

## **High School Code of Conduct**

High School students are expected to conduct themselves in accordance with school regulations regarding discipline both in, and traveling to and from school. We expect students to be responsible for their own behavior and not to interfere with the learning opportunities of others. We encourage students to exercise self discipline and to respect the rights of others.

Parents, we ask that you give your active and positive support to this Code of Conduct. In order for us to maintain a safe and orderly environment for all students, it is critical that you give your support to school and classroom rules and consequences.

### *Beliefs*

The staff at the FIS has developed a discipline programme based on the belief that:

- Students, parents and school share the responsibility for creating the best possible learning environment.
- Student behaviour/conduct which interferes with student learning or with teacher instruction is unacceptable.
- All students are entitled to a safe, enjoyable and rewarding school experience.

At the FIS we aim to encourage positive behavior and uphold values which promote spiritual, moral, cultural and mental development in our students.

We aim to:

- Develop in students a sense of self-discipline and an acceptance of responsibility for their own actions, thus enhancing their self esteem.
- Promote the development of student's courtesy, honesty, respect and tolerance for others.
- Develop in students the understanding and skills that will enable them to work and play in co-operation with others.
- Foster respect for other people's rights, abilities, property and beliefs.

We are concerned with behavior for the following reasons:

- Society depends on a disciplined community.
- Students need discipline for their own well-being.
- A disciplined environment facilitates effective teaching/learning.

## ***Code of Student Behaviour***

As the United Nations Committee on the Rights of the Child state in their General Comment No 1 on the aims of education:

“Racism and related phenomena thrive where there is ignorance, unfounded fears of racial, ethnic, religious, cultural and linguistic or other forms of difference, the exploitation of prejudices, or the teaching or dissemination of distorted values. A reliable and enduring antidote to all of these failings is the provision of education which promotes an understanding and appreciation of the values reflected in article 29 (1)2, including respect for differences, and challenges all aspects of discrimination and prejudice”.

Education remains at the heart of promoting anti-racism, both from the perspective of fostering intercultural societies respectful of difference, and in addressing the legacy of disadvantage and discrimination experienced by ethnic and religious minorities in society today. The FIS is prepared to meet this need and to be able to demonstrate inclusion and equity in the process and content of its educational system. The FIS school community (students, staff and parents) gives unconditionally support to the maintenance of an inclusive learning environment. Students, parents and teachers, each in their own way, must contribute effectively to the prevention and elimination of racism, ethnic discrimination, xenophobia and related intolerance.

It is our belief that the students and staff at the FIS have the right to a safe and friendly environment that fosters respect for each other and is free from verbal and physical aggression.

Unacceptable behaviour includes but is not limited to the following:

### ***Harassment: Malicious***

Definition: Harassing another person because of that person’s race, religion, colour, gender, age, national or ethnic origin, disability, political beliefs, marital status, sexual orientation, or social and family background. Such harassment may include any slurs, innuendoes, or other verbal or physical conduct reflecting on an individual’s race, religion, colour, gender, age, national or ethnic origin, disability, political beliefs, marital status, sexual orientation, or social and family background which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual’s work environment; has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation; or otherwise adversely affects an individual’s educational opportunity. Such harassment is prohibited on school grounds, on school transportation, during school sponsored activities/events/field trips, or

through the use of data or computer software that is accessed through a computer, computer system, or computer network at the FIS.

Students have a responsibility to promptly report any occurrence of harassment.

Consequences:

1. Out of school suspension from school in accordance with the High School Code of Conduct
2. Notification of parents/guardians in accordance with the High School Code of Conduct
3. The victim or the parent/guardian of the victim, if such is a student, will be given notification of the opportunity to speak to the school authorities regarding the pursuit of criminal charges against the perpetrator.

### ***Harassment: Sexual***

Definition: Undesired sexual behaviour towards another; unwanted or repeated verbal or physical sexual behaviour that is offensive and objectionable to the recipient, causes discomfort or humiliation, or creates a hostile environment. The following type of conduct by any adult or student constitutes sexual harassment: creating a hostile environment with sexually harassing conduct which can include unwelcome sexual advances; or other verbal, nonverbal or physical behaviour of a sexual nature that is sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment.

Students have a responsibility to promptly report any occurrence of harassment.

Complaints should be direct to the HS Principal, stating the act(s), state the date(s), state the name(s) of witnesses. Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, with respect to legal obligations and with the necessity to investigation the allegations. Claims found to be factually supported will be promptly acted upon.

Consequences:

1. Violation of the sexual harassment policy by a student is grounds for disciplinary action up to and including expulsion and may result in criminal penalties being imposed.

## **Harassment: Bullying**

Definition: Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action(s) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team. Examples of types of bullying may include, but are not limited to, the following examples.

