



**September 2020**

**SCHOOL REGULATIONS AND CODE OF CONDUCT FOR STUDENTS COMPLETING THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME AT THE BRITISH SCHOOL, WARSAW.**

**Absences**

Reasons for absences must be explained in writing, by parents or guardians, and given to the Form Tutor. Alternatively, an email from a parent to the IB Office and Form Tutor, explaining an absence, is also acceptable. Explanations for absence should be provided in advance where possible and medical certificates are expected where appropriate. If no explanation for absence is received within one week of the student's return to school, the absence will be recorded as *unauthorized* and referred to as such in that term's academic report.

**Academic Honesty**

Please refer to the separate 'Academic Honesty' document.

**Addictive Substances and Smoking**

Drug Abuse is defined as being under the influence of illegal drugs; the use, possession, buying or selling of any drugs is therefore a criminal offence. Any student found under the influence of any drugs will be expelled from the school. Alcohol Abuse is defined as being under the influence of any alcoholic drink, during school time or during any school events. All instances of alcohol abuse will be referred to the Principal who will take the necessary action. **Smoking** of any substances or possession of such substances or any related paraphernalia, is forbidden on or near the school premises at all times. The school is a smoke-free zone and any pupil breaking this rule will be referred to the Principal.

**Assembly**

Both year group and whole cohort assemblies will be held on a regular basis for all IB and Pre-IB students. It will usually last between 15 and 30 minutes, however it may, on occasion be longer. Attendance at Assembly is compulsory.

**Attendance**

Students are expected to attend school regularly. It is the policy of The British School that students whose attendance drops below 90% in any one term, or across the academic year, for unexplained or unacceptable reasons, may not be allowed to enter for public examinations, including the International Baccalaureate Diploma Examinations. Students should not take holidays during term-time, and parents should ensure that medical and dental appointments take place outside of school time.

**Behaviour - Promoting Positive Behaviour**

The British School Warsaw believes that good behaviour is an essential pre requisite for good learning. It is essential therefore, that each child has a happy and secure environment in which he/she may develop his or her true potential. The school strives to nurture a positive atmosphere based on a sense of community and shared values. The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and acknowledgment of good behaviour.



When a student does something well, or goes beyond what is expected, the teacher will recognise this by doing one or more of the following:

- Congratulating the student in person
- Writing positive comments on work or on Firefly.
- Awarding house points
- Sending a praise card
- Referral to the Head of Year or Head of School
- Recognition at a Praise Assembly held at the end of each term

Central to the aims of the school is the positive reinforcement of good behaviour. The school aims to foster positive behaviour in all of its students by communicating positive expectations, and regularly emphasising the power of choice and reflection.

Examples of positive expectations are:

- respect for the individual, recognising strengths and caring for self and others.
- polite, courteous behaviour.
- pride in themselves, others and their environment.
- self-discipline.
- responsibility to others.
- Speaking out against intolerance and anti-social behaviour.
- honesty and integrity in relationships with others.
- tolerance, sensitivity and compassion towards others.
- Being involved in school life – LEAP and other school sponsored activities.

### **Code of Expectations**

The aim of our Code of Expectations is to ensure we are all able to achieve our goals in a pleasant, orderly and secure environment. It will help us:

- set high standards
- show consideration for others
- take personal responsibility

Pupils are asked to observe the following simple rules and procedures:

#### **In the classroom:**

- Show respect for others by working sensibly in lessons.
- When your teacher talks to the whole class you must be quiet and pay attention.
- Put up your hand to answer questions, or wait to be invited.
- Respect other students' right to get on with their learning.
- Bring the right equipment to lessons - books, folders, planner, pen, pencil, ruler, eraser, calculator.
- Only bring water to drink during a lesson.
- Go to the toilet during breaks rather than during the lesson.
- Only "pack away" when your teacher tells you.
- Make sure the area where you have worked is clean and tidy before you leave.
- Show respect for other people's views/ opinions.
- Arrive on time for registration and lessons (if you are late, apologise to the teacher in charge and give your explanation).



