



School Rules

Updated: April 2011



Berlin British School: Rules for the conduct of students

Berlin British School expects a high standard of behaviour from all its students, and encourages them to respect both themselves and all members of the school community.

Students are also expected to treat the school, its equipment, the personal property of others and the school environment with respect. These rules codify the school's expectations, and are accompanied by an outline of the likely consequences if these rules are broken.

General

- At Primary School and Secondary School English is the language of instruction and communication in the school. Students must speak in English at all times during lessons, unless otherwise indicated by the teacher.
- Members of staff, prefects and other members of the school community may give students direct instructions during the course of their duties. Students are expected to follow these instructions at the time, but may – in the appropriate manner and by the appropriate means - raise concern to an appropriate member of staff if they feel they have been unfairly treated.
- If students are required to live away from home for a period exceeding two days, or if at any time they will be staying at home without adult supervision, the Head of School must be informed in writing in advance.
- Various areas and departments of the school may have rules which pertain specifically to them, e.g. Music, ICT, Science and PE. Students must follow these rules when using or occupying these facilities.
- Students are subject to school rules when on trips supervised by the school. They must maintain high standards of behaviour and not bring the school into disrepute during such trips.

Attendance and Punctuality

- Regular school attendance is expected of all students, in accordance with European law.



- Students are required to be in the appropriate classroom by 8.30. Students arriving at 8.40 or later, after registration has closed, must sign in with the Site Administrator.
- Students should not arrive before 8.15 before which no supervision in school is available. The school accepts no responsibility for incidents which may occur before 8.15.
- Students up to Year 11 are not allowed off site unaccompanied by an adult during the school day, between 8.30 and 15.25.
- Students in Years 12 and 13 are allowed off site at lunch-time, and may leave school at lunchtime if they have no lessons in the afternoon. In these instances, for security reasons, students must sign in and out in the book provided at Reception.

Academic Expectations

- BBS has high academic expectations of all its students. They are expected to adopt a good work ethic, show courtesy and respect towards teachers and fellow students, and conscientious working habits throughout their school career.
- Students must come to lessons fully prepared with the appropriate books and stationery.
- Homework is expected to be promptly completed and submitted by all students.
- Work deadlines must be met.
- The school expects its students to display academic integrity. Plagiarism from any source is not tolerated.

Appearance

- At all times students must dress in a manner which is appropriate to the high standards expected of members of the BBS school community.
- Students must be correctly dressed in school uniform, full details of which are published termly in the Calendar. Scarves, hats and outer coats must be removed during lessons.

- Students are expected to wear black shoes, preferably leather, but not of a 'trainer' style. The wearing of plain black boots, below the knee, during the winter months is permitted.
- At Early Years and Primary Schools, outdoor shoes must be removed at the appropriate place in the building.
- Jewellery should be discreet and kept to a minimum. One pair of ear-rings of the stud type, one ring, one simple necklace and bracelet are permitted. All jewellery must be removed before PE lessons.
- For Secondary School students, discreet make-up is allowed. Excessive eye make-up (including false eye-lashes) is not permitted.
- Relaxation of uniform rules *may* be granted on religious grounds. Parents should first consult the appropriate Head of School before allowing their child to wear alternative clothing for these reasons.
- Chewing gum is not allowed.

Use of Information and Communication Technology

- All students entering the school must sign an age-appropriate 'Acceptable Usage Policy' governing their use of computers in school and the Internet.
- Students must treat all school IT equipment with care and respect, and immediately report any damage or malfunction to a teacher or IT technician.
- All Secondary School students are allocated a school e-mail address. They must use this responsibly and not engage in any inappropriate communication which may bring the school into disrepute.
- Access to social networks is blocked from use at any school computer. Students engaged in social networking outside school should exercise extreme caution about divulging personal information to strangers, and must not bring the school into disrepute when engaged in such activity.
- 'Cyber-bullying' is considered as serious an offence as any other kind of bullying, and is dealt with in accordance with the school Bullying Policy (see below).

Safeguard of Personal Property

- The use of mobile phones and other electronic devices such as i-pods is not permitted during lessons. Students are advised not to bring valuable electronic items such as these to school; if they choose to do so, the school accepts no responsibility for their safe keeping.
- Theft, borrowing without prior permission, or otherwise interfering or deliberately damaging the property of the school or other members of the community is forbidden.
- Any accidental damage to property should be immediately reported to the site administrator.

General Well-being and Safety of Students

- At Secondary School, the following areas are out-of-bounds to students unless they are accompanied by a member of staff
 - Any wooded areas
 - The rear of Buildings 1, 3,4 and 5
- At Primary School, the following areas are out-of-bounds
 - The footpath in front of the Charles Dickens Grundschule, and the area beyond it. The area behind the buildings of the Charles Dickens Grundschule.
- Students must not engage in 'play-fighting', using sticks or any other item which can be construed as a weapon. The possession at school of any sort of weapon is forbidden.
- When the School is *in loco parentis*, whether during the school day or on any recognised School trip, open displays of physical affection and sexual activities are forbidden.
- Dangerous items, for example lighters and fireworks, must not be brought to school.

- Fire drills are conducted each year. Students receive instruction on the relevant procedures on each site. On hearing the fire bell, students, accompanied by their teachers, must proceed quickly and quietly to the designated area on each site.

Behaviour and Prevention of Bullying

- Whilst off-site, students dressed in school uniform, or representing the school at any external activity or function, are expected to behave in a manner which does not bring the school into disrepute, and are subject to the school rules.
- BBS has a clear policy against bullying:
 - Bullying **of any kind** is not permitted or tolerated at any time.
 - All members of the school community are asked and expected to be alert to all signs of bullying, and to report any incidents immediately to the class teacher or an appropriate member of staff

Safety in Transit

- Students travelling on public transport in school uniform should remember that they are still representing the school and are subject to school rules.
- Students who use the Home/School transport service provided by the school bus company, or the shuttle service between sites, or to PE lessons, must remain seated at all times, with the seat belt securely fastened.
- No eating or drinking is permitted on buses.
- IB students who choose to drive to school and leave their car outside the gates do so entirely at their own risk. The school is not responsible for the safety of drivers or their passengers as they travel to and from school.

Students are welcome to ride bicycles to school, but do so at their own risk. Cycles must be locked and left in the cycle rack outside the dining hall at Secondary School and by the entrance to Primary School.



Smoking, Alcohol and Drug Related Offences

- It is forbidden to bring cigarettes, lighters, alcohol or any form of drug (other than prescribed medication and asthma inhalers) onto school property. All medicines must be given to the Site Administrator for safe storage.
- Students must not smoke in sight of the school at any time, nor whilst in school uniform on the journey to and from school.
- Supplying, purchasing or being under the influence of an illegal substance whilst under school jurisdiction is forbidden.

In Conclusion

On attending Berlin British School, students must be fully aware of, and agree to abide by, the rules above.

- BBS 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 notification has been given.
- Whilst the decision of the Head is 'final' in all matters affecting these rules, appeal may be made to the Vorstand.