



SCHOOL REGULATIONS FOR STUDENTS COMPLETING THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

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 *unauthorised* and referred to as such in that term's academic report.

ACADEMIC HONESTY

Please refer to the separate 'Academic Honesty' document.

ADDICTIVE SUBSTANCES

The British School is a no-smoking zone. Students may not smoke in any part of the school premises. Those students who do smoke are strongly requested to do so outside school hours, and at a considerable distance from the school entrance. Students who are found outside school, during school hours, may find themselves facing sanctions. Students may not consume alcohol on school premises nor any other school related events such as school trips. The British School is a drug-free zone. Students discovered to be taking or selling drugs, on or off school premises will face serious consequences, including criminal proceedings and/or expulsion.

ASSEMBLY

An assembly is held each Tuesday at 15.00 for all IB students. It will *usually* last between 15 and 30 minutes, however will, on occasion be longer. Attendance at this 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

The Code of Conduct governs how we expect all of our senior students to behave, including IB students.

The aim of our Code of Conduct is to ensure we are all able to achieve our goals in a pleasant, orderly and secure environment and to:

Set High Standard

Show Consideration for Others

Take Personal Responsibility

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

In the classroom:

- Come to class with the correct equipment: pen, pencil, eraser and books
- 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
- bring the right equipment to lessons—books, folders, homework diary etc.
- do not chew, eat or 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 and do not run or push others
- open/hold open doors for other people
- line up outside classroom doors and wait to be invited to enter

At break and lunch times:

- clear your table - do not leave a mess for others to clear up
- eat in the dining hall or outside, not in classrooms or corridors
- do not drop litter—use the bins provided

Generally:

- chewing gum is banned at all times
- do not interfere or meddle with any school facilities
- do not damage or steal or threaten to damage or steal other people's property
- report any breakages immediately
- come to school wearing the correct school uniform
- do not bring any valuable items to school
- mobile phones and MP3s are banned during the school day other than for directed use during a lesson or morning & lunch breaks - phones used at any other times will be confiscated
- all personal items are the responsibility of the owner
- attend school regularly and arrive in plenty of time for the start of your lessons
- if you have been absent you must bring a note to give your Form Tutor
- pupils arriving late should sign in and then go directly to their lessons

Term Time Holidays

The School strongly advises parents not to take children out of school for holidays during school time. If this is absolutely necessary, a request must be made in writing to the Principal of the School. Holiday requests should never exceed two weeks absence from school. It is the parents' and pupils' responsibility to ensure any work missed is made up.

[The British School Senior Code of Conduct]

N.B. IB students *may* use electronic devices at the discretion of the teacher, when off the school premises at lunchtime, or within the IB College.

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

During lunch times, students may be granted permission to exit the school. However, Freedom of Movement will be withdrawn if students fail to comply with expectations of behavior, dress code or punctuality (see Behaviour, Dress Code and Morning Registration).

1. Freedom of Movement applies to lunch time only and students are expected to be back in school in time for afternoon classes.
2. Students who do not have classes at the end of the day, are allowed to leave earlier, with parental permission.
3. Students are *not* allowed to leave during their free periods or if they have no lessons in the morning. All students are expected to be in school for morning registration.
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*.
5. When leaving the school for lunch, students are required to sign out and to sign in at the main entrance.
6. Any breach of the above rules will result in the loss of Freedom of Movement for a period of time which will be determined by the school's leadership team.
7. All students must present their ID card to the guard before they may leave the school premises.

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 IBO 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.

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

IB Diploma Programme students will be provided with lockers by the school. REFERENCE TO PADLOCKS REMOVED 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 between 08.15 and 08.30 for all students, including IB Diploma students. Attendance at morning registration is compulsory, whether or not students have a lesson starting at 08.30. Students who arrive in morning registration after 08.15 will be recorded as 'Late'. Students who arrive late *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 THE SCHOOL PREMISES

1. It is the policy of The British School that between 08:15 and 16:00, (15:30 on Tuesdays) IB Diploma students should remain on school premises.
2. During lunch times, students can be granted Freedom of Movement (see above).
3. In certain exceptional cases, students in Years 12 and 13 may be allowed to leave school between the hours of 08:00 and 16:00, provided they have permission from the IB Office. This permission will only be granted after a written communication (letter, email) has been provided by the student's parents or guardians, or adults acting in the name of the student's parent or guardian.
4. In all cases where students are signed out of school premises between 08:15 and 16:00, 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.
5. 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 5th each year. (Students are provided with a PIN number which allows them to access their results one day later, July 6th). It is VERY important that students are available in Warsaw during the first week after the results are issued. (July 5th – July 12th). 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 monthly basis. Students who comply with expectations will continue to enjoy Freedom of Movement for the following month. However, where expectations are not met, the following sanctions will be applied:

1. Freedom of Movement will be withdrawn for the following month. Parents will be informed in writing.
2. If continued infringements are recorded, Freedom of Movement will be withdrawn for the entirety of the academic year. 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 Head of IB, 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 18 months in advance of the actual exam. The Head of IB makes such applications but must be provided with the necessary paperwork by the end of September in Year 12.

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.

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Head of IBDP

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