

POLICY 9002

BBIS BOARDING BEHAVIOUR POLICY

The boarding behaviour policy is based on the BBIS Mission. In line with the BBIS mission, we believe in respecting each other and in using restorative practises whenever possible.

BBIS MISSION

BBIS is a leading international boarding school, inspiring students in pursuit of lifelong learning and excellence. We celebrate diversity in a caring, internationally minded community. As an inclusive school, we empower learners to fulfil their unique potential. We guide our students to become responsible, compassionate global citizens.

GUIDING STATEMENTS FOR BBIS BOARDING

Our international community prepares young people socially and academically for success in a global environment. Boarders focus on the three main goals in our boarding community:

- embracing a healthy lifestyle
- achieving their academic potential to the fullest
- fostering intercultural understanding

In our boarding community, we strive for:

- Care, empathy and mutual respect characterize our relationships.
- We embrace diversity as one of our strengths.
- We value inclusion as an opportunity to enrich our community.
- We reflect on our actions and are open to new ideas and perspectives.
- We collaborate, cooperate and support each other.
- We contribute to a sustainable world by taking action.
- We make a positive difference in our local and global communities.

The boarding behaviour policy aims to:

- ensure that procedures used to promote good behaviour in boarding are communicated to staff, boarders and parents/guardians;
- develop explicit procedures that have a clear and well communicated rationale;
- ensure that there is consistent delivery of the policy and procedures, regardless of ethnic or national origin, culture, religion, gender, disability or sexuality;
- emphasise that all boarding staff are responsible for ensuring that the policy and procedures are followed consistently and fairly;
- ensure that the policy supports student learning and that boarders understand their rights and responsibilities with respect to behaviour;
- ensure that the concerns of staff and boarders are listened to and appropriately addressed;
- encourage and support parents and guardians in taking responsibility for the behaviour of their child both inside and outside of boarding;
- encourage boarders to take responsibility for their own learning and actions, if necessary with the support of their parents and guardians
- develop boarders' ability to advocate for their own learning, social and emotional needs by communicating with BBIS staff.
- communicate to parents and guardians our behavioural expectations, so they can work in partnership with the boarding staff to assist in maintaining high standards of behaviour.

THE HEAD OF BOARDING IS EXPECTED TO:

- ensure that the boarding policy and guidelines are upheld and reviewed as the need arises
- ensure that the policy is clearly communicated to all members of the boarding community
- carry out disciplinary measures in accordance with the policy

A solution-focused approach:

Boarding students at Berlin Brandenburg International School, accommodated in the boarding house 4 on campus, are expected to behave in accordance with the school behaviour policy and also the rules, regulations, standards and expectations specific to boarding.

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff.

While there will be occasions when the consequences for unacceptable behaviour are non-negotiable, there is no doubt that involving boarders in the solution to an issue can be very powerful, building confidence, resilience, understanding and respect. Boarders who feel that consequences are 'done to them' are less likely to modify their low-level poor behaviour, or to respect the needs of others in the learning process.

It is also important to remember that boarders respond in a positive manner when given a 'fresh start' following an incident of low-level disruption or poor behaviour. It is only when the behaviour persists that understanding previous incidents becomes important.

Boarding staff are expected to:

- reinforce positive behaviours and give appropriate feedback, share student success with colleagues and parents
- use solution-focused practice to remedy minor behavioural problems
- be consistent in applying this policy
- create a safe, respectful and meaningful learning environment for boarders
- allow boarders to have a voice in their boarding experience
- communicate the BBIS behaviour policy clearly to boarders
- develop routines that encourage positive behaviour and therefore enable focused learning
- model good behaviour in terms of honest, respectful communication, punctuality and organisation
- be vigilant in ensuring that this behaviour policy is adhered to in all areas of the boarding house
- act consistently as a boarding staff team in terms of praise and sanctions
- ensure a safe and secure environment that supports a broad, balanced and purposeful education beyond the classroom

BEHAVIOURAL EXPECTATIONS FOR BOARDERS AT BBIS

Boarding students are expected to:

- Always behave respectfully towards all members of the BBIS community, including other boarders, teachers, staff, parents and visitors
- Use appropriate language, tone and volume - without swearing, yelling or addressing others in a disrespectful way
- Include others by speaking a language everyone understands in social situations
- Respect our learning environment: walk quietly in the corridors, without running or screaming
- Keep hallways clear so that others can move through them
- Pick up trash and dispose of it in the bins provided
- Leave any work or eating area tidy and clean
- No cafeteria plates or cups outside the cafeteria
- Respect the work of others - do not deface displays, bulletin boards, etc.