#### Around the school:

- Show consideration for others by moving around the building quietly & carefully.
- Walk on the right-hand side of the corridor in a sensible manner.
- Open/hold open doors for other people.
- Use the 5 minute 'moving time' between lessons effectively
- Adhere to safety procedures, model these to the younger students

#### At break and lunch times:

- Clear your table - do not leave a mess for others to clear up.
- Eat in the dining hall, not in classrooms or corridors; if outside, not on the astro-turf.
- Use the bins provided for litter.

#### Generally:

- Use the common language.
- Chewing gum is not permitted at any time.
- Respect school facilities.
- Respect other people's property.
- Report any breakages immediately.
- Come to school wearing the correct school uniform.
- Leave valuables at home. All personal items are the responsibility of the owner.
- Mobile phones are turned off during the school day and stored out of sight in a safe place.
- Attend school regularly and arrive in plenty of time for the start of your lessons.
- If you arrive late to school, you should sign in and then go directly to your lessons.
- Keep all belongings in your locker. Make sure you have a padlock and that you use it. Do not store food and drink in locker for more than a day.
- You are responsible for everything you say and everything you do.
- Respect other students' personal space.
- If you see or hear anything in school which makes you feel uncomfortable, please let a teacher know about it. We are here to help.

#### How we deal with undesirable behaviour

The school regularly communicates to students that they are responsible for their own behaviour. This approach emanates from the belief that schools have a duty to empower its students to become confident, independent learners and to effectively act on decisions over which they can exercise control. Students are empowered to have ownership in the educational process and the power to affect change. To this end the school emphasises that while classroom management is the responsibility of the teacher, behaviour is the sole responsibility of the student.

As students move towards accepting responsibility for their own behaviour, they become more empowered as learners and come to accept responsibility for and control over their choices. Self-reflection is an integral part of the journey to accepting self-responsibility and students are assisted in reflecting on how they interact with others and on their learning outcomes. By fostering this level of social responsibility the school contributes positively to student self-esteem. Students practice making increasingly responsible decisions and learn from their successes and mistakes.



The British School Warsaw has high behavioural expectations of all its students. When students do not meet these expectations we will normally discuss, guide and counsel the students to help them reflect on their behaviour and make decisions to modify their behaviour.

### **Censures**

The Censure system is used by teachers to record incidences of poor behaviour. These are collated on our Information Management System in order to track individual behaviour patterns over time. Parents can see the censures that their child has received via Firefly. The recording of censures gives students an opportunity to reflect on their behavioural choices and what they need to change, and to make these changes before further consequences take place. The following list is a guide to reasons for censures and is not exhaustive.

Censure	Examples
Homework Censure	Not handing in homework.
	Effort put into the homework significantly below what is expected.
Uniform Censure	Not in the complete proper uniform (including PE).
	Uniform very untidy.
	Wearing obvious make up or jewellery.
Behaviour Censure	Use of phone or other electronic devices at inappropriate times.
	Not paying attention in class.
	Disrespecting other students or their property.
	Jumping the queue at lunch or break.
	Disturbing the learning of others.
	Shouting and loud behaviour around the school.
	Chewing gum, eating or drinking in class (water is permitted).
	Being late to class without a valid reason.
	Deliberately not following an instruction from a teacher.
	Messing around in class.
Inappropriate use of equipment.	
Equipment Censure	Being unprepared for the lesson (no books, no writing materials etc.).
Red Censures – Reported immediately to a senior member of staff, who will issue the Red Censure.	Disrupting the class in a serious manner.
	Lack of respect towards other religions and cultures.
	Disrespecting the teacher or other members of staff.
	Academic dishonesty (e.g. cheating or plagiarising).
	Continually disturbing the learning of others.
	Misbehaviour on school trips.
	Bullying.
	Leaving school without permission.
	Carrying dangerous or prohibited items.
	Deliberately vandalising property.
	Physical Fighting.
	Serious dress code violation.
Taking photos of another student without their permission.	



