**CODE OF CONDUCT**

**FOR STUDENTS, STAFF AND PARENTS OF STUDENTS**

**I GENERAL PROVISIONS**

**Article 1**

This Code of Conduct regulates mutual relationships between students, staff, parents of students and other persons in the school, taking care of relations of understanding, respect and development of positive atmosphere in the school, closely provides for obligations and responsibilities of students, staff, parents of students and other persons in the school who use the school services, and sets out the ground rules for behavior at Ruđer Boškovic High School with student dormitory (hereinafter the school).

**Article 2**

Respect and enforcement of this Code provide smooth running, increased safety of students, preservation of school ‘s property, general and working discipline, which contribute to the better success of students, reputation of the school, and create foundations for better and more advanced working conditions.

**Article 3**

Any discriminatory actions, as well as party organisations at the school are forbidden.

Activities of sects are also forbidden in the school.

**Article 4**

Students, staff, parents of students and other persons are obliged to behave, first of all, in accordance with the Rules on protection and safety of students during the accomplishment of the educational work and other activities organized by the school, as well as to ensure the implementation of these measures.

**Article 5**

Every student or employee who does not comply with the Rules of protection and safety of students is violating the work obligation.

**Article 6**

Relationships between professors, other employees in the school and students, should be based upon mutual trust, understanding and cooperation in realization of the educational role of the school.

**Article 7**

Activities aimed at threatening, belittling, discriminating or singling out individuals or groups of individuals on the basis of their racial, national, ethnic, linguistic, religious background or gender, physical and psychological characteristics, developmental impairments and disabilities, health condition, age, social and cultural origin, financial status or political views as well as encouraging or not preventing such activities, and other types of activities stipulated by the law prescribing the prohibition of discrimination, shall be prohibited in an institution.

Discrimination of an individual or group or individuals shall imply each and every direct or indirect, covert or overt exclusion or limitation of rights and freedoms, unequal treatment or failure to act or unjustified differentiation through lax discipline or giving precedence.

Special measures introduced for the purpose of achieving full equality, protection and progress of disadvantaged persons or groups shall not be considered as discrimination. (Article 44 of the Law on Fundamentals of the System of Education)

**Article 8**

Physical, psychological and social violence; abuse and neglect of children and students; corporal punishment and insults, sexual abuse of children and students and staff shall be prohibited in an institution.

Violence and abuse shall imply all forms of once or repeatedly inflicted verbal or nonverbal conduct which results in real or potential hazard to health, development and dignity of a child, student or an employee.

Neglect or careless treatment shall imply the omission on behalf of the institution or an employee to provide conditions for a child’s or student’s proper development.

The institution shall be obliged to immediately file a complaint with a competent authority if signs of violence, abuse or neglect are perceived.

The physical violence for the purpose of paragraph 1 of this Article shall imply: corporal punishment of children and students by employees and other adults; conduct which can lead to real or potential bodily harm being inflicted on a child, student or an employee, violent behavior of an employee towards children, students or other employees as well as violent behavior of a student towards other students or employees.

The psychological violence, for the purpose of paragraph 1 of this Article, shall imply conduct resulting in temporary or permanent impairment of psychological and emotional health and dignity of a child, student or employee.

The social violence, for the purpose of paragraph 1 of this Article, shall imply the exclusion of a child or student from a peer group and different forms of social activities in the institution.

Each and every form of violence and abuse, as stated in paragraph 2 of this Article, on behalf of a student or parent or guardian or an adult against a teacher, preschool teacher, psychologist/pedagogue and other employee shall be prohibited in an institution.

Criminal procedure shall be launched against a parent or child’s guardian or a student for the violation of the prohibition as stated in paragraph 8 of this Article (Article 45 of the Law on Fundamentals of the Education System).

