

School

Rules

&

Regulations

Update January 2020



Once a student has entered the school premises, he is under the supervision of the school. He shall comply with the school rules and regulations at all times. All students must abide by a code of conduct. The rules and regulations are devised and updated now and then to suit the school and the social environment.

ARRIVALS AND LATENESSES

- The students should be in attendance at school at 7.00 am, and they should report immediately on their arrival to their allocated place for the morning assembly (07:10 – 07:20 am).
- Students are expected to observe strict punctuality for morning and afternoon registers and should report promptly to their subject teachers for the teaching periods.
- A student who is late will be registered, and the MoE Discipline Chart will be applied.
- Students who attend after the 1st period starts will not be accepted without their parents, and will not be allowed into the classroom until the start of the 2nd period.
- A student who comes to school late three (3) times in a month will be registered absent for one day.

EARLY DEPARTURES

- No student will leave school without the permission of the counselor. Only in exceptional cases will a parent be granted permission to take his son/daughter away from school during the day. Please note that only the parent should come to take their son/daughter.
- Parents should refrain from asking permission for their son/daughter to leave early for social or other functions such as weddings, birthdays, trips to the airport, etc.
- Only parents will be authorized to visit their son/daughter in school. Parents who call at school will be asked to first sign in the Visitors' Log at the security.
- Parents may also leave urgent messages to be communicated to their son/daughter.
- When a student decides to leave school at the end of the school day, he cannot be allowed to enter again.

ABSENCES

- No student may leave the classroom for a specific purpose during a period unless he is sick and cannot remain in the classroom until the end of the period.
- Students who are sick should report to the counselor. Students who are ill will be admitted to the school clinic. We cannot give any medicine as Law forbids it. However, students who have asthma and other illnesses should bring their own medicine.
- A student who is consistently violating rules on punctuality and attendance (tardiness, absences, or truancy), manifesting undesirable behavior, and being unable to deliver satisfactory class works will be issued a "Special Report." This report mentions all misconduct and violations of the particular student who is subjected to the refusal of admission for the next school year in Al Rawabi Private School.

- A student who is officially absent on the school register does not have the right to be on school premises or attend classes.
- Students who are absent from school for a day or two (2) should bring a note of absence duly signed by their parent. Students who are absent for more than three (3) days, should present a Medical Certificate and accompany their parent to school on the 4th day when they resume.
- A student who has a prolonged period of absence without explanation runs the risk of not being re-admitted to school. His case will be referred to the Ministry.

Students' Expected Conduct:

Students at all times should:

- The kingdom of Bahrain, its flag, anthem, and the Kingdom leadership
- Respect all staff and faculty
- Respect peers
- Be very conscious of hygiene and cleanliness
- Avoid weird haircuts/hair dye
- Refrain from putting any kind of makeup
- Abide by the classroom code of conduct as agreed upon with the teachers
- Be seated in your assigned seat orderly and be prepared with all learning material (notebook, book, etc.)
- Keep the classroom clean and tidy
- Pay attention in class and participate actively during the lesson
- Do the activities and homework assigned by teachers
- Communicate respectfully with all school stakeholders
- Maintain an amicable relationship with everyone in the school
- Abide by the instructions of the school staff and faculty
- Refrain from bringing unauthorized electrical devices like Vapes, cameras or smartwatches
- Take photos inside the school campus only after permission is granted
- Take care of the school facilities, equipment, and furniture
- Participate actively and productively in the extra-curricular activities
- Refrain from cheating during quizzes and exams
- Avoid attending classes late
- Avoid truancy for any reason
- Avoid leaving the school without a parent
- Attend the morning assembly and take active parts in it and maintain silence during the national anthem and when instructions are given
- Refrain from smoking in the school or around it
- Maintain an ethical school environment
- Avoid physical contact between boys and girls
- Refer to the school counselors to solve any conflict, disagreement or problem

VALUABLES

- Students should avoid wearing costly jewelry at school as the school management will not be responsible for any losses.
- Students are advised not to carry important sums of money in their bags or pockets and should not leave their bags or valuables unattended. The school declines all responsibility in such cases.

