



# Behavior and Consequences Policy



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In addition to and where appropriate in place of the school rules and regulations: Here is the behavior policy that we need to stick to:

### **Students: Before you come to school**

- Make sure you are organized, check your planner, identify what you need for the day and pack your bag.
- Make sure you arrive on time – make sure you are in the assembly area at the front of the school from 08:45 and outside the classroom of your first lesson by 08:55.
- If you are ill or are going to be away, make sure that your class teacher is informed by email or text message. For illnesses lasting up to two days, please bring a note from your parents/guardians. For longer periods of illness, you will need to bring a doctor's note.
- Please note that if are absent from school for twenty per cent or more of the school days in a year, you will not be considered eligible for graduation to the next year. For grade 12 students, after discussion with your parents, such an absence may result in the school absolving itself of responsibility for your learning- a matter that would be recorded on your transcript.
- If you have been away, it is your responsibility to find out what learning you have missed and to arrange with your teachers a reasonable time to make up for the lost opportunities (generally, you can expect about twice the time you were away to catch up e.g. If you were absent for one day you will have two days to catch up with missed assignments.
- If you arrive too late for class, make sure the teacher has recorded you as being late otherwise you will run the risk of being marked absent.
- Lateness to school /class and absences will be monitored by your class teachers. If there is a pattern of any of these, you will be asked to explain, and parents may be contacted to resolve the issue.

### **During the day**

- Make sure that you arrive on time to lessons.
- Prepare what you need for the first two lessons before or as soon you arrive at school.
- Prepare what you need for the lessons after break during break.
- Prepare what you need for the lessons after lunch during lunch.
- As soon as you arrive in the class, make yourself ready for the lesson- take out the necessary equipment you need and be prepared to start as soon as the teacher asks you to. You should not waste everyone's time by being asked to take out your equipment and books.
- For PE classes, your teacher should provide you with adequate time to change and move to the next class. You should respect this time for getting changed and make sure you are not late to the gym

at the start of the lesson and not late to the next class after PE. Teachers are instructed to inform class teachers if this occurs. Behave respectfully, be serious about your learning and avoid speaking languages other than the language of instruction unless told otherwise.

**For consequences see the last page!**

- At break- and lunch-time you should behave responsibly. If you are in a classroom, the door should be open at all the times. If you are in the cafeteria or canteen, you should behave respectfully to the staff who work there, following all instructions they provide.

**Eating and drinking**

- You are allowed to eat and drink in the cafeteria and the canteen only. Eating is not permitted elsewhere in the building.
- At no time is gum allowed to be chewed by students or staff.
- Water is provided, and students are encouraged to keep well-hydrated through the day. The water area should be kept tidy by those who use it and cups should be discarded of in a responsible manner.
- Students must make sure that any rubbish, waste, spillage, food that's dropped, etc, is cleared away appropriately.
- No food or drink is allowed at the computers at any time.

**In general, respect the rules; respect others, yourself and the environment.**

- **Personal electronic devices** such as mobile phones must not be used or worn. Staff may confiscate these devices. You will have to ask the Academic Director for them back at the end of the day or in some cases the next day.
- **Computers in the school are for educational purposes only** (unless other usage has been officially sanctioned (e.g. film evenings, clubs use, etc). Games are not to be downloaded or played at school. Facebook and other social network sites are not allowed to be accessed and YouTube is allowed only in connection with academics.

**At the end of the school day.**

- Make sure you have the things you need for the learning you have to do at home.
- Leave the building quietly and responsibly.
- Make sure you are on time for your transport!

## Home Assignments

- You are expected to **make a note of all assignments** given to you that are to be done outside the class- whether they are finishing exercises, creating projects, writing essays or reading some text. Note the due date for the assignment AND later, if it is a good idea to note down when you plan to do the task. Longer assignment need planning so that you can submit a first draft if appropriate.
- **Meeting deadlines** is important. Meeting a deadline is seen as part of the assignment (not handing in work on time will have an effect on your grades and your record which in turn may affect your references- see assessment policy). If you have a problem, then you need to discuss the matter with your teacher several days before the due date of the assignment.
- **Repeatedly missing deadlines** will mean us asking you and then your parents what the source of the problem is and resolving the issue.
- Any missed assignment will still have to be completed as these assignments, as well as providing you with a grade, are fundamentally to be completed for the benefit of your development as a learner.
- **Never copy, cheat or plagiarize** in any way. This is extremely important as we need to see what you can do. This can only happen if we see **your** work. The consequences of being academically dishonest are firstly that you cheat yourself of part of your education and growth as a learner but secondly that you will suffer serious consequences (see Academic Honesty Policy for more information).

