



Bright Horizons – International British School of Zagreb

The Code of Conduct

General values

In order to function efficiently, every community needs rules and guidelines, which are there to protect both the individual and the community. The guiding values at Bright Horizons are those of integrity, excellence, enjoyment and treating others with proper respect and consideration. We also attach great importance to manners, good discipline, service to others and caring for the school and the external environment. We value both effort and achievement and we encourage every positive contribution that a pupil makes to the life of the school community. Any pupil may be required by members of staff to perform general duties of a reasonable nature for the benefit of the school, and they are expected to respond swiftly to the direction of those in authority.

The school rules are primarily addressed to each pupil, but some of them necessarily apply also to parents. Compliance with these rules and any subsequent amendments is a condition of the school community membership. Parents are asked to read through these rules with their son or daughter from time to time.

Pupils are expected to conduct themselves with dignity and common sense at all times.

In addition to the times and places stated in individual rules, the school rules apply to all pupils while in school uniform or while travelling to and from school, or during an out of school activity.

There are also unwritten rules, dictated by common courtesy, which must be observed.
Conduct

- The Code of Conduct clearly states what behaviour is acceptable and what is not acceptable, i.e. the school rules.
- All pupils are expected to make a full contribution to the school and support the positive endeavours of all its members.
- All pupils are expected to represent the school in a positive way
- Speaking in English is mandatory.

- Rules are essential for the benefit of all in any community and we try to keep these as simple as possible, but we do expect them to be kept.
- Pupils should be polite to all members of the school community and to all visitors to the school. They should always be ready to offer help to others if necessary.

Classroom behaviour and routines

At the beginning of each school year the pupils will discuss and draw up their own list of class rules which will be agreed and displayed. Styles of teaching and degrees of formality will vary from one teacher to another and from one class to another. Nevertheless, there are common standards which we expect in all lessons:

- All pupils are expected to be at school by 8.30 am. Pupils must attend all lessons and other school activities punctually and always arrive in good time for commitments wherever possible.
- Pupils who need to miss lessons must ask permission of the teachers concerned at least a day in advance. Pupils must catch up with any work missed and show it to the teacher to ensure it has been understood.
- Pupils should bring all necessary equipment to lessons.
- Pupils are expected to contribute to good learning through positive effort and polite behaviour.
- Pupils are expected to listen to teachers.
- Pupils are expected to follow the instructions given by their teacher.
- Pupils are challenged to help each other when appropriate.
- Pupils must behave sensibly at all times, especially during the lessons.
- Pupils should leave classrooms clean and tidy.
- Homework or any other assignments should be done on time and to a good standard.
- Pupils must not chew gum or eat any sweets during the school day (eating sweets is allowed in special circumstances like a party, but a pupil must have permission from a teacher).
- Children are allowed to bring in a healthy snack for break time.

Technology

- Earpieces, headphones, smart watches/bracelets etc. may not be worn or used in the school. Pupils must keep mobile telephones and personal music equipment turned off completely during all the lessons and school activities, except with the permission of a teacher, and should not use their phone in public spaces within the school

environment.

- Any pupil using a phone or music player without permission, or whose phone rings or makes a noise during class or an activity can expect to have it confiscated. It will be passed to the class teacher, who will inform the pupil when it will be returned.
- The taking of photographs or videos using a mobile phone in lessons or other school activities is strictly prohibited unless a pupil asks a member of staff for permission for a special purpose. Children attending after school activities will follow these exact same rules.

Sport Activities

- Pupils unable to attend games sessions or other activities for health reasons must bring into school a doctor's or parental note. The note must be taken to the games session and handed to the teacher taking the lesson.
- Only items from the official school kit should be worn for games, outdoor education and physical education.
- Proper gym shoes are needed. (School indoor and outdoor shoes are not permitted for use in the gym.)
- Longer hair must be tied up for health and safety reasons.
- Wearing socks is obligatory for all pupils.
- No jewellery is to be worn during sporting activities.

Lunchtime

- School meals are compulsory at Bright Horizons.
- Pupils are not allowed to bring their own lunch boxes to the school, only if it is agreed with parents (due to food allergies etc.).
- Pupils are allowed to carry a healthy snack (vegetables, fruits etc.) with them to school. They are allowed to consume this during snack time in a designated place/area.
- Pupils are not allowed to share snacks or any other kind of food except during special events that are organised by the school.
- Birthday treats are to be store bought and must be accompanied with a receipt of purchase.
- Good manners are expected in the dining hall and, at the end of a meal, pupils should leave the table tidy and take their tray with crockery (bowls, plates, cups, etc.) and cutlery to the designated place.
- Food must not be taken out of the dining hall without permission. Crockery (bowls, plates, cups, etc.) and cutlery must not be removed from the dining hall.

Appearance and Dress Regulations

- The school uniform must be worn to and from school each day, during school hours and for other school activities.
- School uniform items and gym kits must be labelled.
- Pupils must be smartly dressed and in all other respects conform to the school's dress regulations; they should wear full uniform when in uniform; and they should take pride in their appearance.
- Girls' leggings must be black, blue or white.
- Pupils' hair must be neat and tidy at all times.
- All forms of jewellery must be discrete and appropriate.
- No pupil is allowed to dye their hair. (If a pupil wishes to dye their hair a naturally occurring hair colour conversations must first take place between the pupil, their parents and the school)
- Makeup or nail polish is not allowed to be worn while at school or to school events.

Possession and use of medications and substances

It is understandable that pupils may, from time to time, need to take medication for health and wellness reasons. However, school administration must be informed in advance of bringing medications to the school, and identification of medications (including packaging and labelling), as well as safe storage and details of appropriate usage must be pre approved.

