



SECONDARY BEHAVIOUR POLICY

Approved by: Secondary SLT

Date: August 2024

Review: August 2025

SECONDARY BEHAVIOUR POLICY

The International School of Bucharest Secondary School is dedicated to ensuring that our school environment supports the learning and well-being 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.

Scope

The policy applies within the school when students take part in any school-organised or school-related activity, travelling to or from school, when behaviour could have repercussions for the orderly running of the school, poses a threat to another student or member of the public or adversely affects the reputation of the school.

1. Aim

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. We would like our students to develop 21st-century skills and become positive change-makers nationally and globally.

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.
- Take ownership of your learning, set targets and insist on intellectual integrity.
- Be accountable for your actions.
- Keep promises.
- Be responsible for yourself, responsive and respectful to others.

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Respectful

- Students will respect themselves and be proud of their accomplishments.
- Students will be respectful of everyone and of their property.
- Students will be proud of their school and take care of school property.
- Speak positively about others.
- Show due regard towards the feelings, wishes or rights of others.
- Value others' views and perspectives.
- Care about how your actions impact others.
- Show patience with yourself and others when a mistake is made.

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 whilst in 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.

Communicator

- Speak with clarity and empathy.
- Consider other people's feelings when conveying a message.
- Collaborate effectively and listen carefully to the perspective of others.

Confident

- Stand up both for yourself and those in need.
- Dare to express your opinion and support it.

Empathetic

- Ask questions to understand others' perspectives better.
- Comfort others when they are distressed.
- Show consideration for other people's feelings.
- Show tolerance toward others.

Open-Minded

- Respect other people's opinions and perspectives.
 - Have a willingness to learn from others' opinions and perspectives.
 - Appreciate your own culture, as well as the traditions of others.
- Celebrate diversity on all occasions.

3. Standards of behaviour - School

The school understands that the first step to modelling good behaviour is to lead by example and express expectations clearly, 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 students' needs as well as the additional challenges that some vulnerable students may face. Staff are trained to use behavioural strategies as part of their continuing 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 the behaviour 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 possible to support parents when they need it.
- We have clear expectations within the school curriculum, and reminders of school rules and expected standards of behaviour are posted 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 lunchtimes 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 well-being of all students and staff, and this includes protection from bullying.
- We aim to combat bullying and other harmful behaviour by using, amongst other measures, preventative strategies through the active development of pupils' social, emotional and behavioural skills. For more information, see section 9 of this policy.

4. Standards of behaviour - Students

The school expects all of its students to show respect to one another, to school staff, and to 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 displays of affection (such as hand-holding, kissing, sustained body contact, etc.) while being on the school premises, and not indulge in any kind of action, even if they are in a more private place around the campus. Pupils are ambassadors of our school even when off school premises, and we expect them to act accordingly. They are expected to follow school rules, listen, follow the instructions given by staff and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour.

Schoolwork and homework should be well presented, completed to a high standard, and handed in on time. Parents will be informed via myEducare if students fail to hand in work on time. 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

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unacceptable and will result in severe disciplinary actions and possibly exclusion, depending on the circumstances.

- verbal abuse to staff and others
- verbal abuse to pupils
- physical abuse to/attack on staff
- physical abuse to/attack on pupils
- cyberbullying
- 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
- using and 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 improving the pupil's behaviour

Any other actions or behaviour the school finds/considers inappropriate or unacceptable.

5. Parents

Parents play a significant role in helping their children take responsibility for their behavior at school by integrating school life into their everyday routine.e:

- Ensuring that your child is at school on time
- Appropriately dressed
- Rested and equipped

These 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 heads of schools to discuss their child's behaviour
- 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.

Parents are also encouraged to have reflective discussions with their children if any behaviour concerns are raised by the school.