**II CODE OF CONDUCT FOR STUDENTS, RIGHTS OF STUDENTS AND EDUCATIONAL AND DISCIPLINARY MEASURES FOR UNALLOWED FORMS OF BEHAVIOR**

**Article 9**

The rights of students are fulfilled according to positive international agreements and conventions and the Law, and the school is responsible to provide their fulfillment, especially in terms of:

* Quality educational work,
* Acknowledgement of personality,
* Support for an overall development of personality and support to particularly expressed talents and their affirmation,
* Protection from discrimination and violence, abuse and negligence,
* Timely and complete information related to the issues important for the schooling,
* Information regarding the rights and obligations of students,
* Taking part in the work of the school bodies, following this and the special Law,
* Freedom of teaming up into various groups, clubs and the organisation of the students

parliament

* Making remarks and submitting complaints regarding a mark and fulfillment of other rights based on the education,
* Initiating re-evaluation of student’s obligation in education process unless the rights from the previous points have not been fulfilled,
* Fulfillment of other rights based on education.

**Article 10**

A student, his or her parent or legal guardian can submit a complaint to the principal of the school in case of an inappropriate behavior of an employee of the school toward the student within 15 days from the date the case occurred.

The principal is obliged to consider the complaint and, in consultation with the student, his or her parent or legal guardian, make a decision with 15 days upon receipt of the complaint.

The school employee is obliged to report to the principal, or the School Board, violation of the student’s rights.

**Article 11**

Should a student learn that he or she has been denied a certain right, except for the rights established by the Law, he or she shall seek for the protection of these rights from the principal of the school, with the help of the homeroom teacher and the school psychologist.

Should a student be the subject of an injury or material damage, he or she has the right to report it to the teacher on duty in order that appropriate measures are undertaken and for compensation for damage.

**Article 12**

A student is responsible only for the violation of obligation that was, at the time of violation, prescribed by a special law or general act.

The educational and disciplinary measure may be pronounced to a student only for the violation of obligation committed during a school year.

A pedagogical and disciplinary procedure shall be an emergency procedure and shall be initiated by virtue of the principal’s official conclusion. The official conclusion shall contain information on the student, description of the more serious violation of the student’s obligation, time, place and manner of execution and adequate proof thereof.

The conclusion shall be submitted to the student or his/her parent or legal guardian, the homeroom teacher, psychologist/pedagogue, or a corresponding expert team.

For more serious violations of student’s obligations and the violations of prohibition from Articles 44 and 45 of the Law on Fundamentals of Education, the school must instigate educational and disciplinary procedures and inform the parent or legal guardian of the student about the undertaken procedure.

During the educational and disciplinary procedure the student, in the presence of his or her parent or legal guardian, as well as other participants and witnesses, must undergo a hearing and may issue a written statement.

The educational and disciplinary procedure is instigated by the principal latest within 30 days for more serious violations of student’s obligations or violations of prohibitions from Article 44 and 45 of the Law and it is ended by an order. Before the order has been passed, facts relevant to the passing of the order must be established.

**Article 13**

The school praises students for their contribution to the accomplishment of a better discipline in a class, for development of good interpersonal relations based on mutual understanding and cooperation in and outside the classroom.

**STUDENT’S OBLIGATIONS**

**Article 14**

When exercising his/her rights, a student may not threaten others in exercising their rights:

A student is obliged to:

* Regularly attend classes, gain knowledge and skills, through all the forms of educational work carried out in the school;
* Arrive at school on time, and get ready for the beginning of classes (in the classroom, in the school laboratories, with required school kit);
* Behave in a disciplined manner in the classroom and other rooms during the classes, exams or other forms of educational work that are organised and carried out by the school (accepting professor’s requirements as to the seating schedule during the classes, respecting communication rules at the class…)
* Behave decently during lunchtime at the school restaurant;
* Behave decently towards other students and all employees at the school;
* Refrain from disturbing classes, and leaving the class without previously being granted the permission to do so from the teacher;
* Keep safe the student’s record book, certificates and other public documentation issued by the school;
* Show to a parent, or legal guardian a student’s record book and letters from the homeroom teacher and teachers informing the parents about the work and behavior of the student, school’s planned activities, etc.;
* Take care of his or her school kit and equipment;
* Take care of tidiness and hygiene of the schools rooms he or she spends time at;
* Keep safe from damage the schools property and property of other organisations where part of the programme of the school’s educational work is taking place;
* Wear the school’s uniform prescribed by general school’s acts;
* Inform the school’s management of the preparations and competitions agenda if he or she does sports;
* Timely justify absences from classes;
* Be vigilant of the environment and act in accordance with the rules of environmental ethics.
* Respect the rules of descent behavior also when he or she is not at school.