Electronic devices

Using electronic devices is permitted if used in the appropriate manner. The following conditions apply:

- responsibility for using electronic devices rests with the student who must use all electronic devices in a responsible manner.
- Electronic devices, including but not limited to phones, tablets, laptops, desktops and gaming devices, are to be used responsibly and not used in a way which is disruptive to others
- The use of electronic devices in boarding, and access to the Wi-Fi or internet provided, is subject to the terms and conditions laid down by BBIS and applies to wireless devices and desktop computers privately owned or provided by the school
- The boarding staff team reserve the right to withdraw the usage of any electronic or mobile device if they have been used inappropriately

Significant unacceptable behaviour

The following are considered significant unacceptable behaviours which will result in a sanction.

This list is not exhaustive, and includes online behaviours:

- Stealing
- Intimidating behaviour
- Sexual harassment
- Bullying
- Swearing at a member of staff
- Defacing boarding property and/or personal property
- Dangerous behaviour to one's self and towards others
- Physical aggressive acts or violence towards others
- Possession of dangerous items like knives and guns
- Racist/Discriminatory behaviour
- Theft
- Violations of the policies relating to alcohol, tobacco, illicit substances and absconding

Sanctions

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff. This may include, but is not limited to:

- The student being "gated" for a certain period of time
- Removal of privileges
- Earlier bedtime
- Restriction of sign out-time (where and for how long they can sign-out)
- Restriction from excursions, trips and activities
- Suspension or withdrawal of boarding place

During any sanction boarders will not be denied food or refreshments available to all other boarders. Where appropriate boarding students following a behaviour or disciplinary incident may be asked to provide a written statement of events and may be interviewed by a member of the boarding staff.

Searching Students and Rooms

Boarding staff reserve the right to search students and their property should boarding staff have reasonable suspicions that students are in possession of offensive material, weapons, drugs, alcohol, tobacco, stolen items or other items deemed potentially harmful to themselves or others in boarding. Such searches will take place in the presence of two members of boarding staff and the student.

Leaving on time, Room Tidiness and Bedtime Routine

Boarders must cooperate with the expectations as follows in leaving on time in the morning, keeping their room tidy and during the bedtime routine:

- Leave the boarding house in the morning for school every day at the time stipulated and agreed beforehand
- Keep a tidy bed area. Students must follow requests to tidy their room promptly
- Remain in their designated bedroom after lights out time unless seeking assistance from boarding staff for reasonable requests or medical emergencies
- Be in bed, having taken care of pre-bedtime routine within sufficient time before the designated lights out time. Boarding students may face a sanction if out of bed or the member of staff deems their behaviour or actions to be inconsistent or disruptive

Breaking Curfew

In order to ensure appropriate care and supervision, boarders must return from their sign out time on time. Sanctions include, but are not limited to, restriction of sign out time, early bedtime, special duties or restriction of activities.

Boarding students must return to the boarding house straight after school, unless involved in an after school club, fixture or event that has been pre-arranged with the boarding staff. Failure to return to the boarding facility straight after school may result in sign out times being withdrawn for a set period, or other sanctions at the discretion of the boarding staff. Some boarders, during sign out time during the week and at the weekend, may be required to check in with boarding staff at set times. This is dependent on individual circumstances.

Persistent failure to adhere to returning to the boarding house on time and also absconding from the boarding facility will result in the students' suitability for boarding being reviewed.

Alcohol

Boarding staff will put in place all the necessary precautions in order to ensure the health and safety of students in relation to alcohol. Alcohol is age restricted in Germany. BBIS boarding is an alcohol-free campus and boarding house.

Any student suspected of being intoxicated with alcohol will be immediately denied any further time out of the boarding house until an investigation has been completed. Statements from the students, staff and any witnesses may be taken and a decision will be made following this review.

Attempts to smuggle alcohol into the boarding house, consuming alcohol in the boarding house or storing alcohol in the boarding house will be considered a violation of the alcohol policy and be subject sanctions.

BBIS may require any student believed to be under the influence of alcohol to attend a test for screening. Failure to do so on the day specified by boarding may lead to expulsion from boarding.

Tobacco and associated products

Boarding staff are constantly assessing and observing students to ensure their safety in relation to tobacco products and vape devices. Smoking is age restricted to those over 18 only but all boarders currently enrolled in boarding at BBIS will be required to refrain from using or bringing tobacco or associated products in to boarding.

Students found to be using tobacco products may be referred to health support agencies and items found in boarding will be disposed of. This includes vape devices and associated paraphernalia including viles and lighters. Smoking is absolutely forbidden on campus and in boarding.