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

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- Always be on time.
- Keep your appearance smart and tidy, and wear a regular 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 members of the general public.
- Students are expected to refrain from public displays 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.
- Skipping lessons and unauthorised absence from school will not be tolerated.
- 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, their packages, matches and lighters,
 - E-cigarettes, vaping kits, tobacco and their packages,
 - Weapons of any kind,
 - Material that is inappropriate or illegal for children to have, such as racist or pornographic material, etc.
 - Gambling is not allowed on school property.
 - Selling and distributing items is prohibited.
 - Materials that promote or support extremism, racism or terrorism in any form are not allowed.

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-drug 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 drugs.

Prescription drugs

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

Non-prescription drugs

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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 clinic.

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. All medication must be given to the school nurse at the beginning of the school day with full instructions from the family doctor and a copy of the prescription on when and how it should be administered.

8. Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited.

All of these rules also apply when travelling to and from school and at all events organised by the school.

9. Bullying

At the International School of Bucharest, we believe that children and young people should never experience abuse of any kind, and we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We are committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure setting. Bullying of any kind is unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. Bullying hurts. No one deserves to be a victim of bullying of any form. Everybody has the right to be treated with respect, and pupils who are bullying others need to learn different ways of behaving.

We recognise that bullying causes real distress and it can affect a person's health and development and, in the extreme, can cause significant harm. We also recognise that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse, and everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying. To maintain the anti-bullying momentum, we integrate anti-bullying themes into lessons through regular timetabled Personal, Social, Health and Economic (PSHE) lessons.

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 ongoing campaign.

Bullying can be defined as *“behaviour by an individual or a group, repeated over time that intentionally hurts another individual or group either physically or emotionally”*. (DfE *“Preventing and Tackling Bullying”*, July 2017)

Bullying can include name-calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

This includes the same unacceptable behaviours expressed online, sometimes called **cyberbullying**.

Cyberbullying, or online bullying, can be defined as *the use of technologies by an individual or by a group of people to deliberately and repeatedly upset someone else*. This can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos. **The school recognises bullying as being a form of**

peer-on-peer abuse. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development.

It is important to understand that **bullying is not** the odd occasion of falling out with friends, name-calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose. Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, odd name-calling or childish pranks. We all have to learn how to deal with these situations and develop social skills to repair relationships.

ISB community recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental well-being.

By effectively preventing and tackling bullying, our school can help to create a safe and disciplined environment where pupils are able to learn and fulfil their potential.

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 will be reported to the respective form tutor, pastoral leader and if necessary to the head of secondary school
- provide support and reassurance to the victim along with appropriate support for the bully
- 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 helped to understand why it is being used
- consider a fixed term exclusion in cases of repeated bullying.
- repeated incidents of bullying may result in a student forfeiting their place at the school or not renewing his/her contract for the next academic year.

Please consult the **Anti-bullying Policy** for details regarding ISB's strategy for preventing bullying.

10. Disciplinary sanctions

Administrative discipline issues:

Uniform Infractions

- Form tutors check uniforms every day during morning registration and tutor time, and the registration will be recorded on Educare. Students are expected to wear proper uniform during the day. Uniform issues will be recorded in the registration folders along with attendance. Once registration folders are returned to the reception, the head of the sixth form and the pastoral leader will check the registers during the day. From time to time, uniform checks will be organised by the head of sixth form and the pastoral leader.

- Throughout the year, the first uniform infraction is a verbal warning by the form tutor. The second uniform infraction will be marked as a negative comment by the tutor. The third uniform infraction is marked as a red card by the tutor. For the fourth uniform infraction, the student is sent to the relevant PL and HOSF to refer to the parents.
- Parents will be asked to
- Bring in replacement clothes, or
- Approve uniform issue from the shop (billed to parents), or
- Take the student home (Student will be marked as absent)
- 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 permission from the Pastoral Leader or the Head of Sixth Form regarding their key stage group. If this is the fourth offence within a school year, the procedure described above will apply.

School Trip Eligibility Based on Behavioural Standards

Students who have more than 50 negative behaviour points in a semester on Educare will not be permitted to participate in school trips. This policy is in place to ensure that students who represent the school on trips demonstrate positive behaviour and a commitment to school expectations.