**Article 15**

Relations between the students should be based on tolerance, mutual cooperation and support, fellowship, friendship, acknowledgement and respect of personality.

Mutual misunderstanding and conflicts students should solve at the homeroom council mediated by the homeroom teachers, a professor on duty and the school’s phychologist.

Their remarks regarding the work of professors and employees in the school, students may comment at the homeroom meetings, in a private conversation with the school’s phychologist, director of studies and the principal, and may present them through their representatives to the School Board.

The students’ council or other body having the jurisdiction according to the Law, may deal with work evaluations of employees.

Mutual misunderstandings between teachers and students are dealt with by the principal in cooperation with the school’s phychologist.

**Article 16**

A student is forbidden to:

* Carry weapons, tools and all other means capable of jeopardizing or hurting another person and damaging the school’s property;
* Bring in, or use alcohol, opiates, narcotics and other psychoactive substances that may endanger the health of students;
* By physical force willfully solve mutual conflicts;
* Smoke inside the school premises;
* Voluntarily leave classes and other activities in which the student is obliged to participate;
* Use a mobile phone or an electronic device that may disturb the class;
* Enter the teacher’s assembly hall and other official rooms without being invited and approved;
* Stay in the school’s hallways during classes;
* Encourage religious, national, gender, sexual, racial or any other intolerance;
* Team up for political action;
* Express physical and verbal aggressiveness (insults, slanders, etc.);
* Disrespect the rhythm of daily activities.

**Article 17**

A class monitor is obliged to:

* Prepare teaching aids necessary for the class;
* Inform a teacher of a student’s absence;
* Take care of a classroom tidiness;
* Report any damage of school’s or student’s property, especially to report to the teacher on duty or the homeroom teacher identified deficiencies before the class.

**Article 18**

A student who is behaving inappropriately rude and aggressively towards other students, employees and third persons is subject to disciplinary responsibility.

**Article 19**

Being late for classes for which a student does not have an appropriate justification shall be considered as unjustified absence from class.

**Article 20**

If a student is absent from the first class, and a parent or legal guardian has not notified the school of the absence, the professor will submit a list of absentees from the first class to the technical secretary, and the technical secretary shall call the parent (or the legal guardian) to check reasons for student’s absence.

A one-day absence from classes shall be justified by a parent or legal guardian, through a personal conversation with the homeroom teacher.

A parent, or legal guardian, is obliged to justify student’s absence immediately and latest within three days upon absence.

With regards to absences longer than one day, a justification is needed.

With the expiry of deadlines from paragraphs 2 and 3 of this Article, absences are considered unjustified and the homeroom teacher is obliged to enter them into the journal and to notify the student’s parents or legal guardians.

**EDUCATIONAL (PEDAGOGICAL) AND DISCIPLINARY MEASURES**

**Article 21**

Violations of student’s obligations may be minor and more serious.

For a violation of student’s obligations, educational (pedagogical) and disciplinary measures are ordered.

An educational and disciplinary measure is ordered for a year in which a violation of student’s obligation took place.

A student may be responsible for a minor violation of obligation established by the general act of the school and for more serious violation which at the time of commitment was prescribed by the Law on Fundamentals of Education System, and for a violation of prohibition from Articles 44 and 45 of the Law on Fundamentals of Education System (Article 7 and 8 of the Code of Conduct).