### The consequences of censures

<b>Censures</b>	<b>Consequences</b>
Homework censure	A teacher may require a student to remain behind at break time or lunchtime to complete or redo homework. The student will always be given sufficient time to get food and get ready for their next lesson.
Two censures in the same category	Email to parents from form tutor or Head of Year.
Three equipment censures in one term	Compulsory lunchtime session with Form tutor or Head of Year to discuss ways to improve self-organisation.
Three homework censures or three dress code censures or three behaviour censures in one term	Student to meet with Head of Year to discuss the issues and strategies to make improvements. Student to be given a reflection sheet, to be taken home, to address the issues and changes they need to make. Head of Year to email parents (attaching the reflection sheet) Parent signature required.
Five censures in one category in one term	Email to parents from form tutor or Head of Year.
Six censures in one category in one term	Head of Year to meet with parents and the student to reflect on the censure record, the choices the student has made and what they need change. The Head of Year will help the student formulate a plan for improvement.
Seven censures in one category in one term	Head of Year to put student on report.
Nine censures in one category in one term	Senior Leader to meet with parents and the student to discuss and decide on an action plan. The student may not be allowed to attend school trips if their behaviour would adversely affect the trip. Additional support to help modify behaviour may include working individually away from their class, suspension from lessons, in-school community service, referral to the Principal.
Ten censures in one category in one term	Senior Leader to put student on a RED report.
Twelve censures in one category in one term	Head of School to meet with parents and student.
Red Censure	Parents contacted. After school reflection session supervised by a senior member of staff. In addition, depending upon the nature of the incident, the student may be immediately isolated from other students, parents may be called in for a conference, the student may be suspended from lessons, letters kept on file and other consequences deemed appropriate for the occasion. Student may not be allowed to attend school trips if their behaviour would adversely affect the trip.

If a student receives two censures in the same category in one term, the form tutor or Head of Year will normally email the parents to ask them to talk to their child to help them reflect on their behaviour.



The consequence of students receiving three equipment censures is a compulsory lunchtime session with their form tutor or Head of Year to discuss ways to improve self-organisation.

The consequence of students receiving three homework censures, three uniform censures or three behaviour censures in one term is a meeting with the Head of Year and completion of a reflection sheet which gives the student an opportunity to answer a series of questions to help them analyse their censures, the choices that they made and what they need to change in their behaviour. Parents will be emailed and asked to sign the reflection sheet.

The consequence of students receiving six censures in one category in one term is a meeting with their parents and the Head of Year. The meeting will give the student further opportunities to reflect on their censure record and what they can do to change their behaviour, in the form of a plan for improvement. The consequences of receiving further censures will be discussed.

The consequence of students receiving nine censures in one category in one term is a meeting with a member of the Senior Leadership Team, with their parents. Additional support to help them modify their behaviour may include working individually away from their class, suspension from lessons, in-school community service, removal from school trips, referral to the Principal. The consequences of a Red Censure include contacting the parents and an after school reflection session supervised by a senior member of staff. In addition, depending upon the nature of the incident, the student may be immediately isolated from other students, parents may be called in for a conference, the student may be suspended from lessons, letters kept on file, disqualification from attending a school trip and other consequences deemed appropriate for the occasion.

### **Cyberbullying**

In line with our policy regarding bullying, cyberbullying is at odds with the expectations of the IBDP Learner profile and will not be tolerated. Cyberbullying is a form of bullying that occurs via mobile devices, gaming platforms and social media; can take many forms: harassment, denigration, flaming, impersonation, outing and trickery, cyber stalking, and exclusion from social groups. Students discovered to be behaving in this manner will face serious consequences that can include expulsion or even, in some cases, criminal proceedings.

### **Early Release**

IB students may benefit from having the opportunity to leave school before the end of the school day when they have no scheduled lessons. Additionally, IB students may also benefit from arriving to school later than period one, but in time for their first scheduled lesson.

