



# Behavior and Consequences Policy



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## **GENERAL PROVISION**

The Behavior and Consequences Policy represents the mandatory document for the students of the 'European School' LTD (hereinafter 'European School' or 'School') which is followed by the student during the educational process at school, also while participating in the events organized by the school, and it is operational in parallel with the other legal acts / rules / regulations of the school.

## **THE GOAL of BEHAVIOR and CONSEQUENCES POLICY**

1. The goal of the Behavior and Consequences Policy represents setting the common rules for student behavior.
2. The Behavior and Consequences Policy will ensure the management of the student behavior by herself/himself, provision of the students' discipline and mutual respect, as well as the favorable and safe learning environment at school.
3. The school administration, the teachers, other school employees and the parents will ensure the protection of the Behavior and Consequences Policy.

## **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 five days, please bring a note from your parent/guardian signed by him / herself. For longer periods of illness, you will need to bring a doctor's note.
- Please note that on the basic – middle stages (VII – XII grades) if the student is absent from specific subject for thirty per cent or more out of total hours dedicated to that subject in a year, the student is assessed only by passing the external tuition exam.
- If you have been away, by using the school information resources, 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 (up to ten minutes), 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 teacher. 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 and have prepared all the necessary equipment for the educational process.
- Prepare what you need for the first two lessons before or as soon you arrive at school.
- Prepare what you need for the next lesson during break.
- 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 time in taking out your equipment and books.
- For PE classes, your teacher should provide you with adequate time to change. You should respect this time for getting changed and make sure you are not late to the gym and not late to the next class. 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, except in the case if they are used for the educational purposes and in agreement with the teacher / other authorized person. Staff may confiscate these devices temporarily. They will be returned at the end of the day or in some cases on 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. YouTube is allowed only in connection with academics.

## **At the end of the school day:**

- Make sure you are ready for the learning that you must 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 time when you plan to do the task. Longer / time consuming assignments need planning so that you can submit a first draft if requested.
- **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 firstly 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 (for more information 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.
- **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 teacher / program coordinator and / or another authorized person.**

## **Student Behavior in the School Area, during Educational Process and School Events**

- The student is always respectful with the teacher and other school staff, and never acts disrespectfully.
- The student follows the lawful instructions given by the School Director, the teacher, and other school staff.
- The student respects other students, refrain from threat of violence, slanderous or bullying statements and never acts disrespectfully.
- The student expresses his / her opinions without violating others’ rights.
- The student does not use the mobile phone or other technical devices during educational process, for non-learning purposes.
- The student does not hinder the teacher and other students while educational process.
- The student respects others’ opinion and academic work; doesn’t appropriate the product of other’s intellectual property.
- The student does not carry out religious and political propaganda.
- The student does not leave the lesson without the teacher’s consent.
- The student takes care and does not damage his / her own, as well as others and school property.
- The student does not litter at school and in the surrounding area.

## **Forbidden Objects at School**

The student is not allowed to bring the following objects at school, such as:

- a. Tobacco production;
- b. Any type of weapon or sharp objects that might be used as weapon;
- c. Lighter or matches;
- d. Alcoholic beverage;
- e. Technical devices hindering the educational process;
- f. Expensive objects or large amount of money;
- g. Gambling objects;
- h. Indecency items;
- i. Illegal drugs;
- j. Explosive and poisoning material;
- k. Psychotropic drugs without medical prescription.

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

The following are some behavioral examples that are regarded as severe violations of the rules with different disciplinary 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**

The objective of the disciplinary consequences is the following:

- Provide the equal opportunity for all students for learning;
- Ensure the safety for the school staff and students;
- Assist students to take responsibility for themselves and their actions.

### **Before applying to the disciplinary measures, the following actions might be taken towards the student, such as:**

- Admonition from the class teacher;
- Reprimand from the class teacher;
- Meeting with the class teacher and the program coordinator;
- Observation of the class by psychologist/meeting with parents;
- Admonition from the program coordinator / supervisor, etc.

### **In case of the disciplinary misbehavior, by the school regulations, the following disciplinary actions might be applied, such as:**

- a. Warning;
- b. Sharp warning;
- c. Expelling from the classes;
- d. Recovery of damages;
- e. In-school suspension after the classes and / or applying to the community service;
- f. Temporary dismissal from the school;
- g. Suspension from the right of taking part in outside the school activities, when all other 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;
- h. The removal from the school (in case of the middle stage student).

### **The student may be expelled in case of:**

- Violating the school regulations;
- Promoting lifestyles contradictory to the school educational program;
- Distributing or using intoxicants, alcohol, and other harmful substances;

- Activities which threaten the good morality, motivation, or safety of other students;
- In other cases, defined by the school legal acts and regulations.

### **In-School Suspension after the Classes**

The school may take decision about in-school suspension of the student after the classes. The student can stay at school until 5 o'clock and work on his / her home assignments, read books, or do some community work.

Other issues related to the student disciplinary misbehavior and disciplinary actions are defined by the school regulations and other legal acts.

### **Violation of Dress Code**

- The first violation: verbal warning, registering the incident in the management system of the educational process.
- The second violation: verbal warning, registering the incident in the management system of the educational process, writing a letter to the parents.
- The third violation: the student is sent home for changing the clothes, communication with the parents by phone and sending the email to them.
- Next violation: the measures will be defined by the respective head of the program.

### **Unjustified Absence (Applicable to the IB Diploma Program)**

- First offence (during a week two lessons missed, i.e., 4 X 45 minutes): meeting with the head of the program and informing the parent / guardian.
- The second offence: the parents' meeting with the head of the program and placement the fact of the meeting in attendance report.
- The third offence: in-school suspension (1 day).
- The fourth offence: community service.
- The fifth offence: out-of-suspension (duration to be determined).
- The sixth offence: referral to the school director for further action.