

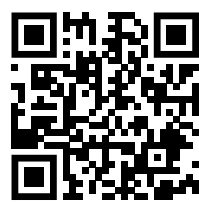


ADRIATIC  
COLLEGE

# Key principles of school behaviour for students, staff, and visitors

Частная международная школа  
Черногория, Будва

[adriaticcollege.com](http://adriaticcollege.com)



# **Adriatic College**

## **General school rules for students, employees, and guests**

Our school is a space of learning, cooperation and respect. Here, every student, teacher and employee is important and valuable. We strive to create an atmosphere where everyone feels safe, comfortable and confident and is able to develop their abilities and interests in a friendly and supportive environment.

### **We believe that:**

- **Respect for the individual** is at the heart of the relationships we build at the school. We interact with each other respectfully and with care. We believe that it is up to each of us how comfortable and friendly the school environment is.
- **Our common goal is learning.** We strive to approach learning consciously and responsibly and we let the others learn and teach.
- **Taking care of our environment** is everyone's responsibility. We treat school property with care, we maintain cleanliness and improve the school space together.
- **Safety and health** are our top priorities. We care about our own well-being and the well-being of others.

In *italics* we highlighted our wishes and vision for the school. There is no liability for not complying with these clauses, but we will be very grateful if you try to.

### 1. Interacting respectfully with everyone at school

WE DO	WE DO NOT
<p><b>We treat each other carefully and respectfully both in academic and nonacademic context.</b></p> <p><i>We can express ourselves in different ways. But in cases of conflicts and disagreements, it is important to convey our thoughts and feelings using words.</i></p> <p><i>We say "thank you" and "please", we try to say "hello" at the entrance and to greet our classmates, friends, and school staff.</i></p> <p><i>We offer our help if we feel it is appropriate.</i></p>	<p><b>We do not commit actions aimed at causing physical and psychological harm and discomfort.</b></p> <p>We do not cause pain, fight, push, spit at each other, hold someone by force, pull, etc. Not even in response.</p> <p>We do not insult, threaten, ridicule, intimidate, humiliate, tease, block someone's way, etc. Not even in response.</p> <p>We do not pursue, whisper behind backs, or organize groups directed against a person.</p> <p>In particular, we remember that age, health, ethnicity, nationality, orientation, appearance, gender, financial status and many other things cannot be a reason for judging a person. In our speech, writing, behavior, clothing and accessories, we do not use any elements that are offensive to any group, or are associated with discrimination or hatred towards any group (ageism, ableism, racism, homophobia, sexism, etc.).</p> <p>We do not use obscene language.</p>

WE DO	WE DO NOT
<p><b>We respect other people's personal boundaries.</b></p> <p>If we want to borrow someone's property, we ask.</p> <p>If we hear the word “stop” or see non-verbal signs of discomfort, we stop.  <i>And if we realize that we have caused discomfort or harm, we apologize.</i></p> <p>In common spaces, we turn down the sound from any device to quiet or wear headphones.</p> <p>We follow the principles of respectful and safe communication in social networks and messengers.</p> <p><i>We also ask you to remember that there are a lot of us, and everyone gets tired of the noise. Let's aim at making it possible for other people to feel comfortable around us.</i></p>	<p>We do not touch another person against their will.</p> <p>We do not take or move other people's things without their permission. And if you find a lost item, you need to take it to the reception: it is someone else's.</p> <p>A game in which someone is uncomfortable or hurt is a bad game and must be stopped.</p> <p>We do not write anonymous messages, impersonate other people, spam, add others to chats without their consent, etc. We do not read, listen to or watch messages that are not intended for us personally. We do not write about other people without their consent. We do not share private correspondence of any kind without all the participants' consent, except in cases where it is needed for an investigation of violations of the school rules or the law.</p> <p>We do not take photos, videos, or record audio with other people in it without their consent. We do not distribute any photos, videos or audio with other people in it without their consent.</p> <p><b>Note:</b> the school can produce photo and video content on its territory, at school events, on school trips. These materials can be displayed at the school, put on the school's website and the school's social networks. In</p>

WE DO	WE DO NOT
	emergency situations they can be presented to parents or handed over to the police. Photos and videos of children whose parents signed the relevant refusal form are not displayed or posted in the public space.

If anyone, in any way, makes you feel uncomfortable or unsafe, or causes harm to you or your property, tell your homeroom teacher or any adult you trust. There's nothing wrong with it: you have the right to defend yourself, and telling an adult is the only right way to do it.

Also, you have the right to ask questions about anything you do not understand and seek help and support from your homeroom teacher, school psychologist, or any adult.

## 2. Learning. And letting others learn and teach

WE DO	WE DO NOT
<p>We show up to classes on time.</p> <p>We remember that during a class, it is the teacher who guides the process, unless the teacher has transferred this right.</p> <p>Teachers set the rules of behavior in their classes within reasonable limits: seating, how to answer, what can be on the desks, etc.</p> <p>During a class, the teacher has the right to not allow students into the classroom or ask them to leave, but only on the condition that the students are supervised by another adult and/or are assigned specific activities and a place outside the classroom.</p> <p>We follow the instructions of the teacher, work and communicate within the given topic and format.</p> <p>We are responsible for finding out our homework on time, doing it even if we miss classes for valid reasons, and asking for help if necessary.</p> <p>We observe the deadlines set by the teacher for the academic tasks.</p> <p>We observe the principle of academic honesty: we do not pass off someone else's work, fragments of someone else's work, someone else's thoughts and ideas as our own. Including the content generated by artificial intelligence (chat GPT, etc.)</p>	<p>We do not miss classes, including class assemblies, without a message from the school medical specialist or parents.</p> <p>We let ourselves and others learn: in class, we do not talk with other students, distract them, make noise or move around the classroom, etc., unless it was suggested by the teacher. We do not disrupt classes.</p> <p>We do not eat in class.</p> <p>We do not film, photograph or record audio with other people without their permission.</p> <p>We do not start packing our things or leave until the teacher says the class is over (and we ask the teachers not to delay students unnecessarily).</p> <p><i>We try to minimize the noise near the classrooms with ongoing classes.</i></p>

WE DO	WE DO NOT
During class, we put aside mobile phones and any other gadgets, including headphones and keep them where the teacher has asked us. We use them only on teacher's request or for medical reasons.	

