



Code of Conduct

- Enko Riverside International School is an international school and English is our shared language. We always use English, except in Portuguese classes.
- We show respect and courtesy to others at all times. We are polite. Any form of bullying is totally unacceptable.
- We look after ourselves, and we care for our classmates, any school property and our belongings.
- At all times we behave in a way that is appropriate for a school environment with mixed gender students coming from different cultural backgrounds. Any excessive displays of affections are not acceptable, neither are actions that could be misinterpreted or felt to be provocative and/or offensive by others.
- We address teachers using the following expressions:
 - For female teachers: Mrs / Ms / Miss followed by last name, or Madam
 - For male teachers: Mr followed by last name, or Sir
- We do not run in the school buildings. We walk carefully on the stairs, keep left and give consideration to others.
- We keep noise to a minimum in order to not disturb others.
- All students register at 07:30 in Registration Groups. Late students must check in at the Reception before attending classes.
- No-one may leave the school premises without permission from parents and the school until transport arrives after classes are over at the end.
- No mobile phones/mobile devices are allowed to be used in school by students, unless permitted by a teacher for a specific activity. IBDP students (and IG students if explicitly permitted to do so) may use laptops/tablet computers for academic work, unless instructed otherwise by a teacher. If

mobile phones/mobile devices are brought to school they need to remain switched off and be kept inside the student's bag. The school does not take any responsibility for losses or damages.

If a student is found with a mobile phone/mobile device he/she will face the following consequences:

- 1st instance: The school will give a warning to the student, inform the parents and the phone/mobile device will be confiscated until the end of the school day.
- Subsequent instances: The phone/mobile device will be confiscated, the parents are informed and the parents only may collect the phone/mobile device after the end of the school day.
- **We wear the correct uniform. More specifically:**
 - ENIS uniforms (for the time being), including cardigans/jackets and shorts for PE are obtained from *Daya*. (Skirts and Shorts length must not be altered).
 - Footwear for all students should be flat black or white shoes with black, white or grey socks.
 - For PE classes, students should wear white T-shirts and green shorts. White shoes should be worn. Tracksuits should be black or ash-grey.
 - Girls may wear simple jewellery, e.g. simple bracelets, necklaces or ear-rings.
 - Any nail polish should be neutral; hair should be "natural" in colour.
 - Boys should not wear ear-rings; hair should be cut conventionally.
 - Visible tattoos are not permitted.
 - Non-religious headwear is not permitted.
- No chewing-gum is allowed on school premises.
- The use or possession of tobacco, alcohol or illegal substances is strictly forbidden.
- We eat only in the Multi-Purpose Room or the outside sitting area. We clear our tables of litter and return all utensils to the kitchen area when we finish eating.
- Students may not go into a classroom unless a teacher is present.
- We only use washrooms designated for student use. We use the bathroom during the breaks, i.e. before the start of lessons.
- We are on time for the start of every lesson and make sure to bring all the materials that we need. We wait outside the room until the teacher arrives.
- During lessons, we focus on our work and avoid distractions.
- We do homework to the best of our ability.
- We help protecting the environment by switching off lights and/or air-conditioners if left on, and we maintain the school tidy.