



Belgrade, August 2016

FOR STUDENTS
CODE OF CONDUCT

Pursuant to Article 36 of the Statute of Savremena International School, the ISS Board at the meeting held on 29 August 2016, adopted the following:

CODE OF CONDUCT FOR STUDENTS OF SAVREMENA INTERNATIONAL SCHOOL (ISS)



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Belgrade, August 2016

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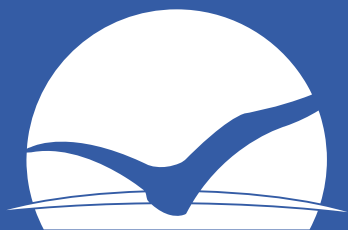
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Article 1

Savremena International School (ISS) is committed to promoting a safe, healthy, student-centred, and inclusive community. ISS strives to create an environment where students can engage in academic enquiry.

The student conduct process supports ISS's goals by:

1. Promoting personal responsibility and peer accountability;
2. Encouraging students to consider the impact of their actions on themselves, their peers and the larger ISS community;
3. Empowering students to address any conflict that may arise in a safe, respectful, and socially responsible manner;
4. Collaborating with employees, students and the ISS community with regard to student conduct matters; and
5. Educating the ISS community about student rights and responsibilities related to the Code.



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INTRODUCTION AND GENERAL REGULATIONS

I





Article 2

The Savremena International School (ISS) Code of Student Conduct (Code) promotes the core values of the Cambridge International Programme, including integrity, respect, responsibility and accountability, and sense of community for students, teachers, parents and all other parties included in the educational process.

Article 3

Savremena International School (ISS) provides the process of learning and acquiring knowledge to every full-time and part-time student, as well as every online student.





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STUDENT RIGHTS AND OBLIGATIONS

II



STUDENT RIGHTS

Students have a right and obligation to attend lessons provided by the school and comply with the school's Code of Conduct.

Students are granted the following civil rights:

1. Freedom of speech;
2. Right to be free from discrimination/harassment;
3. Right to student record privacy;
4. Right to privacy (other);
5. Right to free student publications (student publications are free to deal openly and responsibly with issues of interest and importance to the academic community).

Savremena International School (ISS) grants students the following rights:

1. To attend school and benefit from quality educational opportunities;
2. To receive an appropriate education, including instruction using texts and materials at a level which allows an opportunity for success;
3. To study all subjects under qualified instructors in an atmosphere free from bias and prejudice;
4. To know in advance how grades will be determined;
5. To receive academic, career or personal counselling;
6. To participate in all school-supported curricular and extracurricular activities, sports or field trips regardless of gender, race, colour, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability;
7. To participate in challenging and creative academic programmes;
8. To receive an academic grade that reflects their achievement;
9. To be notified when performing unsatisfactorily;
10. To receive a clear explanation of the Code of Student Conduct and the consequences of their misconduct;
11. To be treated with courtesy and respect;

12. To be in an environment where public or private property rights are respected;
13. To be in an environment free from bullying or harassment;
14. To use school properties, facilities and materials;
15. To expect safe conditions at school, on the school bus and during school sponsored activities;
16. To hear, examine and express divergent points of view;
17. To peacefully assemble on school grounds or in school buildings;
18. To enjoy a reasonable degree of privacy regarding their personal possessions, unless the principal or the school board has reasonable suspicion that they are in possession of or concealing materials prohibited by law;
19. To organise and participate in associations and extracurricular activities within the school that are organised for any proper and lawful purposes;
20. Not to be denied any group membership because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability;
21. To express themselves by speaking, writing, wearing or displaying symbols of ethnic, cultural, or political values;
22. To use the school library freely, observing the book borrowing time and using not more than three books at the same time.

