

# European Azerbaijan School



## Student Code of Conduct (Secondary)

Revised by the Director, Principals, Deputy Principals, IB coords, Teachers and approved by the Board of Trustees

**October 2025**

# European Azerbaijan School

## Student code of conduct (Secondary)

### Introduction

The Secondary Student Code of Conduct establishes a framework for developing, refining, and implementing a culture of discipline conducive to learning at European Azerbaijan School (EAS). This framework is built on school-wide positive behaviour support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their fair and consistent implementation. The importance of a school-wide positive behaviour support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.

### General Principles

1. All students, as members of European Azerbaijan School, recognize the pride associated with being an EAS member and understand their responsibilities both inside and outside the school. They conduct themselves respectfully and responsibly.
2. The current rules apply to the entire school premises, all school-hosted events and when students are representing the school elsewhere. Students who infringe these rules and regulations are to be held accountable for their actions

**Successful school discipline and behaviour is based on these key principles:  
Our key behaviour principles are designed to encourage student engagement and enable them to focus on their own development, both academically and personally.**

- By providing engaging, effective instruction and strong positive classroom management, the school provides students with a strong framework.
- We focus on preventing misbehavior before it starts and applying effective interventions as needed, with an emphasis on student responsibility and accountability.
- School safety, academic achievement and personal growth are fostered by encouraging staff to build positive relationships with students and stay actively involved in their learning and development.
- Students will be informed of and follow all emergency protocols during drills and any emergency situations.
- We uphold high behavior standards through teaching, modeling, and monitoring in a consistent, fair and equitable manner by applying the school's behaviour standards.
- We link discipline with helpful guidance and instruction to enable students to learn from their mistakes and feel positive contributors to the school community.

### Student Essential Agreements

EAS provides you with lifelong learning opportunities and we respect all individuals who may hold different values and beliefs to our own.

You have the right to:

- Learn in a safe, caring, non-judgemental, and secure environment
- Be treated equitably and with respect

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- Make mistakes, reflect and learn from your own mistakes
- Express your ideas, thoughts, and beliefs respectfully
- Be recognized and praised for actions taken as a consequence of your new knowledge.
- To be supported and encouraged throughout your personal and academic journey.

You are responsible for:

- Your own learning and progress, along with the support of your teachers
- Your own actions, decisions and choices
- Following school rules
- Being a positive role model for others
- Respecting deadlines and responsibilities
- Positively Contributing to making our school a thriving learning community
- Being on time to class and school events and activities.
- Not hindering the development and physical/mental wellbeing of others
- Respecting equipment and property of the school, of all community members, and your own personal belongings.
- Reflecting on your strengths and challenges and seeking help as needed.
- Being prepared including organization of your time and equipment

## School rules

1. The students show respect for all members of the school community by behaving politely and kindly.
2. Students use common areas such as the schoolyard, laboratory, classrooms, halls, school buses, canteen, and toilets respectfully including cleaning up after themselves and ensuring these areas are well kept.
3. The students must attend classes on time unless there is authorized permission provided or there is an emergency situation. Students must follow attendance rules, including being on time and not skipping class or school. Once at school or in a class, students cannot leave until officially dismissed and unless they have permission from the designated staff.
4. If there is any unpleasant action towards any student, a student informs the nearest adult immediately.
5. If a student witnesses a situation that may cause immediate harm directed towards themselves or others they should immediately inform the nearest adult community member.
6. In case of an emergency, which may include: medical, fire, smoke, security threat the students refer to the nearest adult immediately.
7. It is prohibited to have mobile phones and smartwatches/devices in school. On arrival students add their phones in their Yondr pouches and close them, they can be opened only after they leave the school campus. They may hand in any mobile phones and smart watches into the designated boxes if they forget their pouches.. At the end of the day, they collect these take home. They do not have any access to them during the school day.
8. If there is an emergency situation, whereby the student needs to get a message to their parent, they should approach the Student Affairs Team, who will assist them. This should be done outside of scheduled lesson time, or only with the permission of the teacher supervising.

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9. If a parent needs to get a message to their child, they may phone reception (+994124998939 ) and a message will be given. If any emergency were to arise from the parent's side, reception will pass the call to a member of Student Affairs who will be able to assist them.
10. Chewing gum is prohibited in any area on the school premises.
11. The students do not bring cigarettes, alcohol, and drugs to the school and they do not use them. Students must not bring, possess, buy/sell, share or use non-permitted substances (e.g. cigarettes, vapes, alcohol, or drugs) at any time on the school premises, on school vehicles, or when representing the school.
12. Students must follow reasonable instructions from teachers, principals, or authorized staff at all times when under their authority. Students should also give truthful information when asked; giving false information is not upholding our community values, and may lead to consequences.
13. Students must not carry, handle, or hide any non-permitted or dangerous weapons or objects on school grounds, in school vehicles, or at school events.
14. Students must not act or threaten to act in a way that could harm others, including students, staff, or anyone else on the school campus.. This includes fighting, physical/verbal violence, causing serious injury, or making threats of violence or harm.
15. The students do not involve themselves in harmful, separating, disruptive and political activities and do not carry any badge, pin, or magazine connected with these activities. Students do not participate in harmful, divisive, disruptive, or political activities, and they do not wear any badges, pins, or promote information in any form, social media included, related to such activities.
16. Students must not use obscene, vulgar or profane language, make inappropriate gestures/actions and access/share vulgar materials.
17. Students must respect others' belongings and should not take, claim or move items that belong to someone else.
18. Students must not harass others, including students, staff, guests, or people collaborating with the school. This also includes making offensive comments or actions based on sex, race, ethnicity, or religion.
19. Computers/technology is provided for student use only for teacher-assigned work in courses or programs at school therefore, students are not permitted to use their laptops without the express permission of the teachers.
20. The students wear the school uniform as outlined in the parent student handbook when they are on the school premises and when representing the school unless they are informed otherwise. When non uniform is permitted students should wear clothing that shows respect for the school context, according to the recommendations in the parent student handbook.
21. Students may not be in areas in which they have not been authorised or areas that are unsupervised.

