: .....