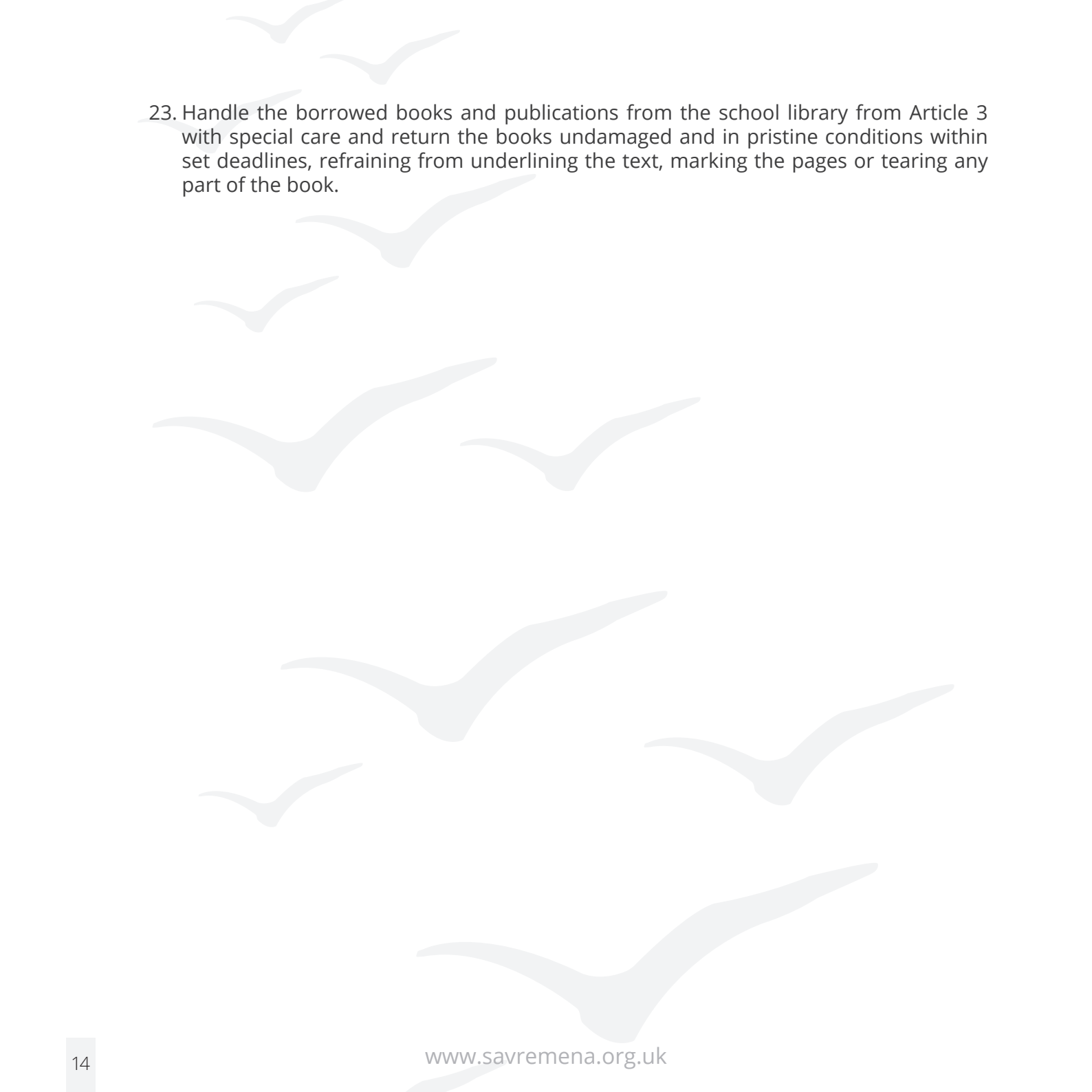
Article 5

STUDENT OBLIGATIONS

At Savremena International School (ISS) students are obliged to:

1. Attend lessons and all other obligatory school activities on a regular basis;
2. Involve selves in activities;
3. Participate in educational opportunities and complete classroom assignments and homework to the best of their abilities;
4. Contribute to the development of a positive climate in the school that is conducive to wholesome learning and living;
5. Understand the teacher's grading system and keep up with their own progress in each class;
6. Seek academic, career or personal counselling;

