

## **BEHAVIOUR POLICY**

Adopted:

Review date: August 2016

International School of Bucharest Secondary School is dedicated to ensuring that our school environment supports the learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe school where students feel included in every aspect of school life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our school. Good behaviour and self-discipline have strong links to effective learning, and are vital for pupils to carry with them both during and after their school years.

### **1. Aims**

International School of Bucharest Secondary School believes that all pupils should be aware of the standards of behaviour that are expected of them, and takes responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the school built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the school with the key skills they need to continue to progress to the best of their ability in all areas of life.

### **2. School code of conduct**

All students will do their best to be all of the following:

#### **Caring**

- Students will use kind words.
- Students will be courteous and considerate of others at all times.
- Students will be compassionate towards others.
- Students will do good deeds without expecting a reward.

#### **Responsible**

- Students will do what is expected of them by teachers.
- Students will strive to do their best in whatever they do.
- Students will have good classroom behaviour and follow the rules of the school and the classroom.
- Students will be responsible for their actions and themselves.

#### **Respectful**

- Students will respect themselves and be proud of their accomplishments.

- Students will be respectful of everyone at ISB and of their property.
- Students will be proud of their school and take care of school property.

#### **Fair**

- Students will treat others the way they want to be treated.
- Students will listen to others' points of view.
- Students will play by the rules while on the playground.
- Students will speak up or work to change things that are unfair.

#### **Trustworthy**

- Students will be honest, truthful and sincere.
- Students will be reliable, so others can count on them.
- Students will do the right thing.

## **Standards of behaviour**

### **3. School**

The school understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the school must act responsibly and professionally, and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the school so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account SEN needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community. The school will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the school if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the school curriculum and reminders of school rules and expected standards of behaviour are up on walls in classrooms and situated around the school.

Staff are a constant presence around the school, in-between classes, during breaks in the school day, and at lunch times, to check that students are using the school grounds respectfully and behaving appropriately.

The school will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 9 of this policy.

### **4. Students**

The school expects all of its students to show respect to one another, to school staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated.

Pupils are expected to refrain from public display of affection while being on the school premises. Pupils are ambassadors of our school even when off school premises and we expect them to act accordingly. They are expected to obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour. School work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their form teacher who will work with them to draw up a support plan. The school asks that pupils carefully read and then sign the School Policies to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as completely unacceptable and will result in severe disciplinary actions and possibly in exclusion, depending on the circumstances. For more information on sanctions, see section 10

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- cyber bullying
- indecent behaviour
- damage to property
- misuse of illegal drugs
- misuse of other substances
- theft
- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- carrying an offensive weapon
- arson
- unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.
- The school will determine which actions are considered inappropriate or unacceptable.

## **5. Parents**

Parents play a big part in ensuring that their children are responsible for their own behaviour in school. Building school life into a natural routine – ensuring that your child is at school on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to school rules and procedures.

We ask parents to work with the school in support of their child's learning, which includes informing the school of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the school with staff or the Principal to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from school and, if invited, to attend a reintegration interview at the school with their child.

## **6. School rules that apply at all times to all members of the school community**

- Always be on time.
- Keep your appearance smart and tidy, and wear regulatory school uniform at all times to and from school.
- Rude, derogatory, racist or defamatory language will not be tolerated.
- Be considerate of your peers and the extended community. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
- Be polite and respectful at all times. This applies to staff, other pupils, any visitors to the school, and to members of the general public.
- Students are expected to refrain from public display of affection while being on the school premises
- Take care of your environment, both on the school site and outside, and keep it tidy. Do not litter and do not vandalise property in any way.
- Unauthorized absence from school will not be tolerated.
- Once the students enter the school premises, they can't leave the campus without a permission slip signed by one of the SMT member. Also, if students are leaving the campus at 15.00, after the day program is ended, they can't come back to school to spend some time in the school grounds.
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances.
- Disobeying staff is not tolerated.
- The following items are not allowed in school under any circumstances:
  - Alcohol and drugs
  - Cigarettes, matches, and lighters
  - Chewing gum
  - Weapons of any kind
  - Material that is inappropriate or illegal for children to have; such as racist or pornographic material
- Gambling is not allowed on school property.
- Material which promotes or supports terrorism in any form.

## 7. Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drug.

Should the school suspect a student of substance abuse, the school reserves the right to request a student be tested in a place and time recommended by the school's doctor. The cost of such a test will be the responsibility of the parents. Refusal to take such a test, at the request of the school, may result in the student being permanently excluded and their future place in the school being withdrawn.

### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

### **Non-prescription drugs**

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school. If they need medication they can go to the school doctor.

### **Medication**

We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

## 8. Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited.

**All of these rules also apply when travelling to and from school.**

## **9. Bullying**

International School of Bucharest Secondary School wants to make sure that all students feel safe at school, and accepted into our school community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a

serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an on-going campaign.

Bullying can be verbal, physical or involve social media and communication (known as cyber-bullying) and can be directed at both staff and students. The school practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the school. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts
- record and report the incident; depending on how serious the case is, it may be reported to SMT members
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
- ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- consider a fixed term exclusion in cases of repeated bullying.
- repeated incidences of bullying may result in a student forfeiting their place at the school.