IB students are being extended this privilege to give them the responsibility to identify when studying at home is to their benefit. We would normally not encourage students leaving school as they are decreasing their access to teachers and collaboration opportunities with other students. Expectations for students to meet deadlines, complete assignments, and display excellent behaviour are in place. Should a student fail to meet these expectations, we will have no hesitation to recommend the student remain in school. During these constrained times, the safety of our students is a priority. Therefore, we are not permitting students to leave campus and return on the same day, for example, during lunchtime.

Please note that this offer is subject to change based on any changing circumstances.

1. If a student has no lesson during period 1, they are required to sign in at the IB reception desk when they arrive at school.
2. Students, who do not have classes at the end of the day, are permitted to leave earlier, with parental permission.



3. A student is not permitted to leave and return to school on the same day. For example, they may not leave for lunch and return. We are not offering *Freedom of Movement* at this time.
4. In special circumstances - such as illness or a medical appointment - students are asked to report this information to the IB office to collect an *Exit Pass*. We do ask that as much as possible medical appointments are made outside of school hours
5. Any breach of the above will result in a student being recommended to remain in school during their study periods.
6. Students holding a school ID card must present their ID card to the guard before they may leave the school premises.

### **Examinations**

Students are expected to be present for all internal and external examinations – exceptions are only made in the case of extreme circumstances. Mock Examinations are scheduled during the school term. Parents and students *must not* make elaborate holiday plans for this time. Changes to the examination timetable are simply not possible. The IB Diploma examinations generally take place between the end of April and the third week of May. May 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> are holidays in Poland – but this does not usually prevent the IB exams taking place. Parents and students **MUST** ensure that the students are present for the official examinations, and should remember that that national holidays do not take priority.

### **Expected Dress Code**

Girls	Boys
<b>Suit</b> – matching dress, skirt/trouser suit, dark in colour (e.g. navy, dark brown, black, charcoal or discreet pinstripe with minimal pattern). Jackets are not essential; if they are worn, they need to be of a type that can be washed every day.	<b>Suit</b> – smart business suit, dark in colour (e.g. navy, dark brown, black, charcoal or discreet pinstripe). Jackets are not essential; if they are worn, they need to be of a type that can be washed every day.
<b>Skirt/Dress</b> – should match the jacket and should be a modest length, covered back, worn close to the knee. Overly fitted/tube-styled skirts, or skirts with a large slit are not allowed.	<b>Tie</b> – to match the shirt and suit. Ties should be tied and worn properly, with the top button of the shirt done-up.
<b>Plain blouse or fitted shirt</b> – smart, plain blouse or fitted shirt with collar with no embellishments or large visible logos. Shirt should be tucked in and sleeves must cover shoulders.	<b>Shirt</b> – plain/minimal pattern shirt with a collar, buttons down the front, with no embellishments or large visible logos. The shirt may be long or short sleeved, but must be tucked into the trousers.
<b>Sweaters</b> - must be plain, minimally-patterned and fine knit (chunky/loose knit is not acceptable).	<b>Sweaters</b> - If a sweater is worn, it must be plain, non-patterned and fine knit (chunky/loose knit is not acceptable). The shirt and tie must be visible; not hidden beneath a sweater.
<b>Tights</b> –black, navy or natural in colour.	<b>Socks</b>



**Shoes.** Plain, dark, polish-able leather or leather- look shoes – formal in style, black, brown or navy in colour. No stilettos or slingbacks, heels no greater than 4cm. Shoes cannot be trainer style (e.g. Vans skate shoes or Adidas Superstars and Stan Smiths), even if leather and polishable.

**Shoes.** Plain, dark, polish-able leather or leather looking shoes – formal in style, black, brown or navy in colour. They cannot be trainer style (e.g. Vans skate shoes or Adidas Superstars and Stan Smiths), even if leather and polishable.