For a violation of student’s obligation the following measures may be ordered:

1) For a minor violation of student’s obligations, the educational (pedagogical) measure – a warning, aggravated warning of the homeroom teacher or aggravated warning of homeroom teachers council, in accordance with the general legal document of the school;

2) For a more serious violation of the student’s obligation, the educational (pedagogical) and disciplinary measure – aggravated warning by the principal and aggravated warning by the teachers’ council, while for the secondary school students this measure shall be suspension from school or boarding school;

3) For the violation of the prohibition as stated in Articles 44 and 45 of this law the educational (pedagogical) and disciplinary measure:

* An aggravated warning by the principal or aggravated warning by the teachers’ council;
* Transfer of a fifth to eighth grade student to another elementary school on the basis of the teachers council’s decision with parents’ or caregiver’s and the transferring school’s approval;
* For the secondary school students - suspension from the school or boarding school.

The educational (pedagogical) measure shall be pronounced to a student for a minor violation of obligations without conducting an educational (pedagogical) and disciplinary procedure.

**Article 22**

Minor violations of student’s obligations include:

* Unjustified absence from classes for up to 25 classes during a school year;
* Frequently being late for classes or leaving classes earlier without a consent of the professor;
* Non-compliance with the rules of conduct in the school prescribed by the Code of Conduct for students, employees and parents of students and with other legal documents of the school;
* Indecent conduct towards other students, professors and other employees of the school;
* Inappropriate conduct in the school and the schoolyard;
* Careless attitude toward the work, teaching aids, school’s property, and property of other organisations at the time of part of educational work taking place or during organised visits;
* Undisciplined conduct in the classroom or other premises of the school during classes, exams, as well as during other forms of educational work within sports, cultural and other activities;
* Inappropriate clothing in the school or other organisation during the school activities;
* Misuse of doctor’s justification;
* In other cases established by the general act of the School.

**Article 23**

 More serious violations of student’s obligations include:

* Destruction, damage, hiding, taking out, corrections or additions to data in the records kept by the school or another organization or body;
* Corrections or additions of information in a public document issued by the school or a body, or in a document issued by another organization;
* Destruction or theft of school property, property of an enterprise, entrepreneur, another student or employee;
* Encouraging, assisting and giving another student as well as using himself/herself alcohol, tobacco, narcotics or psychoactive substances;
* Bringing to the school or another organization weapons or other objects capable of jeopardizing or hurting another person;
* Non-compliance with the student safety rules and measures;
* Using cell phones and other electronic devices for the purpose of violating the rights of others or cheating in the assessment procedure;
* Unjustified absence from school classes and other forms of educational work for more 25 classes during a school year, of which for more than 15 classes after a written notification to a parent or legal guardian issued by the school.

**Article 24**

By the special Decision of the Parents’ Council number 183 reached on 15 December 2004, verified by the School’s Board, regarding conducts anticipated by the previous article (which at the time of reaching the decision by the Parents’ Council were provided for by Article 25 of the House Rules for the school’s students), the principal may pronounce the following sanctions:

* Temporary suspension for 5 working days,
* Referral to consultative classes for the secondary school students.

By the decision of the Teacher’s Council, a student may be denied to go on an excursion due to an inappropriate conduct on the previous excursion, or inappropriate conduct in the school.

**Article 25**

 The pronounced educational and disciplinary measure must be in proportion to the violation of obligation committed, taking into account all the circumstances under which the violation has been committed.

A resolution on pronouncement of a measure for more serious violation of student’s obligations should include:

* First name and family name of a student who has been pronounced a measure;
* A form of a measure pronounced,
* Date of the violation of obligation,
* Date of the pronouncement of the educational and disciplinary measure,
* Reasons for pronouncement of the educational and disciplinary measure.

The student, his/her parent or caregiver shall have the right to file an appeal to the School Board against the pronounced pedagogical and disciplinary measure within a period of three days from the day the decision has been delivered.

The School Board shall decide on the appeal within 15 days from the day of submission. The appeal shall have a suspensive effect on the execution of the principal’s decision.