Controlled or Illegal Substances

The use, storage or sharing of controlled or illegal substances in or out of boarding while enrolled at BBIS is strictly prohibited. Engaging in behaviour associated with controlled or illegal substances, on campus or off campus, is likely to lead to a withdrawal of the boarding place. Boarders suspected of using, storing or sharing controlled or illegal substances, including bringing them into the boarding house, will be gated before an investigation is carried out.

Promoting positive behaviour and relationships

The boarding staff are committed to promoting positive behaviour throughout the boarding programme and adopt all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within the boarding programme itself. The expectations of understanding, respect, a positive attitude and good

behaviour are constantly reiterated and enforced.

It is understood that romantic relationships could form between boarders, but physical intimacy, beyond what is considered appropriate in public, is not permitted in boarding.

Single Sex Rooms

Visiting a bedroom of a member of the opposite sex is strictly prohibited. A student should not invite, encourage or facilitate students of the opposite sex in to their bedroom and if found to have done so will be in breach of this policy.

If a student discovers a member of the opposite sex in their bedroom, uninvited and/or without prior knowledge, they must ensure that they leave the room immediately and inform a member of staff.

Any student suspected of having violated this policy will be immediately denied any further time out of the boarding facility until a full investigation has been completed. Statements from the students and staff and any witnesses will be reviewed and a decision made following this review.

There will be no refund for those students in the boarding facility who have lost their single room due to violation of the mixed company policy.

As an inclusive school, this policy is based on gender rather than sexual orientation, but boarding reserves the right to place restrictions on rooms and sharing common spaces should this be contrary to the appropriate romantic relationship as outlined above.

Absconding from boarding

The safety and the security of the boarders within the boarding house is paramount and we take multiple steps to ensure the boarding house and grounds are safe from intruders and that boarders are prevented from absconding.

A boarder who is informed that they are gated will be deemed to have absconded if they go out during this time and this includes through the main front door, fire exists or any other means.

Boarding students will have their suitability for boarding reviewed in the event of another instance of absconding from the boarding house. This also applies to students who re-enter the boarding house grounds through any other means than the front main entrance.

If a student is deemed to have absconded, the missing child policy will come into effect.

Behaviour logs and suitability for boarding

Behaviour incidents are logged on the internal boarding management system and/or the discipline log. The Head of Boarding reviews all disciplinary measures to ensure oversight and is in constant dialogue with the Director regarding the safety and wellbeing of boarders. Parents will not always be contacted following each individual behaviour incident unless deemed necessary by the Head of Boarding or other boarding staff.

A boarding place will be withdrawn, following a review of suitability for boarding by the Director and the Head of Boarding, if they conclude that a student is no longer benefitting from the boarding experience, has been involved in disciplinary issue of a serious nature and/or poses a threat to the experience, safety and security of other boarders. A withdrawal of a boarding place does not necessarily mean an exclusion from school.

Occurrence	Returning late to boarding	Absconding	Mixed company	Tobacco/smoking & Alcohol violation		Illicit, illegal Substances
1.	Curfew brought forward by 30 minutes for a week at the discretion of the staff on duty	3 whole weekend gating off-campus Letter home following meeting with an appropriate member of boarding staff	3 whole weekend gating off-campus Letter home following meeting with an appropriate member of boarding staff	3 whole weekend gating off-campus Letter home following meeting with an appropriate member of boarding staff	3 whole weekend gating off-campus Letter home following meeting with an appropriate member of boarding staff	Immediate suspension from boarding A full review of boarding place pending a permanent exclusion from boarding and school
2.	3 whole weekend gating off-campus Letter home following meeting with an appropriate member of boarding staff	3 weeks gating off-campus including during the afternoons, evening and weekends Letter home following meeting with an appropriate member of boarding staff	3 weeks gating off-campus including during the afternoons, evening and weekends Letter home following meeting with an appropriate member of boarding staff	3 weeks gating off-campus including during the afternoon, evening and weekend Letter home following meeting with an appropriate member of boarding staff	3 weeks gating off-campus including during the afternoon, evening and weekend Letter home following meeting with an appropriate member of boarding staff.	
3.	Suspension from boarding for three nights pending review of suitability for boarding and meeting with parents and the Head of Boarding	Suspension from boarding for three nights pending review of suitability for boarding and meeting with parents and the Head of Boarding	Suspension from boarding for three nights pending review of suitability for boarding and meeting with parents and the Head of Boarding	Suspension from boarding for three nights pending review of suitability for boarding and meeting with parents and the Head of Boarding	Suspension from boarding for three nights pending review of suitability for boarding and meeting with parents and the Head of Boarding	

Special Duties

Special duties, based around a community service, will be used by staff to engage students in giving back to the boarding, school and local community when a boarding student's behaviour has fallen below the standards we expect of them in upholding a cohesive, respectful community.