#### Some additional guidelines

- Clothing must be clean, tidy and in good repair at all times
- Facial hair should be neatly trimmed
- If boots are worn in the winter months or due to inclement weather, students must change into their school shoes prior to period 1 which starts at 8.15am
- Hairstyles should be neat and simple, avoiding extreme fashions. Extreme bleaches, highlights or dyes that are in blatant contrast to the hair's natural colour are not permitted.
- Jewellery must be modest. Visible body piercings other than modest earrings are not permitted.
- Make-up or nail polish must be subtle and and not invite comment. Tatoos should not be visible; students will be asked to cover them if they are.

#### Important note

Non-compliance with the IB Dress Code will be dealt with immediately. Whilst we understand the need for students to express their individuality, we believe that this can be done through other curricular and extra- curricular opportunities available to them.

Actions taken resulting from a breach of the dress code may include, but are not limited to:

- issuing of a censure
- being offered an alternative appropriate item of clothing from the school stores
- have appropriate clothing sent in from home
- being sent home to change
- internal isolation

#### Extended Essay

Students will begin their Extended Essays in Year 12. The first and only draft of the Extended Essay is to be submitted to the IB Office and appropriate supervisor at the beginning of September of Year 13. The final deadline for the submission of the complete, written version of the Extended Essay is November of Year 13. There can be no exceptions whatsoever to this deadline. Both, the draft copy of the Extended Essay and the final version of the essay must be submitted through Turnitin via the Managebac website. Specific dates for deadlines will be announced during Year 12.

#### Fees

The IB Diploma Programme is a two-year programme, and as such, two full years of fees are paid. Students attend school only for two terms in Year 13. The third term's fees can be seen as covering examination administration costs, including those involved with invigilation, supervision and DHL delivery of all exam materials. Students in Year 13 will



be invoiced for the standard IBO examination fees in November of that year. Students whose school or examination fees have not been paid can, by IB regulations, be prevented from sitting the IB Diploma examinations, or may not be presented with their Diploma.

### **Freedom of Movement**

We are not offering Freedom of Movement at this time.

### **Graphic Calculators**

IB students are expected to purchase, through the school or on their own, Graphic Calculators. Calculators purchased will be subject to stringent requirements laid down by the Examinations Authority of the IB. The Mathematics Department will discuss this more fully with students.

### **Internal Assessment**

IB Diploma students receive a calendar of internal assessment deadlines towards the end of Year 12. Students failing to meet clearly set deadlines, without an acceptable reason, may find that their work will not or cannot be submitted to the IB for marking, and therefore, failure of the Diploma becomes a distinct possibility.

### **IB College**

The IB College is a special place for IB students that makes studying and relaxing efficient and enjoyable. Consequently, IB students are expected to take ownership of the IB College and are expected to keep it neat and clean.

### **IB Trips**

IB trips may be arranged as an important part of our educational provision and as such the same rules and expectations apply on trips as they do in school.

### **IT Facilities**

Students are expected to treat all IT facilities with respect. Loading privately owned software onto school computers is strictly forbidden. The use of school facilities for game-playing, printing of personal photographs/material, downloading or sharing of files or any form of illegal activity is unacceptable and may result in the imposition of sanctions, including loss of computer access. Students should also expect that certain websites will be banned, as they are considered unsuitable for use during school time. Students are strongly advised not to share their password with anyone, and to protect the security of their folders/files at all times. Any indication that students have illegally accessed the school IT system and/or have made use of private files on the system will result in suspension/expulsion. Students working in IT areas throughout the school must not disturb the work of others in these areas.

### **Lockers**

When appropriate, IB Diploma Programme students will be provided with lockers by the school. It is expected that students will treat these lockers with care and to ensure that they are emptied at the end of each school year.

### **Medical Issues**

Should a student feel ill, a nurse is available for consultation and treatment during school hours. The IB Office will be immediately informed if a student needs to be absent from lessons for medical reasons.