7. Represent our school and community in a positive manner, exhibiting pride, politeness, respect and responsibility, and comply with all conduct required by the Code of Conduct for Students;
8. Strive for academic growth by participating to their utmost ability;
9. Maintain reasonable standards of academic performance commensurate with their ability;
10. Make every effort to improve their performance upon receipt or notification of unsatisfactory performance;
11. Become familiar with the Code of Student Conduct and observation of all school and classroom rules;
12. Show respect and courtesy to fellow students, all personnel and campus visitors;
13. Neither take nor damage the property of other students, school personnel or the school;
14. Treat others with respect, without bullying or harassing other students, school personnel or visitors to campus;
15. Respect and protect school properties, facilities and materials;
16. Respect the privacy and property of people living in the vicinity of the school and the bus stops. Additionally, the responsibility to contribute to a safe learning environment by reporting criminal acts and potentially harmful or dangerous situations to an adult;
17. Consider and respect the divergent points of view of others and also, to make sure that their personal expressions do not infringe on the rights of others;
18. Plan, seek approval of and conduct activities that are consistent with the educational objectives of the school, and plan in a way that is not disruptive to the educational process or conflicting with school rules;
19. Not carry or conceal any material prohibited by law or by the Code of Student Conduct;
20. Seek prior and proper consent from administrators and other designated school personnel before organising student associations and for meeting approved criteria for membership in clubs and organisations;
21. Accept the right of others to have differing viewpoints and to express themselves on those issues with which they disagree, in a manner that does not infringe upon the rights of others or interfere with the orderly educational process of the school. This should be done in a manner that is not obscene, libellous or in violation of the school dress code;
22. Become informed and knowledgeable about controversial issues and express their opinion respectfully and without disrupting the educational environment or violating school rules;



23. Handle the borrowed books and publications from the school library from Article 3 with special care and return the books undamaged and in pristine conditions within set deadlines, refraining from underlining the text, marking the pages or tearing any part of the book.



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STANDARDS OF CONDUCT

III



Article 6

Students are responsible for modelling behaviour that represents ISS's core values and are expected to conduct themselves as responsible members of the Cambridge International Community. Students and Registered Student Organisations are subject to Restorative Actions for violations of laws and published ISS policies, rules, and regulations. ISS is obliged to conduct additional and/or remedial lessons, provide school counselling and all other actions with the students that are absent from classes or disobey the Code of Conduct.

Article 7

MINOR INFRINGEMENT OF THE STUDENT CODE OF CONDUCT

Student shall be deemed to have committed minor infringements of the Student Code of Conduct if he/she:

1. Is inappropriately dressed during organised school activities and events;
2. Smokes in the school premises or its immediate vicinity;
3. Carries a mobile phone device or other devices of communication, laser devices or other which can be used to disturb the lesson in the classroom;
4. Enters the teachers' room or other staff offices without prior permission;
5. Lingers in the school corridors during the lessons and teaching sessions;
6. Inappropriately or aggressively behaves towards other students or teachers, or other school members;
7. Chooses not to implement measures of protection and safety of students on practical lessons or school trips, on in-class or out-of-class activities;
8. Resorts to plagiarism and violation of rights with regard to the teaching and learning materials used;
9. Neglects personal hygiene and the hygiene of school premises in which school activities and classes are conducted;
10. Acts inappropriately in the classroom and other school premises, as well as in all other school activities, trips and cultural and other social activities;
11. Misuses and misplaces personal items and tools during school breaks;
12. Refuses to wear the school uniform within the school premises or during outdoor school activities;

13. Fails to bring the non-attendance note from the doctor's office within three days, or is not present on more than 25 lessons within the school year;
14. Fails to comply with the Student Code of Conduct.