If you disagree with a teacher's decision or find a teacher's behavior unacceptable, let your homeroom teacher, school psychologist, or other adult you trust know.

If you are tired or feel sick, inform your homeroom teacher and see the school medical specialist if necessary.

You can leave class if you need to go to the restroom or to drink. The rules for leaving are determined by teachers for their classes. The teacher cannot deprive you of restroom and water breaks, but may in some cases impose restrictions (for example, ask you to go one at a time) if there are reasons to believe that you are abusing these opportunities to skip part of the class. If you need to leave the classroom repeatedly or for a long time, contact the school medical specialist and ask him to tell the teacher that you need special conditions (you do not have to give the teacher the details, a confirmation from the medical specialist is enough). If you think the teacher's decision is unfair, talk to the homeroom teacher, school psychologist, or other adult you trust.

### 3. We handle school property with care

#### and share responsibility for our common space

The school strives to provide students and employees with everything necessary for learning and comfortable co-existence at the school. And it is important for us that each of us takes care of school property and space.

WE DO	WE DO NOT
<p>We leave all areas of the school as we find them:</p> <ul style="list-style-type: none"><li>- we arrange the tables and chairs as they were,</li><li>- we return all the materials where they belong,</li><li>- throw the garbage out,</li><li>- clean any mess we made,</li><li>- wipe the board.</li></ul> <p>We eat our meals only in the canteen. <b>Note:</b> snacks can be eaten in corridors, classrooms and in the school yard. Drinks are allowed anywhere.</p> <p><i>We ask you to be careful with sugary drinks. If you accidentally spill them, please clean up after yourself or tell the administrative support staff.</i></p>	<p>We do not spoil or break school property. This includes:</p> <ul style="list-style-type: none"><li>- slamming or forcibly pulling doors,</li><li>- touching school computers and projectors without permission of school staff,</li><li>- putting anything on the walls without coordinating it with the student support department (room -11).</li></ul> <p>Please note that sticky objects (adhesive tape, sticky toys, stickers, etc.) leave stains on white walls.</p> <p>If we accidentally spoil or damage a part of a building, furniture or other school property, we inform a teacher or the administrative support staff.</p> <p>We do not misappropriate school property.</p> <p>We do not take what does not belong to us out of classrooms, the library, etc. without asking an adult.</p>

#### 4. We care about safety and health

WE DO	WE DO NOT
<p>If we feel unwell, we go to the school medical specialist, homeroom teacher, or the administrative support staff. The teacher has the right to insist that a student visits the school medical specialist.</p> <p>We comply with the recommendations of the school medical specialist related to anti-epidemiological measures, limiting contacts with other students, and other recommendations that safeguard the health and comfort of other students and staff.</p> <p>We can be in the gym, open the windows, go to upper sports courts, terraces and balconies only with permission or accompanied by adults (you can take the initiative in finding an adult who would accompany you).</p> <p>After classes, we leave the school in the way agreed with the parents and at the time agreed with them.</p> <p>If you are not a school employee or a student, you can visit the school, but only by prior arrangement with a homeroom teacher or administrative staff. This also applies to school graduates.</p> <p><i>We wash our hands before eating.</i></p>	<p>If we have symptoms of contagious diseases (cough, runny nose, skin rash, fever, nausea, vomiting, diarrhea, etc.) we do not come to school and inform the homeroom teacher. Students who find themselves at school with such symptoms are sent home or asked to wait for their parents in quarantine in the medical office.</p> <p>We do not leave the school until the end of classes, extracurriculars or extended day groups (except for IB DP students).</p> <p>Please note that we can only be in the area designated for waiting for school buses while waiting for the bus and with an adult. We approach the bus only when it has fully stopped and opened its doors.</p> <p>We do not perform actions that endanger life and health, both our own and others': we do not jump over steps on the stairs, roll down the stairs, hang over windows and stair railings, play with sockets, move fire extinguishers, lock doors without the permission of an adult, etc.</p> <p>We do not bring dangerous items and substances to school: weapons, sharp objects (except for school supplies), flammable and explosive substances (including party pyrotechnics), poisonous and narcotic substances, alcohol.</p> <p>We also ask you not to bring toy weapons or imitate the sounds of shots or explosions.</p>

WE DO	WE DO NOT
	On school grounds, we do not use alcohol or drugs. We don't smoke. We do not use vapes or any other devices for smoking or vaping. We can not be on school grounds under the influence of alcohol or drugs.

These rules apply to school grounds, school trips, and school events.

We ask all school staff to stop and prevent the violations you witness. In case of serious violations, please inform the homeroom teacher.

We remind you that provoking, encouraging, instigating or forcing others to violate school rules is also a violation.

Disregard for these regulations will lead to disciplinary measures specified in the Parents' Agreement with the school, the Protocol of Actions in Case of Gross Physical Violence or by decision of the Academic Council, up to expulsion from the school.



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