Pupils are strictly forbidden from sharing any medications with anyone else, and a student or their parents/carers may be held liable if medications are found to be purposely or accidentally shared with or made accessible to others.

Pupils are prohibited to have in their possession or to be caught using, sharing or soliciting the following substances on school property:

- alcohol
- cigarettes and tobacco products
- electronic cigarettes and all forms of vaping products
- medication (prescribed or unprescribed) that the school has not been made aware of in advance
- illegal drugs

In the event that a pupil is found to possess, use or share/solicit any of the items listed above, such items will be confiscated, parents/carers will be contacted immediately, and further disciplinary action will be considered and applied.

Playground regulations

- Pupils should move around the school in a quiet and orderly manner.
- Pupils must walk on the right-hand side of the stairs
- Pupils must never run in or around the building or in the car park.
- Before going outside the pupils must line up according to a playtime list, quietly and with good manners.
- Pupils must switch into their indoor shoes after going outside and vice versa. Shoes must be neatly sorted at the designated area.
- Nobody may climb banks, fences or walls, or climb through any window, or do anything to damage or disfigure school property, either inside or outside the buildings.
- No pupil may go behind the fence...only in special circumstances may a teacher allow them
- Pupils must only use the path to enter the lower playground, climbing of the bank will result in a time out
- Pupils must never leave the school premises without permission from a member of staff.
- Pupils should take pride in the school environment and keep it tidy.
- All pupils must go outside at playtime, unless a doctor's note is provided.
- Personal toys brought from home are allowed but must be kept in cubbies/lockers until breaktime. No toy weapons are allowed. If toys become a class issue or disruptive, they will not be allowed. The school is not responsible for the toys.
- After playtime, pupils must hang up coats and keep the corridor area tidy.

Relationships

- Normal personal relationships in everyday life should be based on respect for each other and for other people.
- Children should always be friendly, kind and caring towards others (hitting, pushing, pulling, fighting, kicking other people, and bullying verbally or physically will not be tolerated).
- Given the sensitive nature of this area, all cases will be dealt with on an individual basis.

- The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons it is forbidden.
- Swearing in any language will not be tolerated. Use of any swear words will result in immediate consequence.

Failure to respect authority

- A pupil who fails to abide by the school rules or who does not respect the authority of the Principal, School Counsellor or staff members may be suspended or asked to leave the school, according to the circumstances.
- Parents who do not support the School in ensuring their child abides by the school rules may be asked to withdraw their child from the school.

School Discipline

A community functions more easily and more effectively with clear standards of behaviour and manners. Because misbehaviour can range from minor breaches of the school rules to more serious offences, it is important that pupils are aware of the consequences of unacceptable behaviour both in school and in the local community. They should know in advance the school's policy for deterring and correcting such behaviour. The guidelines that follow provide part of the framework for developing the self-discipline and individual responsibility which are essential in any civilised adult community.

Sanctions for Minor Offences

These include lateness for a lesson or activity, unruly behaviour, poor manners and a poor standard of work. Punishment is at the discretion of the staff concerned and should be dealt with at the time.

Sanctions such as:

- a verbal reprimand
 - a letter home (e-mail)
 - a note written in ednevnik
 - confiscating something inappropriate for school, e.g. mobile phone etc.
 - moving a pupil's position in class – isolating from the peer group
 - detaining a pupil at playtime (written work may be given),
 - the class teacher consulting with the parents of the pupil informally
 - the class teacher and the School Counsellor may be involved in implementing strategies to improve and monitor the pupil's behaviour and keep the parents informed.
- Strategies may include:

- a behaviour chart to positively reinforce good behaviour
- use of a behaviour notebook to record behaviour concerns
- the removal of privileges as participation in school trips or sport events
- drawing up a 'contract' between the pupil, parent and school agreeing to the Code of Conduct.

Sanctions for Major Offences

- These relate to offences that reveal a serious disregard for others, the school community, for an individual's health and character development or for the law.
- Once the offence has been investigated and it is deemed that a punishment is necessary, the class teacher will contact parents and an appointment will be arranged to see the Head of learning, School Counsellor and/or Principal if possible before the final decision is made. Each case will be treated on its own facts and merits.
- Major offences are recorded in the pupil's file.

Withdrawal

- In the event of a single act of gross misconduct (such as verbal or physical abuse of a staff member) or a repeated series of breaches of discipline, parents may be asked to withdraw a pupil from the school if the School judges it to be in the best interests of the school or the pupil.
- Expulsion: The School reserves the right, in the last resort, to expel a pupil.

Bullying

- Bullying is not tolerated at Bright Horizons.
- Bullying is the hurting, humiliating, threatening or intimidation of another person. This may be physical or verbal abuse of a person, or abuse of his or her property. It may involve prejudice of a racial, religious, cultural, homophobic, sexual or anti-disability nature. Any pupil who is being bullied or who knows of someone being bullied should be confident that the information will be treated confidentially and sympathetically. In particular, all pupils should feel free to talk to the members of staff about sensitive issues.
- All forms of bullying will be dealt with by the Principal and Counselling staff, in accordance with the school's anti-bullying policy. All bullying should be reported and will be treated extremely seriously.
- Severe or repeated cases of bullying may result in suspension or expulsion.

Records of Punishment

- The school keeps a record of any major punishments and sanctions that are administered and these records can be discussed with the school if necessary.

In Conclusion

By electing to attend Bright Horizons - International British School of Zagreb, pupils and parents must be fully aware of, and agree to abide by the rules above. This includes representing the school in a positive way both in and out of school hours.

Bright Horizons reserves the right to add to or amend these rules as and when necessary. In this case, parents and students will be notified as soon as possible, and the change will become effective as soon as the notification has been given.

The decision of the School is final in all matters affecting these rules.

January 2023