



**BRITISH SCHOOL
OF GENEVA**

Student Code of Conduct

Signature:

Revised: September 2022

To be reviewed: September 2023

Approved by S. Thompson, School Principal

The Code of Conduct is designed to ensure that the work of the school proceeds in an orderly and efficient manner, that students feel secure and that every member of the school community can work in a safe and pleasant environment. All students are expected to behave responsibly, to work hard, to display good manners and to show consideration for others at all times. No activity can be permitted which threatens the safety or well-being of any person, could lead to the loss or damage of personal or school property, or which harms in any respect the reputation of the students, parents or school. Students should show respect for themselves and for other people, their property and opinions. Students are expected to display good behaviour while travelling to and from school, regardless of the mode of transportation.

DRESS

Primary school / Key Stage 3 and Year 10 students should be dressed correctly in school uniform:

- Smart Black shoes only - no white or coloured marks on soles or coloured designs,
- Years 7-10 - grey school trousers,
- Year 11 - smart black or grey trousers - (no other colour) or smart black jeans with no rips or fading,
- Years 7 to 11 – **school** hoody, jumper or cardigan only,
- Years 7 to 11 should wear the appropriate BSG PE kit for PE lessons. Students will not be permitted to participate in PE in their street clothes and will be issued a spare BSG PE kit by their teacher.

Jewellery and other accessories should be unobtrusive and kept to a strict minimum: one ring, one bangle, one chain. A single ear piercing or one single nose piercing with stud earrings is acceptable. Hoops, pendants, long earrings or multiple piercings are not permitted. Necklaces, rings and bracelets are to be removed for sports and any science practical.

Make-up should be discreet and appropriate to the age of the student.

Suitable outdoor shoes & clothing should be worn in the yard in poor weather.

Outdoor coats/jackets, scarves and hats or caps should not be worn inside the school nor in class. Any head covering worn for religious reasons will be permitted.

Visible tattoos are not permitted.

A level students are not expected to wear uniforms. However, they are expected to dress in an appropriate manner for an educational setting. For example: mini-skirts and low-cut blouses are not appropriate for girls. Similarly, boys have to wear normal shorts or trousers and T-shirts / shirts with minimal logos. Sports T-shirts are not considered appropriate.

All students are expected to be neat and tidy in appearance at all times while wearing the school uniform (i.e. shirts/blouses tucked in, ties properly knotted and of an appropriate length, collars buttoned).

Repeated breach of the uniform policy will result in after school detention.

PUNCTUALITY

Students

- are expected to arrive in school between 8.00 and 8.15 am and by 8.15 should be in their form rooms;
- who arrive after 8.20 am will have their lateness recorded by a member of staff; persistent lateness will result in a detention;
- who arrive after 8.25 am must report to the main office and sign the late book, stating reasons for lateness;
- are expected to be punctual for registration, assembly and all classes.

An email will be sent to parents by the Form Tutor if the student is late twice. A detention will be issued if a student is late three times.

ATTENDANCE

If a student is ill and must stay at home, their parents/guardians must write an email to the school or telephone the school to inform the school of their absence.

If a student has an appointment during the school day, their parents/guardians must write an email to the school or telephone the school to inform the school in advance.

If a student is unable to participate in PE lessons, their parents/guardians must write an email to the school or telephone the school.

LEAVING SCHOOL PREMISES

Students must not leave the school premises during the school day without permission and without signing out at the office. Any pupil who has permission to go out during school hours must sign out at the Office and sign in on return.

Students in Year 11 are permitted to leave the school premises during lunch break. They must return by 12.35.

A level students are allowed to leave the school premises during lunch and afternoon breaks, but must ensure they are back on time for their next lessons.

COURTESY AND RESPECT

At all times, students must:

- be polite, courteous and cooperate fully with teachers and other staff;
- give way to members of staff and visitors in corridors and at doorways;
- knock before entering a classroom when a class is in session;
- accept the right of others to hold views and express opinions that may differ from their own;
- comply with all of the school's policies.

Students must not:

- participate in any form of anti-social behaviour such as bullying, fighting, use of foul language, writing graffiti, dropping litter, etc;
- take possessions belonging to other people without their permission.