Community Service

Following behavior infractions, the Senior Leadership Team may assign community service tasks for students to complete during the school day. These tasks can include assisting teachers in their classrooms, supporting canteen staff, and other duties depending on the behavior infractions.

Behaviour Grade Reduction Policy Based on Accumulation of Negative Points

The Senior Leadership Team (SLT) has the discretion to determine when a student's accumulation of negative points results in an automatic reduction in their behaviour grade. Consistently poor behaviour, reflected in a high number of negative points, will directly impact the student's overall behaviour mark, signalling the need for improvement in their conduct.

Eligibility for Representing the School

Students who accumulate a substantial number of negative behavior points will be ineligible to serve as representatives of the school in any capacity, including sports teams, academic competitions, or other official events. Positive conduct is a fundamental requirement for those in leadership and representative roles, as these students are expected to uphold and reflect the school's values both on and off campus.

11. Mobile phones

Students must leave their phones in the locker as soon as they arrive at school and take them out of the school at the end of the day.

If a mobile phone is found during the school day it will be confiscated and taken to the secondary office and a red card will be given on Educare. At their first offence throughout a full academic year students are allowed to pick up their phone at the end of the school day. Following this, parents will be required to come to school during office hours to pick it up.

12. Punctuality and attendance

Refer to the [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. The school will not take responsibility for any missing items while being left unattended.
- Bags removed from corridors will be taken to the lost and found area.

Classroom Behaviour

In our commitment to fostering a positive and inclusive learning environment, form tutors or respective subject teachers will engage in constructive conversations with students to encourage reflection on their behaviour. This provides an opportunity for students to understand the impact of their actions and make amends where necessary.

- According to the behaviour expectations, staff issue Negative Comments or Red Cards in accordance with the behaviour policy.
- Red Cards require students to discuss the issue with the Form Tutor during tutor time and on serious occasions with Pastoral Leader or Head of Sixth Form during a break.
A student who gets two red cards or a total of **5 negative points** or lower in one week gets a Friday after-school detention (3:05 pm to 4:15 pm) and a daily behaviour report for the following week. Keeping track will be on a "Thursday to Thursday" cycle, and students who will have detention on Friday after school will get a notice on Thursday evenings. Parents or guardians are expected to arrange transport for their child for after-school detention. If a student misses the detention time, the student must attend the detention the following week. During the last week of each term, the detentions will happen on Wednesday or any other day decided by the SLT.
- Missing detention more than twice automatically leads to one day of internal suspension. The student will receive materials from teachers, but work individually either in the library or in an SLT member's office.
- The pastoral leader and the head of the sixth form decide further consequences based on the existing scale of infractions
- Office Detention during break times with an appropriate reparative task.
- Formal Reflection Sheet
- Verbal/Written Warning
- Daily Behaviour Report (Positive Comments encouraged for visible change in behaviour)
- Detention (3:05 pm to 4:15 pm)
- Referral to Discipline Committee (PL, HoSF, Form Tutor, SLT member, Counsellor, staff involved)

Each Week

- -15 points or repeated offences will initiate a Daily Report. For specific cases, SLT 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 comments whenever the Daily Report shows M (meet expectations) or E (exceed expectations) for all aspects during their lessons.

- Form Teachers are required to enter positive comments for all days when Daily Report shows **E** for all aspects in all classes.
- Daily Report becomes a method of modifying behaviour via positive reinforcement and target setting.
- The pastoral leader and the head of sixth form issue a Daily Report and discuss it with students. Students who do not improve their behaviour despite counselling sessions can be accelerated up the discipline ladder as necessary (after school detention/referral to the discipline committee, etc).