**III CODE OF CONDUCT FOR PROFESSORS (TEACHERS) AND OTHER EMPLOYEES IN THE SCHOOL**

**Article 26**

In their work, professors (teachers) and all employees of the school should establish relationships with students, their parents and other persons, based on respect, tolerance, understanding and avoidance of conflicts.

Insulting, ignoring and every expression of intolerance amongst employees are not allowed.

**Article 27**

A professor (teacher) is obliged to:

* By his/her professional knowledge ensure attainment of knowledge and skills of a student that are in compliance with the student’s intellectual and age-related characteristics, previously acquired knowledge and special abilities;
* Plan all forms of educational work that he/she is carrying out;
* Actively participate in the work of the expert school bodies;
* Respect and implement decisions of the Teachers’ council and other expert and management bodies of the school;
* Arrive to the school latest by 10 minutes before the beginning of classes and other forms of work;
* Welcome students in the classroom when the class begins and leave the classroom after the end of the class;
* Coordinate activities related to a project he/she is an author or mentor of;
* Keep timely and complete records, in accordance with the Law;
* Welcome and present with records a person performing supervision work of the school, as well as parents or legal guardians of students;
* Timely notify the school management of absence from work, in order that a substitute teacher is arranged;
* Use the school’s inventory and equipment for official purposes;
* Gain principal’s consent to take the working materials outside the school;
* Be held accountable for the school’s property in a classroom/cabinet during classes;
* Respect the duty schedule;
* Report possession and use of alcohol and psychoactive substances;
* Come to classes properly dressed and neat.

A professor (teacher) in the school is forbidden to:

* Endanger and do physical and psychological harm to integrity of students and other persons;
* Bring to school weapons, tools and other objects capable of hurting, jeopardizing life and damaging school’s and personal property;
* Express national, religious, racial and sexual intolerance;
* Carry out political organizing and work in the school’s premises;
* Carry out unauthorised change to data in the records, or school’s document, by erasing, adding, correcting, crossing out, or omitting data;
* Willfully solve mutual conflicts by use of physical force;
* Use and encourage the use of alcohol and psychoactive substances;
* Smoke inside the school’s premises, except for in those that are intended for smoking.

**Article 29**

A teacher on duty is obliged to:

* Arrive to work at least 20 minutes before the beginning of classes;
* Properly keep the book of duty and enter in it changes that are relevant for the functioning of the school;
* Ensure smooth implementation of classes;
* Inform the school management of teachers not coming to classes in order to provide a substitute teacher;
* Take care of students’ behavior during his/her duty time.

**Article 30**

A head teacher on duty is responsible for realisation of duties of other teachers on duty.

**Article 31**

A homeroom teacher is obliged to:

* Actively follow the overall work and behavior of students of his/her class, based on which he/she praise and suggests for rewards, or instigates procedures for establishment of disciplinary responsibility and pronouncing educational and disciplinary measure;
* Properly keep the working journal, or register of students and other prescribed documentation of educational work and timely submit it to the principal or assistant to the principal of the school;
* Follow realisation of educational work in his/her class and monitor related evidence;
* Keep records of student absences and timely inform parents or legal guardian, and the school management about it;
* Cooperate with parents, or legal guardians, inform them regularly of all activities undertaken by students and actively participate in solving of problems that occur during educational process;
* Take care of timeliness, completeness and appropriateness of pronouncement of an educational and disciplinary measure, and regularly inform of the same the school bodies and student’s parents, or legal guardians;
* Monitor conduct of students of his/her class during excursions, school trips, cultural and sports manifestations, and during other activities organised by the school;
* Organise activities related to the work of a homeroom council (election of students, etc.);
* In case material damage is made by students of his/her homeroom class, the homeroom teacher shall implement procedure for finding a perpetrator and compensation of the material damage to the school.