Article 8

GROSS INFRINGEMENT OF THE STUDENT CODE OF CONDUCT

1. ABUSE OF THE STUDENT CODE OF CONDUCT

Abuse of the Student Code of Conduct includes, but is not limited to:

1. Falsifying or misrepresenting information;
2. Disrupting the orderly conduct of a student conduct meeting;
3. Preventing or attempting to prevent an individual's proper participation in, or use of, the student conduct process;
4. Harassing (verbally or physically) or intimidating a member of a Hearing Board or ISS prior to, during or after a student conduct code proceeding;
5. Failing to comply with the restorative action(s) imposed by an assigned deadline;
6. Influencing another person to commit an abuse of the student conduct system;
7. Destroying, damaging, hiding, taking out or copying any data used and authorised by the School, or other body;
8. Destruction or stealing the school, school staff's and students' inventory, property or belongings;
9. Engaging in, instigation of or assisting in the use of alcohol, tobacco, narcotics or psychoactive substances, including, but not limited to, giving them to other students;
10. Carrying or taking a lethal weapon which can be used to endanger or hurt others in the school premises, enterprise or other premises;
11. Acts that endanger their own personal safety or that of other students, teachers, employees at school, which can lead to physical or mental harm;
12. The use of mobile or other electronic devices in the manner where other people's rights are endangered or fraud in the case of evaluating and marking process;
13. Repetition of minor infringements of student obligations within the academic year, under the condition that appropriate correctional measures have taken place to regulate the behaviour of the student.

14. 2. BULLYING AND CYBERBULLYING

Bullying, including cyberbullying, is repeated or hostile behaviour that a reasonable person would find intimidating or that would harm or distress another person, but falls short of being harassment. This provision will be processed under the Serbian Law on the Foundations of the Education System.

The School will not tolerate bullying or harassment of any type. All students and employees have the right to feel respected, secure and safe while participating in school and school related activities.

The policy requires that:

- All incidents of bullying or harassment be reported to the designated administrator.
- All allegations of bullying or harassment are investigated in a timely manner.
- Parents of both parties (the alleged bully and the target) are notified about the ongoing investigation.
- Parents are notified of the outcome of the investigation. Students who have committed an act (or acts) of bullying shall face interventions and disciplinary consequences. The student who is the target of the behaviour receives appropriate interventions and follow up.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behaviour, including any threats, insults, or dehumanising gestures by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- teasing
- threat
- stalking
- theft
- destruction of property
- social exclusion
- intimidation
- physical violence
- public or private humiliation
- cyberbullying
- sexual, religious, or racial harassment

Harassment includes threatening, insulting or dehumanising gestures, use of data or computer software, or written, verbal or physical conduct which 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

Bullying or harassment may be because of race or colour, national origin or ethnicity, or disability; but may not be attributable to any of those factors. Harassment (including sexual harassment) based on race, colour, national origin and disability are against the law. Discrimination based on race, colour and national origin is against the law.

3. COLLUSION

Collusion is any action or inaction with another one or more individual(s) to intentionally violate the Code.

4. DAMAGE AND DESTRUCTION

Damage and destruction is intentionally or negligently damaging or destroying public property or private property of another person.

5. DISCRIMINATION

Discrimination is any action or behaviour that results in negative or different treatment of an individual based upon race, colour, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status. Any discriminatory action will undergo the restorative actions decided by the Board.

6. FAILURE TO COMPLY

Failure to comply is deliberate noncompliance with directions of ISS officials or the Republic of Serbia's law enforcement officers acting in performance of their duties, including failure to properly identify oneself to these persons when requested to do so.

7. FALSIFICATION

Falsification includes providing or having false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

8. FINANCIAL IRRESPONSIBILITY

Financial irresponsibility refers to recurring non-payment of debts to ISS, within the contractual obligation.

9. HARM AND THREAT OF HARM

Harm and threat of harm includes physical abuse, verbal abuse, threats, intimidation, harassment, force, or other conduct that causes injury or a reasonable expectation of injury to the physical or mental health or safety of another person.

10. MISUSE OF INTELLECTUAL PROPERTY

Misuse of intellectual property includes the unapproved download, creation, sale, transfer, access, reproduction or distribution of trademarks, copyrighted material, or patented inventions. Unapproved materials may include, but are not limited to: audio, video, research materials, or course materials provided by the instructor, such as the instructor's notes or PowerPoint presentations, handouts, tests, outlines and similar materials.

