



# British School of Ulaanbaatar

## 3.3 - School Rules for Students

The School Rules reflect the expectations of the British School of Ulaanbaatar in terms of acceptable standards of behaviour, dress and personal presentation in the widest sense as exhibited by our students. Students are expected and required to follow the School Rules when on the School campus during the School hours of operation or attending a School activity should this take place after normal operational hours. Furthermore, students are required to follow the School rules when off campus at all times when clearly associated with the School such as official visits, sporting tournaments or Field Days. This document is intended to inform parents and older students of the rules which apply to all, but which will be communicated in an age-appropriate manner to students in form time and via assemblies. The Head Boy and Girl, together with the Student Council also assist in both disseminating and reviewing the School, rules on a periodic basis as detailed at the end of this document.

### GENERAL CONDUCT

Students are representatives of our school from leaving home until they return and are thus expected to set themselves a high standard of behaviour both inside and outside the school. Students have the responsibility:

- To attend School every day as per the Academic Year Calendar;
- To be punctual at the start of the day and to both lessons and activities as per the timetable;
- To respect the right of others to learn;
- To respect their peers and teachers equally, regardless of ethnicity, religion or gender;
- To respect the property and equipment of the School, staff and peers;
- To carry out reasonable instructions to the best of their ability;
- To observe the uniform policy of the School;
- To conduct themselves in a courteous and appropriate manner both within School and in public;
- To keep the School environment and the local community free from litter.

There is an expectation on all students to accept, uphold and practice good manners and behaviour appropriate to the occasion. Staff and parents are expected to support the school in this area.

### SAFETY

- Sensible behaviour is expected within and around buildings and outdoors in play areas, quad or on the sports field at all times.
- Physical behaviour between students will not be tolerated and serious or repeated incidents may result in suspension.
- Students are not to enter laboratories, Sports Hall, the drama studio and music rooms until invited to do so by teachers
- No missile of any kind may be thrown or projected

- Students may not interfere with electric wires or fittings in School.
- Students are forbidden to interfere with fire safety equipment.

## **THE SCHOOL UNIFORM**

Uniform should be worn tidily and correctly both at School and between home and School. The full school uniform must be worn at all times unless the Head or Deputy Head Master have granted dispensation. Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to a Head or Deputy Head of School. Please refer to the specific School Uniform Policy for full details.

## **PUNCTUALITY AND LATENESS**

All students must be at school by 08:00. Latecomers must report to the Reception and sign in before going to class. The Receptionist will log the student as present but late using iSAMS. Students are also required to be on time for the start of all lessons and extra-curricular activities as per the timetable.

## **ABSENCES**

If a student will be absent for any reason, parents should call or email Reception and leave a message with student's name, form class, contact number and reason for the absence. After an absence from school, the Student must bring, on the day of return, a note signed by his parents/guardian, stating the reason for the absence and take it to the Reception. In the event of the absence exceeding two days, the School should be informed whilst the student is absent from school. In any case of infectious disease or contact with infectious disease, the School must be notified immediately, and the student shall not return to School until the School Doctor informs the Headmaster that there is no risk of spreading infection. When leaving School during the day to attend dental/medical or similar appointments, students must sign in and out at Reception.

## **BULLYING**

Any form of bullying, including verbal, physical, indirect or cyber, or any means of victimization is strictly forbidden. Bystanders who remain apathetic to incidents of bullying will be viewed as acting in a manner which condones this behavior and should expect to be disciplined. Inappropriate use of social media outside of School hours to peers or other children is also subject to restorative or disciplinary action within School.

## **CONTROLLED AND RESTRICTED ITEMS**

The following are not to be brought on to the School Campus (including car parks):

- Alcohol or illegal drugs in any form;
- Cigarettes or tobacco (including vapes);
- Knives, firearms or other weapons (including replica items);
- Offensive material (including pornographic, radical or discriminatory items);
- Matches/lighters/explosive or dangerous materials;
- Chemicals (including liquid paper, solvents or glue);

- Cameras (video and still);
- Pets or other animals (without prior written permission and risk assessment);
- Skateboards, bicycles or scooters.

## **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

Mobile phones and electronic devices such as laptops, notebooks or tablets will be permitted in School. Students are free to use them on the way to and from School, including on the School busses, although disciplinary action will be taken if a student harasses or bullies another using electronic devices. Students are allowed to use such devices in classes as tools to support learning should the teacher request their usage in advance and not at other times.

Students will not be permitted to use mobile phones or other devices in the school grounds, during Form Periods, in the dining area or in the corridors when moving between classes. Taking and/or distributing images of students, visitors or staff is not permitted.

If a student uses a device inappropriately and/or in contravention of School policy, he or she will be sanctioned accordingly. Devices will not be confiscated at first except in circumstances where a member of staff considers the device to be a harmful or disruptive influence. Repeated rule breaking is likely to result in confiscation and in extreme circumstances, the retraction of the right for the student to bring such devices to School. The security and protection, within reason, of the device will be the responsibility of the student.

## **PERSONAL PROPERTY**

Students are responsible for their own personal property. Theft of others' property will be investigated appropriately, and students will be disciplined if deemed responsible. All articles of clothing, shoes, books, bags and other personal property should be clearly marked with the owner's name. No responsibility will be accepted by BSU for the loss of unmarked property. Students who lose items or find lost property should contact Reception.

## **DAMAGE**

Damage of any kind to School property or the personal items must be reported immediately to a Head or Deputy Head of School. In the case of willful damage or negligence, students found responsible will be expected to contribute to the cost of repair in part or whole.

## **LITTER AND THE ENVIRONMENT**

It is the responsibility of every student to ensure that the School is free from litter. Students are also encouraged to take the responsibility for litter in their immediate vicinity and place any litter in the appropriate bins located around the School.