DURING CLASS

Students should:

- arrive punctually and have all the books/equipment required for each lesson;
- enter the room quietly and sit down;
- open books ready for work, without having to be told to do so;
- remain seated during the lesson unless otherwise directed;
- speak only with permission of the teacher;
- put away books, tidy the room, and leave only when directed to do so by the member of staff.

Students should not:

- eat (except for specified medical purposes) or chew gum during class.

BREAK AND LUNCH

Students

- All KS3 students eat their lunch in the canteen;
- KS4 students who take packed lunches should eat their lunch only in their Form Rooms and ensure that the areas are left neat and tidy;
- generally, food should only be consumed in the canteen, the yard or the common room in the A Level centre;
- must go outside at break;
- may remain in their Form room or in the Hall if it rains at break or at lunch time,
- are expected to remain outside when the weather is fine.

ILLNESS

Students who are unwell or injured should inform a member of staff.

Students will then go or be accompanied to the medical room and might be sent home if necessary. The office will telephone home for the parents/ guardians to come and collect the student.

SCHOOL ENVIRONMENT

Students must not:

- chew gum in class*;
- bring peanuts or peanut products to school or on school trips, since some students may suffer a severe reaction to such products;
- drop litter, damage or deface property*.

*These are classed as serious incidents on the [Achievement, Behaviour and Expectations Policy 2022/2023](#)

DISPLAYS OF AFFECTION

Public displays of affection (hand-holding, kissing, sustained body contact) are not permitted anywhere on school premises.

Students should not indulge in any of these activities in an empty classroom or a secluded area of the school.

SAFETY

Students:

- must not run inside;
- must not behave in a way that puts themselves or others at risk;
- are not permitted to consume drinks/food in corridors, computer suites or the Library;
- must not leave bags in such a way as to cause a hazard to others;
- must not interfere with the school fire alarm system or fire equipment such as extinguishers;
- must not bring alcohol, tobacco, e-cigarettes or any prohibited or illegal substances to school; **Possession or use of such items within school, on school visits or when wearing school uniform is strictly forbidden and will be treated as a very serious offence.**
- A level students must not walk around school displaying tobacco products.
- must not bring into school any inflammable substances, fireworks or objects that could be construed as offensive weapons. **The use of such articles or their threatened use by word or deed will be treated as a very serious offence.**

PROPERTY

Students

- must leave books or other items in their lockers or on the shelves provided in the classrooms and not left lying around in corridors or other public areas. Lockers are only accessible before lessons, at break, during the lunchtime and at the end of the school day.
- Coats & other outdoor clothes should be hung on the pegs. Bags and rucksacks may be left under the pegs at break and lunchtime
- must ensure that all books, equipment and items of clothing are named.
- must not leave money or valuables in bags or unattended.
- must report lost property immediately to a member of staff.
- with mobile phones must ensure they are switched off during the normal school day. Years 7 to 11 must place mobile phones in their Form telephone box at registration. The box will be kept in the office. Mobile phones will be collected at the end of the school day. Years 12 and 13 cannot use their phones during lessons unless instructed to do so by their teachers. Breaches of this rule will result in the confiscation of the phone.
- should not use MP3 players and other electronic devices **at any time** during the school day. A Level students are allowed to use their electronic devices **discreetly** during study periods, but may not, however, walk around school premises listening to music or using their phones. Headphones should be removed in class.
- Scooters and skateboards must **not** be brought into school.
- **The school accepts no responsibility for loss of or damage to personal valuables including computers, electronic devices and mobile phones.**
- must not use a camera/camera phone to take images of pupils or staff in school or while on school activities unless permission is granted by a member of staff.
- must not use personal music players (iPods, MP3 Players etc) during lessons or in the corridors and, in the interest of health and safety, must not share earphones.

Disciplinary action will be taken in respect of any pupil reported for a breach of the school's Code of Conduct. The Code of Conduct also applies to all extra-curricular activities and visits.

The school reserves the right to use disciplinary sanctions in response to a breach of the Code of Conduct including verbal warning, written imposition, lunchtime/after school detention, withdrawal from class, suspension (internal or external) and expulsion.

Parents will be notified of any serious breach of the Code of Conduct or persistent minor breaches and may be requested to attend an interview with the Head of Section, the Head of Pastoral Care, the Deputy Principal or the Principal.

All pupils are reminded that their acceptance into school and their continuance at the school is dependent on their observation of all school rules and policies.

The Code of Conduct is continually under review and alterations and additions may be made from time to time.