



SECONDARY SCHOOL DISCIPLINE POLICY

At Bucharest-Beirut International School, we stand high by our values: international mindedness, inclusive and collaborative environment, supportive community and freedom of choice. All students are encouraged to promote appropriate behavior. Vandalism, foul language and discrimination will not be tolerated. Critical thinking is highly regarded as a tool to differentiate between acceptable and non-acceptable behaviour.

Therefore at BBIS it is expected that students will:

- Be punctual for lessons, practices, rehearsals and meetings with teachers.
- Be courteous and polite to colleagues, teachers and school staff.
- Look smart, take pride in their appearance and wear the correct school uniform as laid down in the uniform regulations.
- Respect school property as well as the property of their school colleagues.
- Play an active part in keeping school and grounds clean and tidy.
- Refrain from using any kind of offensive language, including language which is blasphemous, racist, sexist or homophobic.
- Ensure that they promote a healthy and safe environment.
- Adhere to the electronic devices policy at all times.

IN THE CLASSROOM

It is expected that students will:

- Enter a classroom on time and in an orderly way.
- Bring the necessary books and school supplies.
- Behave in a respectful manner at all times.
- Complete assignments on time and to the best of their abilities.
- Clean the classroom before leaving it.

IN THE LIBRARY

The school libraries are places for quiet study and research and it is expected that students will:

- Use very low voices when they speak.
- Refrain from consuming food or drinks.
- Use computers for work purposes only.
- Tidy their study area before leaving the library.

IN THE SCHOOL BUS

It is expected that students will:

- Follow School rules in terms of dress and behaviour.
- Treat the driver with the same courtesy as they would a member of the School staff.
- Remain seated with their seatbelt on whilst the bus is in motion.
- Refrain from eating or drinking in the bus.
- Pick up own litter when they leave.

SPORTS

For all school fixtures it is expected that students will:

- Show good sportsmanship at all times.
- Give full commitment to the team and to the coaching staff.
- Be available for all fixtures if selected for a team.
- Wear a clean, correct and smart kit.

- Treat visiting teams with consideration and courtesy.

SNACK/LUNCH BREAK

At all times students at BBIS are expected to:

- Wait to be dismissed by the teacher when the bell rings and go out in an orderly way.
- Behave in a friendly manner which ensures the safety and well being of all the other students.
- Sort out disagreements amiably and stay away from conflicts.
- Refrain from using bad language or aggressive behavior.
- Use toilets carefully and responsibly.
- Drop litter in the designated bins.
- Inform the teachers on duty of any incidents that they may have witnessed.
- Tidy up the outside/hallway area when the bell rings.

BULLYING

The school does not tolerate bullying of any kind and immediate action will be taken upon the discovery of any such acts. While it is very difficult to eradicate bullying, school will take all the necessary action to ensure that all children attend school free from fear. Therefore, any kind of intimidating, offensive and threatening attitude will be sanctioned severely.

Physical aggression including: hitting; pushing; spitting.

Verbal abuse including: name calling, teasing, making remarks that are insulting, threatening, disrespecting or demeaning a person's race, disability, appearance.

Emotional (relational) aggression including: spreading rumors, isolating from a peer group through catty gossip.

Sexual aggression including: any unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated, and might include obscenities or gestures, exposure, or physical contact.

Cyber bullying is a specific type of bullying in our age with grave consequences, therefore using the internet or any digital technology to direct words and images with the intent to harm will be sanctioned accordingly.

ELECTRONIC DEVICES

Mobile phones are not allowed in school. All devices found with the student will be confiscated and only handed in to a parent/guardian. Students must take responsibility and hand in their device to the School Reception if brought to school.

In case of an emergency, the school will contact directly the parents.

Laptops and tablets are permitted according to the school regulations at the teacher's request and are used for education purposes only. Laptops and tablets will be left in the class at break time under the supervision of the Homeroom Teacher.

Positive Reinforcement System

There are various strategies we use to encourage and reward appropriate behaviour consistently:

- Verbal praise
- Written remarks celebrating good learning and progress
- Restorative practices and conversations
- Wall of Fame: Main Hall display celebrating students' efforts and achievement of IB skills

- School Houses System: To encourage competitiveness, in events like sport tournaments, quizzes, debates and also for everyday actions such as for consistent good learning, outstanding effort or displaying IB attitudes
- The MYP Assembly Award: For students who have displayed the characteristics of the IB Learner Profile.

Consequences of consistently inappropriate behaviour

The school employs a number of sanctions to ensure a safe and positive learning environment.

The role of the homeroom teacher

It is the responsibility of the homeroom teacher to be fair and to ensure that the discipline policy is reinforced in their class so students behave in a responsible manner.

The homeroom teachers at BBIS have high expectations of their students in terms of behavior and learning attitude. Homeroom teachers will share the discipline policy with students at the beginning of the academic year.

Where there are concerns regarding a student's behaviour an individual log is kept so that patterns and triggers can be identified. Parents are informed if a student is being monitored for behavioural reasons. The Well Being Team will monitor the student to identify causes with an aim to support them.

The students who consistently disrupt or endanger the safety of others will be isolated and sent to the Head of Well Being.

The parents are informed if a student has more than two serious behavioural incidents of the consequences triggered.

The role of the Well Being Team

The Head of Well Being monitors the effectiveness of the discipline policy on a regular basis. He/She keeps records of incidents of misbehaviour. Behaviour

incidents at break times are recorded using the school Incident Form and filed in the Discipline Folder.

The following sanctions will be given:

- Verbal warning for a minor offense
- Second warning followed by break detention if incidents happen during break time or isolating from group when in class.
- Loss of break time with homeroom teacher for more than two offenses
- After- school detention in a designated room supervised by one of the Well Being Team members for multiple incidents
- Loss of privileges, including taking part to trips and shows organised by school.
- Behaviour report
- Contact with parents made by the homeroom teacher followed by a meeting
- Further contact with parents followed by a meeting with the Principal

Students who are withdrawn from break time must be supervised by the member of the staff giving the sanction, unless the children are told to attend detention. In such cases students should be escorted to the designated room by the member of the staff dealing with the incident and referred to a member of the Well Being Team.

Records of all reported serious incidents of misbehavior must be kept.

Fixed-term suspensions to individual students for serious acts of misbehavior will be given by the Principal. For repeated or very serious acts of anti-social behaviour, the Principal may expel the student.

Detention given by Subject Teachers to pupils who fail to hand work in on time, are disruptive, generally misbehave or break school rules will be held under the supervision of the Subject Teacher giving the sanction.