### **Morning Registration**

Morning registration takes place at 8:15am in the first period of each day. Attendance at morning registration is compulsory when students have a lesson starting at 8:15am. Students arriving at school after 8:15 should register



with the IB receptionist or with the IB Office Manager. Students who arrive after 8.15am *must* sign in at Reception; failure to do so will result in the student being recorded as 'Absent' for that day. A poor punctuality record may be referred to as part of any reference provided for a student.

### **Permission to leave school premises**

1. It is the policy of The British School that between 08:15 and 15:55 IB Diploma students should remain on school premises. Early Release form should be completed and returned to the IB Office should students wish to take advantage of the Early Release offer.
2. In all cases where students are signed out of school premises between 08:15 and 15:55, and are not participating in school-run activities, the school is no longer responsible for the students' well-being and safety. Full responsibility for the student once they leave school premises devolves to the parents of the student.
3. Students who deliberately choose to leave school premises without permission, place themselves outside the care of the school, and the school bears no responsibility whatsoever for their actions and the consequences of such actions, regardless of how or why they have chosen to leave the school. The school will, of course, make use of sanctions to deal with those students who flout these regulations.

### **Registration for Examinations**

Year 13 students are required to officially register for their Diploma examinations in October. Students and parents are required to sign the registration form indicating that the registration has been correctly completed. Where changes need to be made to registration details following mistakes or changes in mind by students/parents, the IB fee for this purpose will be paid by parents.

### **Results**

Results of the Diploma Examinations are issued to the Head of IB on the afternoon of July 5<sup>th</sup> each year. (Students are provided with a PIN number which allows them to access their results one day later, July 6<sup>th</sup>). It is VERY important that students are available in Warsaw during the first week after the results are issued. (July 5<sup>th</sup> – July 12<sup>th</sup>). If students have failed, or have not reached their university offer, they need to be available to deal with these matters personally, and should not assume that others will undertake these tasks for them. Holidays should not be planned for this time.

### **Sanctions**

When students fail to comply with expectations of behavior, dress code or punctuality (see Behaviour, Dress Code and Morning Registration) a record will be maintained and a review made on a half-termly basis. For students who do not meet expectations, the following sanctions will be applied:

1. Parents will be informed in writing.
2. Parents will be invited to meet to discuss the situation.
3. If further infringements are recorded, the following sanctions may be imposed: internal suspension, external suspension and, ultimately, expulsion.

Furthermore, students who regularly disregard expectations are less likely to be considered eligible for participation in extra-curricular trips and activities. Reference to regular infringements will also be made on academic reports.

Suspension procedures can be initiated immediately where the Principal and/or Deputy Principal feels that the actions of the student were of a particularly serious nature.

Examples of such actions are an assault on a fellow student, vandalism and damage to school property, use of alcohol and/or narcotics on school grounds or in the school vicinity, conviction on a criminal offence, racism,



bullying, plagiarism and examination fraud. This list is not exhaustive. In severe cases such actions may result in an immediate expulsion.

Parents and students should note that the IB Organisation's sanctions for Academic Dishonesty may be separate from those imposed by the school. If a student is found to be acting dishonestly before or during exams, the school can choose to impose its own sanctions which could include: immediate suspension or expulsion.

### **SPECIAL EDUCATIONAL NEEDS**

The British School will endeavour to provide support for students with documented Special Educational Needs. It is the responsibility of parents and student to bring these needs to the attention of the IBDP Coordinator / IB Office, and to provide written evidence of such needs. Applications for extra-time or other SEN considerations for use in official IB examinations must be made approximately 6 months in advance of the actual exam. The IBDP Coordinator / IB Office makes such applications but must be provided with the necessary paperwork by the end of September in Year 13.

### **UNIVERSITY ENTRANCE**

The British School will make every effort to assist students with the completion of university entrance procedures and to secure a place at the university of their choice. However, it is the responsibility of each individual student to ensure that they are familiar with the entrance requirements of the universities which they wish to attend.

**Ms Christine Lipsey**  
**Head of IBDP**