## 10. Disciplinary sanctions

### Administrative discipline issues:

#### Uniform Infractions

- Form Teachers will check uniform each morning. On the register they can enter the U letter meaning incorrect uniform.
- Students not in correct uniform will be referred immediately to the Head of Pastoral Care and a negative comment will be recorded on Educare.
- Parents will be contacted to:
  - Bring in replacement clothes
  - Approve uniform issue from shop (billed to parents)
  - Take student home
- Students found out of uniform during the day will have a Negative Comment recorded on Educare by the teacher concerned if they don't have a Uniform Slip signed by the Head of Pastoral Care.

### Punctuality and attendance

Refer to Attendance Policy

#### Bags

- Bags are to be left in the locker, kept with the student in lessons or carried with the student. They must not be left unattended around the school for safety and security reasons.

- Bags removed from corridors will result in negative comments on Educare.

**Classroom Behaviour:**

- Staff issue Negative Comments or Red Cards when necessary.
- Red Cards require students to discuss the issue with Form Tutor during the tutor time and on special occasions with HPC during break.
- Red Cards equal 3 negative points on Educare.
- HPC decides further punishment based on existing scale of infractions
  - Office Detention
  - Formal Reflection Sheet
  - Verbal/Written Warning
  - Daily Report (Positive Comments encouraged for visible change in behaviour)
  - Detention (3pm – 4pm )
  - Referral to Discipline Committee

**Each Week**

- -15 points initiates a Daily Report. For specific cases SMT can decide on placing students on Daily Report before reaching -15 points. Form teachers track the positive/negative points of their tutees.
- Teachers are encouraged to enter positive comment whenever Daily Report shows M ( meet expectations) or E ( exceed expectations) for all aspects in their class.
- Form Teachers are required to enter positive comment for all days when Daily Report shows E for all aspects in all classes for the day.
- Daily Report becomes a method of modifying behaviour via positive reinforcement and target setting.
- In reports, every negative point on the total score may result in 1% off behaviour mark at the discretion of the Secondary SMT.
- The Head of Pastoral Care issue Daily Report each week and discuss with students. Students who do not modify their behaviour can be accelerated up the discipline ladder as necessary (after school detention/referral to discipline committee etc)

<b>INFRACTIONS CLASS A</b>	<b>CONSEQUENCES</b>
Failure to complete assignments Disruptive behaviour Failure to follow instructions Lack of proper equipment Classroom tardiness Failure to wear proper uniform Use of abusive language Dishonesty and cheating Public display of affection Use of forbidden items on school grounds Gum chewing	Verbal reprimand Detention slip and comment on Educare. Daily Report After school detention Behavioural contract. All stages will include appropriate comments in Educare. Community Service
<b>INFRACTIONS CLASS B</b>	<b>CONSEQUENCES</b>
Continuation of unmodified Class A misconduct Repeatedly wearing incorrect uniform Stealing Improper use of school materials/Vandalism Truancy Unauthorised absence from class when registered	Parents' notification Student/Form teacher Conference Behavioural contract Headl's suspension Community Service

in school. Using forged notes or excuses Scholastic dishonesty and plagiarism	
<b>INFRACTIONS CLASS C</b>	<b>CONSEQUENCES</b>
Bullying Assault Open defiance of authority Possession of illegal substances Aggressive behaviour Destruction of property	Parent/Guardian conference Disciplinary hearing Behavioural/Probation contract Headl's suspension Referral to authorities Community Service

The above table is advisory and the decision of the Discipline Committee or Secondary SMT is final. Sanctions are adapted relating to the seriousness and frequency of the behaviour and also taking into account the student's graduation approach/time.

## 11. Searching and withholding

Following guidance set out by Ministry of Education, our members of staff are authorised to use withholding as a disciplinary sanction if it is lawful. This means that staff may withhold items in the possession of students that are illegal, or banned by the school. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

A teacher or someone who has lawful control of the child can search a pupil **with their permission** to look for any item that the school's rules say must not be brought into school. Principal's and other senior members of staff authorised by them have the power to search a pupil **without the pupil's consent** if they suspect they are in possession of 'prohibited items'. Prohibited items that can be searched for without consent include:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- articles that have been or could be used to commit an offence or cause harm.

The policy allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this.

Any cigarettes or alcohol confiscated in school will be destroyed.

## 12. Attendance

Regular attendance at school is required by law, and the International School of Bucharest Secondary School takes attendance very seriously. There is a register taken daily and at the start of each lesson, and disciplinary action will be taken against any pupils who are discovered to be truanting or are repeatedly late. Parents or carers will be



contacted to discuss possible reasons and school support systems that could help. More information can be found in the school's **attendance policy**.

### **13. Regulating student's offsite conduct**

Students who are caught or known to have been misbehaving on the way to or from school, or near the school premises, will be disciplined by the school. This also applies to students who break school conduct during work experience, school trips, or extended school activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

### **14. Rewards policy**

International School of Bucharest Secondary School believes that it is important to encourage good conduct throughout the school by celebrating and rewarding good behaviour.

- Students with 25 to 49 Educare points receive a Bronze Attitude Award
- Students with 50 to 74 Educare points receive a Silver Attitude Award
- Students with 75 to 99 Educare points receive a Gold Attitude Award
- Students with 100 to 149 Educare points receive a Platinum Attitude Award
- Students with 150 to 199 Educare points receive a Diamond Attitude Award
- Students with +200 Educare points receive a Diamond Attitude Award

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This policy will be reviewed annually