TERM REPORTS

- All Term Reports are issued at the end of each Term. Another report is published in the mid-term to allow parents to discuss their sons/daughters' performance with the teachers.
- Parents who fail to meet the payment deadlines shall not be given this opportunity.
- It is the duty of every student (and their parents) to take care of their reports.
- If a report is lost, parents have to file a request and pay B.D. 10/- for replacement.

PHYSICAL EDUCATION

- Compulsory for all students unless excused on the grounds of health. A Medical Certificate should be sent to explain why the student should be excused from Physical Education.
- All students shall have their P.E. outfit. Failure to do so means deprivation of the P.E. period.
- The students' safety is the responsibility of all: teachers and students.
- In bad weather, the P.E. teacher stays with his students in the classroom for the whole period.
- Depriving students of the P.E. period can be a punishment to misbehavior.

LIBRARY

- Only those students who have their library periods will be admitted in the library.
- Students may exchange books during library periods or during breaks and recess.
- Students may be admitted in the library during breaks and recess.
- Students should not tamper with the books and/or magazines. If students are caught tampering with books, they will have to make up for the damage.

OUTINGS AND EVENTS

- Whenever the school organizes an event/outing, a circular is always sent to parents.
- Fees are Payable for events, trips, and outings.
- Contribution to events, trips, or outings is optional.
- The parents' approval form must be signed and returned to school before the event, trips, or outings date.

CORRESPONDENCE & COMMUNICATION

- Emails are the official communication channel with parents and students.
- SMS is another communication channel between the school and the parents.
- The school website is the primary source for information, also stands as a communication channel, too.
- An appointment has to be taken before meeting the school principal or his assistants.
- Parents can contact the principal via his email (p2p@alrawabi.ed.bh), and a response shall be sent to them on the same day unless an inevitable emergency happens.
- The principal's main job is to assure the quality of services and education provided to the students. Therefore, parents should refrain from requesting to see the principal in person unless it is very urgent.
- The principal meets parents (after taking an appointment) every THURSDAY, from 8.00 am to 9.00 am.

MOBILE PHONES ARE NOT AUTHORIZED DURING SCHOOL HOURS

- Bringing mobile phones into the schools is strictly prohibited as per the MoE instructions.
- Any student can make phone calls using the school telephones at the reception.
- There are absolutely no exceptions to this issue.

BREAKS

- Students should, as far as possible, not remain in class during breaks. Students found guilty of causing damage to furniture, or any school property shall contribute towards repairs.

SCHOOL ASSEMBLIES – All students must attend.

- No students shall stay after school hours on school premises or in classrooms for sports purposes and other activities, except with the principal's written permission.

SCHOOL UNIFORM

- A student of the school must wear the correct school uniform on all occasions when he is under school discipline (Attending school, Internal Examinations, Sports Day, etc.)
- A student failing to wear the proper school uniform runs the risk of being punished at any time without warning, and he may expect to be sent home immediately to get appropriately dressed. Excuses such as uniforms are wet, torn, dirty, etc. will not be accepted.
- All students must present themselves clean and tidy at school each day. Hair should be properly combed. Fancy clips, elastic band, and chains are not allowed. Shaving of the head is not allowed.
- Coloring of hair is strictly forbidden.

DAMAGE TO SCHOOL PROPERTY

- Damage to property caused accidentally should be reported to the counselor immediately. In case of damage caused on purpose, the cost of repair must be paid. There must be no carving, scratching, or drawing on desks or defacement of property in any other way. Students caught doing any such damage will be made to pay for the necessary repairs and will be punished.

EXAM & QUIZZES

- Students shall be notified about the exam and quizzes dates and times.
- For critical thinking quizzes, there will be no notification as they don't require any special preparation.
- Teachers shall prepare their students well for the exams by covering all curriculum content and training students on all types of activities and exercises.
- The school provides extra online resources in the school website.
- The school provides support classes when necessary.
- Teachers are not allowed to give students what is widely known as "Revision Sheet" to avoid exam leak.

COMMUNICATION WITH TEACHERS

- Parents who wish to meet the teachers and discuss matters concerning their children must first take an appointment during school hours. Teachers' gap periods schedule will be uploaded to the school website at the beginning of the Term.
- Parents are not allowed to contact teachers on their mobile phones (calls or WhatsApp) to avoid problems of miscommunication.