11. INVASION OF PRIVACY

Invasion of privacy is using electronic or other devices to make a photographic, audio, or video recording of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

12. MISUSE OF ALCOHOL

Misuse of Alcohol is using, possessing, or providing alcoholic beverages in violation of ISS's Code of Conduct. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or given to any person under eighteen (18) years of age. The misuse of alcohol applies within the school premises and any organised school activities outside the premises.

If a student is suspected of using alcohol, narcotics or psychoactive substances, the school retains the right to send the student to an unscheduled medical examination, accompanied by a school representative and/or parent, after obtaining written authorisation from the student's parent / legal representative.

In case the student tests positive at the medical examination and in the case mentioned in paragraph 1 of this Article, the Class Teacher shall provide the Principal with a proposal for a disciplinary procedure in which they will list the information about the student, the description of the severe violation of student obligations, i.e. prohibition, the time, place and the manner in which the violation occurred, along with the adequate evidence.

Should the student refuse to take the medical examination mentioned in paragraph 2, they shall be deemed to have committed a severe violation of student obligations within the meaning of Article 24 paragraph 4 of these Regulations.

13. MISUSE OF DRUGS

Misuse of drugs is using, possessing, manufacturing, or distributing marijuana, heroin, narcotics, or other controlled substances except as permitted by law. The misuse of drugs applies within the school premises and any organised school activities outside the premises.

If a student is suspected of using alcohol, narcotics or psychoactive substances, the school retains the right to send the student to an unscheduled medical examination, accompanied by a school representative and/or parent, after obtaining a written authorisation from the student's parent / legal representative.

In case the student tests positive at the medical examination and in the case mentioned in paragraph 1 of this Article, the Class Teacher shall provide the Principal with a proposal for a disciplinary procedure in which they will list the information about the student, the description of the severe violation of student obligations, i.e. prohibition, the time, place and the manner in which the violation occurred, along with the adequate evidence.

Should the student refuse to take the medical examination mentioned in paragraph 2, they shall be deemed to have committed a severe violation of student obligations within the meaning of Article 24 paragraph 4 of these Regulations.

14. MISUSE OF INFORMATION TECHNOLOGY RESOURCES

Misuse of ISS's information technology resources relates to any activity that includes sharing, distributing and presenting the IT equipment and software outside ISS premises will undergo restorative actions.

15. MISUSE OF TOBACCO

Misuse of tobacco is using any tobacco products on ISS property in violation of ISS Code of Conduct or in a range within 50m of the school premises.

16. PUBLIC EXPOSURE

Public exposure is intentionally exposing private or intimate parts of the body in a lewd manner when the action may be readily observed by others.

17. PUBLIC INTOXICATION

Public intoxication is intoxication due to use of alcohol or a controlled substance as defined by the law. Any visual indication of intoxication will lead to restorative actions.

18. SEXUAL MISCONDUCT

Sexual misconduct includes any activity that violates the ISS Code of Conduct and includes: sexual assault, stalking, dating violence and domestic violence.

ISS expects and requires Students who initiate sexual activity to acquire affirmative consent before engaging in said activity. ISS defines affirmative consent as a clear and voluntary expression of willingness, permission, or agreement to engage in specific sexual activity. Each person involved in the sexual activity is responsible for obtaining affirmative consent of the other to engage in the sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes", verbal or otherwise, is necessary.

Consent cannot be granted by an individual who:

1. is unable to respond due to the use of alcohol, drugs or other intoxicants;
2. has been compelled by force or threat of force;
3. is unaware that the act is being committed;
4. is impaired because of a mental or physical condition;

5. is coerced by supervisory or disciplinary authority; or
6. is under statutory age of consent.

19. UNAPPROVED ACCESS

Unapproved access includes the unapproved possession, duplication or use of keys or software to any ISS property, or unapproved entry to or use of ISS property. This includes the usage of mobile phones, electronic devices or any other electronic means for the purpose of interfering with the grading system or committing any other fraudulent activity.