LOW-LEVEL INFRACTIONS	CONSEQUENCES
<p>Not on the assigned task</p> <p>Disruptive behaviour</p> <p>Failure to follow instructions</p> <p>Lack of proper equipment</p> <p>Classroom tardiness</p> <p>Failure to wear proper uniform</p> <p>Excessive makeup</p> <p>Littering</p> <p>Use of forbidden items (e.g. mobile phones) on school grounds</p> <p>Gum chewing / eating / drinking during lessons</p> <p>Inappropriate use of technology</p>	<p>Verbal reprimand</p> <p>Detention and comment on Educare.</p> <p>Daily Report</p> <p>After school detention</p> <p>Behavioural contract.</p> <p>All stages will include appropriate comments in Educare.</p> <p>Community Service</p>
MEDIUM LEVEL INFRACTIONS	CONSEQUENCES
<p>Repeatedly wearing an incorrect uniform</p> <p>Public display of affection</p> <p>Improper use of school materials/ vandalism</p> <p>Refusing to turn the camera on during online lessons.</p>	<p>Parents' notification</p> <p>Student/Form teacher meeting</p> <p>Behavioural contract Internal/External suspension Community Service</p>

<p>Dishonesty and cheating</p> <p>Taking unauthorised photos / screenshots / recordings of online, and offline lessons</p> <p>Using forged notes or excuses</p> <p>Online streaming in school without permission</p>	
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HIGH-LEVEL INFRACTIONS	CONSEQUENCES
<p>Bullying</p> <p>Use of abusive language</p> <p>Scholastic dishonesty and plagiarism</p> <p>Skipping lessons/activities</p> <p>Zoombombing</p> <p>Stealing</p> <p>Assault</p> <p>Open defiance of authority</p> <p>Possession of illegal substances</p> <p>Aggressive behaviour</p> <p>Destruction of property</p> <p>Serious misuse of technology leading to distress</p> <p>Smoking/vaping on the school campus</p>	<p>Parent/Guardian meeting</p> <p>Disciplinary hearing</p> <p>Behavioural/Probation contract</p> <p>Internal/External suspension</p> <p>Referral to authorities</p> <p>Community Service</p>

The above table is advisory, and the decision of the Discipline Committee or Secondary SLT is final.

Sanctions are adapted according to the seriousness and frequency of the behaviour and also take into account the student's graduation approach/time.

At ISB, we do not tolerate carrying or smoking cigarettes or substances, nor any sort of physical abuse. Serious measures will be taken as follows:

- Any kind of smoking or possession of substances will result in a minimum of 2 days of external suspension and lowering behaviour marks. Repetition of this infraction may result in the school contract not being renewed for the following academic year or the termination of the contract immediately.
- Any kind of physical abuse will result in a minimum of one day of external suspension. Repetition of this infraction may result in not renewing the school contract for the following academic year or terminating the contract immediately.

13. Termination of the school contract

ISB secondary SLT reserves the right to terminate a student's contract at any time during the school year if

- a student consistently commits high-level infractions;
- a student's behaviour mark is reduced at the end of a term;
- there is a lack of cooperation from parents in helping ISB to meet the needs of the student;
- a student endangers other members of the ISB community.
- a student behaves against the terms of an additional contract which are agreed upon by the school, parents and the student.

14. Searching and withholding

Following guidance set out by the 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. Principals 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, cigarette paper and packages
- e-cigarettes, vaping kits,
- fireworks,
- pornographic images,
- articles that have been or could be used to commit an offence or cause harm.

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

Any cigarettes or alcohol confiscated in school will be destroyed.

Reasonable force may be used if there is an imminent threat of physical harm or danger to the students or others. Staff should use no more force than is needed in the circumstances. Force should never be used as a punishment.

15. 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.

16. Regulating students' offsite conduct

ISB students are expected to be role models and positive change-makers in society. Therefore, they must display a positive attitude and respect in or out of the school. Students who are caught or known to have misbehaved 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 rules during work experiences, school trips, or extended school activities such as sports events or any event where poor behaviour might jeopardise future students' chances of participating.

17. Rewarding System

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

**These boundaries can be modified throughout the year*

The top three Educare students within a key stage will be personally praised by the Head of Secondary every week and occasionally by the Pastoral Leader during the key stage assemblies.

The year group with the most positive points will celebrate their achievement every month.