## Consequences for misbehavior

- The student will be reported immediately to a member of the Student Affairs Team and/or the School Leadership Team.
- The incident will be recorded in the school's student management system.
- The parent or guardian will be notified immediately, if appropriate.

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- The student will discuss and in some cases complete an action plan and serve an appropriate consequence as specified by the Director, Principal and/or Deputy Principal for Student Affairs.
- Consequences will depend upon each individual incident and therefore may differ from the below, depending on the severity.

## External Suspension

EAS disciplinary policies aim to help students learn from their mistakes. External Suspension may be given when school rules are violated. If suspension is deemed appropriate, it will be for the day(s) following the incident. The parents/guardians will be contacted immediately, and a meeting will be held for all concerned following the suspension.

If a student is suspended externally he/she may be denied the opportunity to make up any missed assignment or examination scheduled on the day(s) of suspension. In those cases all missed work will not be graded and will have an impact on his/her academic record.

**Note:** Please be aware that some universities and colleges may request information regarding any school suspensions.

## Internal suspension

Internal suspension means the student remains at school but does not participate in scheduled classes or activities. The student stays in a designated suspension room and is provided with paper-based activities, either assigned by their teacher or the student affairs team. These tasks must be completed by the end of the school day. During this time, lunch and breaks are separate from other students.

Only DP/CP students are allowed to use their laptops to complete assignments if needed, under the supervision of a student affairs team member.

Students may take their assessments if there is a scheduled assessment on that day in internal suspension.

## Permanent Exclusion from activities or school

In extreme circumstances, and after careful consideration and consultation, the Principal and Director may exclude a student permanently from activities or the school.

## Concerns and Consequences

Note: Depending on the incident, differing consequences may be applied.

<i>Concern</i>	<i>Regularity</i>	<i>Sanction</i>
<b>Inappropriate appearance/non-uniform</b>	1st time	Warning Students should put on their uniform if they have it. School owned hoodies are available for loan during the day if needed. Parents are informed. If an alternative cannot be

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		found on site, parents must bring uniform to school.
Inappropriate appearance	2nd time	The student is not permitted entry to the school. Parent is informed and the parent should bring the required clothes or the student is sent home
<b>Having a smartwatch or phone during the school day (outside of a locked Yondr pouch)</b>		One day internal suspension
<b>Using an IT device without teacher's direction</b>	1st time	The device is given to the Student Affairs Team. At the end of the same school day, the device is given back.
Using an IT device without teacher's direction	2nd time	The device is given to the Student Affairs Team. At the end of the next school day, the device is given back.
Using an IT device without teacher's direction	3rd time	The device is given to the Student Affairs Team. The device will be given back to parents.
<b>Using an IT in breach of to The IT Acceptable use policy</b>		Due to the individual nature of each situation, consequences cannot be generalised and will be applied according to the incident
<b>Bullying</b>		Due to the individual nature of each situation, consequences cannot be generalised and will be applied according to the incident
<b>Disrespect towards others</b>		Student Affairs team meeting with student/s. Parents are informed
<b>Vandalism</b>		Advisor/Student Affairs team informs parents -Student should fix it if possible, if not, parents pay for the repair
<b>Inappropriate written and spoken language</b>	1st time	Warning. Student Affairs team meeting with student
Bad language	2nd time	Detention (lunch or after school depending on severity)
Bad language	3rd time	Suspension depending on severity
<b>Fighting</b>		Suspension depending on severity.

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<b>Taking photos/videos of others on the school campus without permission and/or using a personal device</b>		Suspension/Exclusion depending on severity.
<b>Bringing tobacco/Smoking/Vaping</b>		Suspension or exclusion depending on severity
<b>Bringing/Using alcohol</b>		Exclusion
<b>Bringing/Using drugs</b>		Exclusion
<b>Theft</b>		Suspension or Exclusion
<b>Skipping a school activity/class (including lateness of more than 15 mins)</b>		One day internal suspension. In the case of the first period, students register at reception, and lateness is recorded for follow up
<b>Chewing gum</b>		The teacher records the name - grade - date - on the spreadsheet and the student is given a lunch detention
<b>Unsafe behaviour</b>		Due to the individual nature of each situation, consequences cannot be generalised and will be applied according to the incident