20. UNAPPROVED FUNDRAISING OR SOLICITING

Unapproved fundraising or solicitation includes fundraising or soliciting on ISS property without approval and in violation of the Code of Conducts.

21. UNAPPROVED POSSESSION OF DEADLY WEAPONS

Unapproved possession of deadly weapons is possessing deadly weapons on ISS property in violation of the Code of Conduct. Deadly weapons include any tool or object that could be used to harm oneself and others.

22. UNAPPROVED POSSESSION OF PROPERTY

Unapproved possession of property is knowingly taking or possessing ISS property, public property, or the personal property of another without permission. Unapproved possession includes having stolen property where the Student knows or should have known it was stolen.

23. CONTINUOUS REPETITION OF MINOR INFRINGEMENTS


Continuous repetition of minor infringements shall be considered as gross misconduct and shall be subjected to an appropriate disciplinary measure.



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DISCIPLINARY PROCEDURES

IV



The class teacher, teacher or other school body that has the information about misconducts is obliged to inform the school principal that there is a reasonable doubt that the student performed an act of gross misconduct or has committed the infringements stated in Articles 7 and 8.

If a student commits any gross misconduct, the school body formed by the school principal will decide on the appropriate disciplinary measure. It shall be conducted based on the prior infringements or misconducts committed by the student from the moment of their admission to the school. The infringements and the misconducts performed by the student can refer to any actions from Articles 7 and 8 of this Code and are noted to the student's file.

In the case of a reasonable doubt that the student has used alcohol, drugs or other psychoactive substances, the school withholds the right, with prior written approval from the parents, to refer the student to an official medical examination, which they shall undergo accompanied by a school official or parent.

If the results of the medical examination mentioned in the previous paragraph are positive, the class teacher shall provide the school principal with a referral regarding the corrective measure to be taken against the student. It shall state all facts and information about the student, the gross misconduct, student obligations, as well as the time, place and manner in which the misconduct was committed.

If a student declines a referral of a medical examination from paragraph 2, they will be deemed to have committed a gross violation of this code and the student obligations stated in Article 8.

Article 9

If the reasons stated by the class teacher are found to be justified, the school principal shall take appropriate measures as agreed with the school body.

The school body comprises the principal, the class teacher and the school counsellor.

This measure is mandatory and urgent.

The reached conclusion shall contain data on the student, the description of the gross misconduct from Article 8 of this Code, the time and place of the misconduct, as well as the available evidence.

Article 10

The school body shall distribute the conclusion from Article 9 to the student's parents or legal guardian, other members of the school body.

Article 11


The disciplinary process is held by the school body which consists of the school principal, Cambridge programme coordinator(s), school counsellor and the class teacher.

The principal of the school is obliged to form a disciplinary committee within 3 days of the date of the gross misconduct.

Article 12

The school shall inform the student, parent or legal guardian, and any witnesses of the disciplinary procedure who have not been informed, and provide them with the written record of the procedure.

The school body collects the evidence material (students statement and the statements from the school employees, exact evidence of the absences or infringements and other).

The page features a decorative background of several stylized, light grey birds in flight, scattered across the white space. The birds are depicted in various orientations, some flying towards the left and others towards the right, creating a sense of movement and airiness.

The school committee is obliged to listen to the student's statement in the presence of the parent(s) or legal guardian(s), and to allow the student to stand behind their actions and words.

The school committee withholds the rights to keep a written record of the disciplinary procedure meeting.

The student that is under the disciplinary measure will be excluded from school trips.

In case the school is unable to contact the parents or legal guardians, the school shall refer to the Juvenile Social Service Centre.



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RESTORATIVE ACTIONS

V



The following restorative actions may be imposed upon any student or registered student organization found responsible for a violation of the Code, from least severe to most severe. More than one restorative action may be imposed for any single Code violation.

Article 13

INFORMAL WARNING

An informal warning is an oral or written warning to the Student found responsible for a violation of the Code when the circumstances and severity of actions do not warrant the development of an official student conduct record. No official record of an informal warning is maintained as part of the Student's conduct file.