## Problems

- **If you have a problem, tell us about it.** You can talk to any teacher, but your class teacher is going to be your best “best friend”.
- In general, when you do have a problem you should see the person who can help most directly first. For example, if you have a problem with a subject, discuss it with the subject teacher. If it is still a problem, discuss it with your coordinator. Still a problem? Take it to the Academic Director.
- **We should make every effort to help each other.** If you don't like something or can see a better way of doing things, then discuss and write a proposal for that change and give it to the person who can make the change.
- **Ultimately, you are always welcome to discuss matters with the Academic Director.**

## Trips

- Rules on trips, on the school bus, etc are the same as rules at school.

## **Severe Violation of the School Rules**

The following are some behavioral examples that are regarded as severe violations of the ISoB's rules with consequences ranging from warnings to removal from the school in accordance with the severity of the situation:

- Violent or threatening behavior including bullying, racial harassment or discrimination
- Vandalism
- Smoking on any part of the school property
- Consuming alcohol and/or illegal drugs
- Setting off a false fire alarm
- Bringing weapons to school

## **Consequences for Unacceptable Student Behavior**

Consequences are to be applied to:

- Provide the opportunity for all students to learn
- Ensure the safety of staff and students
- Assist students who exhibit challenging behavior to accept responsibility for themselves and their actions
- Admonition from the homeroom teacher
- Reprimand from the homeroom teacher
- Meeting between the homeroom teacher with the coordinator
- Observation of the class by psychologist/meeting with parents
- Admonition from the Academic Director
- Meeting with Parents, Academic Director and psychologist
- Lower mark of behavior
- Written reprimand from Academic Director (may be issued without earlier admonition)
- Suspension from the right of taking part in outside the School activities and representing the School outside in the situation when all possible ways of educational influence are used with no result, or when parents do not take up the cooperation with the school- do not fulfill previously accepted arrangements, and the student fails to follow the Statute obligations, School regulations, and generally accepted socio-moral rules, the Academic Director dismisses the student in accordance with the Teaching Staff resolution.
- The removal of students may be applied in the case of a blatant and gross violation of the School Statute regulations or committing a crime

The students may be expelled in the case of:

- Violating the guidelines of the Statute and School regulations, or disrespecting school duties
- Promoting lifestyles contradictory to the School educational program
- Distributing or using intoxicants, alcohol, and other harmful substances
- Activities which threaten the good, morality, or safety of other students.

### **Detention System**

Detention system is in place as well. In case of violation of rules mentioned before detention system will come in play. During detention students stay at school until 5 o'clock and work on their home assignments, read books or do some community work.

**First addendum to the Behaviour and Consequences Policy  
(Applicable to the IB Diploma Programme students)**

**Procedures in case of unjustified absence**

- First offence (Two lessons missed, i.e. 4 x 45 minutes): Meeting with the Head of IB Programmes and letter to informed
- 2<sup>nd</sup> offence: Parents' meeting with the Head of IB Programme and placement on Attendance Report
- 3<sup>rd</sup> offence: In-school suspension (1 day)
- 4<sup>th</sup> offence: Community service
- 5<sup>th</sup> offence: Out-of-school suspension (duration to be determined)
- 6<sup>th</sup> offence: Referral to the school director for further action

## Second addendum to the Behaviour and Consequences Policy

### Procedures in case of violation of the dress code (uniform) policy

- First offence: Verbal reprimand; incident recorded in the learning management system
- 2<sup>nd</sup> offence: Verbal reprimand; incident recorded in the learning management system; letter to parents
- 3<sup>rd</sup> offence: Student sent home to change; phone call **and** email to parents
- Further non-compliance: Next steps to be considered by the Head of the concerned programme