

OIS Expectations Policy

Students (as per yearly contract, signed at admission)

Students enrolled in OIS are subject to the OIS code of conduct while at school and when attending all school-sponsored activities, which include but are not necessarily limited to the following:

- Transportation on school buses or any other transport on their way in or out of school
- Field trips
- Athletic functions
- Club or group meetings
- School-sponsored social events
- Trips by school groups to educational events

Students will:

1. Attend all classes on time, in uniform (or tidily dressed if in Years 12 or 13), and with the proper materials needed for schoolwork. These materials may be carried in a computer bag.
2. Show respect for all people and property at OIS, especially towards the learning environment in classes.
3. Understand that mobiles are not allowed on school grounds.
4. Not eat or drink (except for water), in classrooms. Not bring chewing gum into school.
5. Not use or have in their possession dangerous objects. Students will also not misuse commonplace objects, including but not limited to keys, padlocks etc.
6. Co-operate fully with the teacher in charge whenever the need exists to evacuate the room or building in any emergency. Teachers will be instructed on proper procedures and everyone is to act accordingly with safety always in mind.
7. Conduct themselves in a responsible manner when attending any trips or events as a representative of OIS.
8. Be aware that OIS has a zero tolerance policy towards alcohol, pornography and drugs.
9. Any type of medicine cannot be kept by students and must be given to the school nurse.
10. Be responsible for the tidiness and correct use of class materials, in and outside areas of the school.
11. Respect all belongings of the school community.
12. Be present in school during the school day and events, unless otherwise properly authorised by the Principal.
13. Participate in the election of the Student Council, House Captains and Class Prefects.
14. No images or sounds can be recorded from any classroom or school activity and consequently be published on FaceBook or sent via internet without the Principal's permission.

1. Justified Leaves:

- a) Based on religious holidays
- b) Sport activities legally recognised and accepted as such by the Principal.

- c) Medical up to 3 continuous days justified by parents and/or guardians. For more days a doctor's note (medical justification) must be sent to school.

2. Non-justified Leaves:

- a) All those not justified beforehand according to the above.
- b) When justifications are not accepted by the school Principal.
- c) Any as consequence of class expulsion.

3. Authorized, but non-justified:

All those not considered in 1. but authorised at parents/guardians request.

4. More than 5 non-justified annual Leaves

May constitute failure of the year at the Principal's discretion, after consultation with the students Tutor.

Disciplinary and Guidance Procedures:

1. The role of the teacher at OIS is primarily that of facilitator in the development of the students as responsible and caring citizens.
2. The sanctions described below do not follow a set sequence and are to be used with discretion and as appropriate to the student and the circumstances.
3. Invariably, the most effective disciplinary measure is dialogue with the transgressing student(s) in which the educational needs of that student(s), the teacher, and the rest of the class are established.
4. Other measures that may be used include, in no particular hierarchy;
 - a) "Constructive" detentions, i.e. time invested in discussing matters with the student(s) concerned. Whole class detentions and the writing of lines should not be employed.
 - b) "Working" detentions, i.e. requiring the student to catch up with homework or an assignment, etc.
 - c) Meetings with Parents. These reinforce the links between the stakeholders of OIS and our mutual desire to work together to produce successful students.
 - d) Report Card. This process provides a positive tool for the student to gauge his actions in a more immediate way as well as providing his teachers with a way of recording evidence for any future support actions.
 - e) Registered Detentions. This process leads to a permanent record on the student's file and transcript and the respective Tutor needs to be informed.
 - f) Suspension for 3 days after the Principal has been informed in writing of all facts involved. These days are considered a non-justified leave.
 - g) The same as f) for 4 to 12 school days. These days are considered as non-justified leaves.
 - h) If all other avenues have been exhausted the Principal has the right to expel the Student.