Article 14

OFFICIAL WARNING

An official warning is a written notice in the form of an Incident Report (IR) to the Student found responsible for a violation of the Code or ISS policy. A record of an official warning is maintained as part of the Student's conduct file.

Article 15

CONDUCT PROBATION

Conduct probation is a designated period of time in which a Student is not considered in good standing with ISS. A letter of concern is sent while subsequent policy violations may result in more severe restorative actions, up to and including disciplinary suspension or expulsion from ISS.

Article 16

EDUCATIONAL ACTION

An educational action is a measure intended to educate the Student on their responsibilities to abide by the Code.

Examples of educational actions include, but are not limited to: writing reflective or research papers, attending educational activities or substance education workshops, completing a prescribed number of community service hours, undergoing a counselling assessment, or taking community education lessons.

Article 17

RESTITUTION

Restitution is a measure intended to compensate for the loss, damage or injury caused by the Student. This action may take the form of appropriate service, monetary compensation or material replacement.

Article 18

PARENTAL NOTIFICATION

- ISS notifies a student's parents if:
- The Student is under the age of eighteen (18) and has violated any law of the Republic of Serbia or ISS policy related to alcohol or controlled substances; or
- The Student is considered a threat to him/herself or to others, or there is a need to protect the health and safety of the Student.

Article 19

PLACEMENT OF HOLDS

A disciplinary hold on a Student's record may be applied when a Student:

- Is not presently enrolled at ISS and a conduct meeting or hearing is pending;
- Has a pending conduct case that must be resolved prior to graduation;
- Has failed to complete restorative actions by the assigned deadlines;
- Is suspended or expelled from ISS; or
- Presents behaviour that puts oneself or the ISS Community at risk.

Article 20

WITHHOLDING DEGREE CERTIFICATE

ISS may withhold awarding a degree certificate otherwise earned until the completion of the student conduct process, including the completion of all restorative actions imposed, if any.

Article 21

REVOCAION OF ADMISSION

Admission and/or Degree Admission to, or a degree awarded from, ISS may be revoked for fraud, misrepresentation, or other violation of ISS standards in gaining admission or obtaining the degree, or for other serious violations committed by a Student prior to graduation.

Note: Revocation of admission or a degree under this Code is a separate and distinct action from sanctions that may be imposed under the ISS Board Rules for academic misconduct (e.g. cheating, plagiarism, etc.).

Article 22

SOCIAL SUSPENSION

Social suspension is the loss of specified ISS privileges or extracurricular institutional activities for a designated period of time, except for attendance in classes in which officially enrolled and privileges that are necessary or required (e.g. study time, remedial lessons, extracurricular lessons).

Article 23

INTERIM SUSPENSION

An interim suspension may be imposed to:

Ensure the safety and well-being of members of the ISS Community or preserve ISS property;
Ensure the Student's own physical or emotional safety and well-being; or
Ensure that regular operations of ISS are not disrupted.

Article 24

DISCIPLINARY SUSPENSION

Suspension is the separation of the Student from ISS for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified in the annex to the contract.

Article 25

DISCIPLINARY EXPULSION

Disciplinary expulsion is permanent separation of the Student from ISS.

Article 26

Any violation of the Code will lead to measures imposed by the school board and the school Principal. The school body will consider the degree of the measure against the violation based on the Code and the previous activities of the students, such as: grades, absence from classes and extracurricular activities, as well as the overall behaviour.

Measures imposed may be the following:

- Minor infringement - informal or official warning from the class teacher, principal or other forms of the school body;
- Five minor infringements listed in Article 7 / three minor infringements mentioned in items 1-6 thereof shall be concluded as gross misconduct, and they undergo the measure of any form of suspension as concluded by the school body or the school principal.

Article 27

If the student shows signs of improvement following the measure imposed, the measure will be cancelled, provided the infringement does not include the gross misconduct mentioned in Article 8 of the Code.

Article 28

Any infringement committed by the student will lead to immediate formal notice to the parents of the student and the notice of the actions to be taken by the school body.

President of the School Board



Nikola Subotić



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