**Article 32**

Professional associates (psychologist/pedagogue) are obliged to:

* By their professional knowledge and through advisory work promote educational work in the school and extend professional support to students, parents and teachers regarding important issues for the process of education;
* Accomplish continued cooperation with students and their parents, or legal guardians;
* Submit timely reports, notes and documentation on successes and absences of students and other activities to the principal, or assistant to the principal, and deliver other obligations assigned by the principal or assistant to the principal;
* Arrive to the school latest by 10 minutes before the beginning of classes;
* Inform the school management of the absence from work.

**Article 33**

Employees responsible for administrative and financial affairs of the school are obliged to:

* Carry out their tasks prescribed by the act on a job plan consciously and within predicted deadlines;
* Arrive at work on time, properly dressed;
* Inform the school’s principal of absence from work, unless the absence is related to the official activities for the school.

**Article 34**

Employees responsible for service and technical tasks are obliged to:

* Maintain cleanliness of the school’s premises, schoolyard and sports facilities;
* Assist in the work of teachers on duty within the scope of their work;
* Carry out on duty assignments aaccording to the established schedule and in shifts, and not leave the place of duty or place of work without a permission of the school’s secretary;
* Deliver materials necessary for classes;
* Immediately notify the teacher on duty and others of material damages in the school, and disturbances of the educational process in the school;
* Take timely measures to keep order and peace in the school, in order to ensure security of students and employees and prevent material damage;
* Daily inspect all premises in the school, close windows and doors, turn the lights off, check water supply, heating and other installations;
* Check the condition of the school building and report it to persons in charge.

**Article 35**

The school shall, in accordance with its financial possibilities, reward a teacher, homeroom teacher and other employee in the school who influence the accomplishment of better achievements in educational work with students, as well as establishment of a higher understanding and cooperation in fulfillment of the educational role of the school.

**IV CODE OF CONDUCT FOR PARENTS OR LEGAL GUARDIANS OF STUDENTS AND THIRD PERSONS**

**Article 36**

A parent or legal guardian is obliged to:

* Continually cooperate with a homeroom teacher and psychologist/pedagogue of the school in accomplishment of their educational work;
* Cooperate with subject teachers;
* Monitor on a regular basis conduct, learning and success of his/her child;
* Personally inform the school of his/her child’s absence from classes, on the first day of absence (during the first class);
* Ask for a written consent of the school management in case of child’s absence from school for more than two days due to travel, family obligations, etc.;
* Regularly monitor information sent via student’s report (*bukvica*);
* Regularly attend parent-teacher conference, in case he/she is unable to attend, the parent is obliged to schedule a meeting with a homeroom teacher latest within seven days from the day of the parent-teacher conference;
* Compensate material damage made by his/her child in the school.

**Article 37**

The School cannot demand money from a student without consent from his/her parent, or legal guardian, except for when it is the case of material damage made by the student by his conduct.

**Article 38**

A person who is not a student of the school or a person who is not an employee of the school is obliged to show an identification document, official invitation or other document for identification purposes at the school’s entrance.

A person from paragraph 1 of this Article must not stay in the hallway and other premises of the school or disturb the work, but he/she is directed by the teacher on call to the room for reception of third persons.

A person who is not employed in the school may be directed to the school’s principal, secretary, psychologist and other employees only if they have an appointment with the mentioned persons or if school’s principal, secretary, psychologist and other employee agree to receive that persons.

The School’s principal, secretary, psychologist and other employees are informed of arrival of the person from the previous paragraph by on call professor, on-call school cleaner or security person.

**FINAL PROVISIONS**

**Article 39**

If a student or an employee does not act in accordance to provisions of this Code of Conduct, he/she is committing a violation of a work obligation for which an educational and disciplinary, or a disciplinary measure shall be pronounced in a manner prescribed by the Law and general documents of the school.

**Article 40**

This Code shall enter into effect within 8 days after being published on the noticeboard of the school.

**Article 41**

The principle shall be authorised and responsible for the implementation of this Code.

In Belgrade

18 October 2011

 For the school

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Manager Mladen Šarčević, the General Manager