- Physical bullying includes, but is not limited to, punching, shoving, poking, strangling, hair pulling, beating, teasing, kicking, punching, or excessive tickling.
- Verbal bullying includes, but is not limited to, such acts as malicious name calling, teasing, or gossip.
- Emotional (psychological) bullying includes, but is not limited to, rejecting, wronging, extorting, defaming, humiliating, black-mailing, diminishing personal characteristics (such as race, disability, ethnicity or perceived sexual orientation), manipulating friendships, isolating, or ostracizing.
- Sexual bullying includes, but is not limited to, many of the actions preceding as well as exhibitionism, voyeurism, sexual propositioning, abuse involving actual physical contact, or sexual assault.
- Cyber-bullying includes web-based bullying or bullying using any form of electronic media.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counsellor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past.

Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behaviour they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behaviour toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

### Consequences

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, and/or expulsion.

### **Physical aggression/fighting**

- One or more students using violence towards another person
- Two or more students using violence towards each other

### **Dangerous behaviour**

- Acting in a manner that can cause injury and/or harm to oneself or others, i.e. play fighting, throwing objects.
- Harmful objects and substances (including drugs and objects according to the German Drug Act (*Betäubungsmittelgesetz*) and the FIS's Tobacco, Drug, Alcohol and Weapons Policy).
- Bringing harmful substances or objects onto school premises.
- Being at school under the influence of drugs and/or alcohol (refer to the FIS's Tobacco, Drug, Alcohol and Weapons Policy).
- Stealing and taking something without the owners consent
- Damaging school property
- Misusing, defacing or destroying school property and/or other people's belongings

## **Intimidation**

- Use of profanity.
- Swearing, rude and vulgar language and gestures.
- Disrespect towards members of staff and /or other students. Includes verbal, visual, or physical harassment by an individual or group.
- Defiant behavior towards an adult (ignoring walking away, using a rude tone of voice)
- Sexual, racial, cultural discrimination or insensitivity.

## **Academic honesty**

- Direct and indirect forms of plagiarism (refer to the section on plagiarism and the IB guidelines on plagiarism).
- Malpractice in school and external (IGCSE, PSAT, ACT, SAT and IB) examinations.

## **Consequences/Disciplinary Action**

When inappropriate or unacceptable behavior does occur, students must expect to face the consequences of their actions. The purpose of the disciplinary procedure is threefold:

1. To make the individual aware of the fact that they are responsible for their behavior.
2. To serve as a deterrent thereby protecting students from the negative actions of others.
3. To help the student make a genuine effort to modify his/her behavior.

Consequences and disciplinary actions include:

- Informal student conference with teacher.
- Temporary withdrawal of privileges.
- Formal student conference with teacher.
- Parent contact by phone.
- Parent/Teacher/High School Principal conference.
- Formal student conference with the High School Principal.
- Exclusion from class. When a student's conduct/behavior warrants exclusion from class he/she will be sent to the High School Principal (or another teacher when the Principal is unavailable). This will be followed up with a conference with the Principal and a letter home to parents. Such exclusions will be recorded as an unexcused absence. As attendance is closely linked

to graduation requirements<sup>1</sup>, students whose unruly behavior continually warrants their exclusion from class will be putting their graduation at serious risk.

- Written notification to parents.
- Parent/Teacher/Director conference.
- Removal of privileges.
- Detention (Wednesday after school for one hour). Students who travel by school bus will have to make alternative arrangements. The High School Principal will inform parents in advance when a student will be serving a detention.
- Temporary suspension (this could include in-house suspension). This will be recorded as an unexcused absence.
- Expulsion.
- Notification of authorities.

Although every effort will be made to apply the disciplinary procedure in a uniform manner, the nature of the punishment must, to some extent, be co-determined by the kind of child/children involved and the severity of the behavior. The High School Coordinator and Director will be ultimately responsible for the progression of the disciplinary actions (timeframe, etc.) applied in each individual case.

### **Management of Positive Behavior**

Considerate behavior is expected at all times and this is embodied in the following school rules:

- Follow the teacher's instructions the first time.
- Put your hand up when you want to speak.
- Listen when others are speaking.
- Be kind - do not hurt others with hands, feet, objects or words.
- Be safe - use equipment sensibly and carefully and walk around school.
- Be tidy - put things away carefully after you have used them.
- Be respectful - treat others the way you would like to be treated.

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<sup>1</sup> Along with successful completion of the course requirements, the FIS insists that students should be attending, as a minimum, 80% of the classes in their respective subjects. Refer to the FIS's Policy on Attendance.

As a school we believe that students respond positively to encouragement, praise and recognition of good work by their peers and by their teachers. At the FIS we reinforce high standards of conduct, achievement and effort not only by acknowledging them in the classroom but also in a more formal manner through the following rewards/awards in different school sections:

### **Positive Reinforcement of Good Behaviour**

As a school we believe that students respond positively to encouragement, praise and recognition of good work by their peers and by their teachers. At the FIS we reinforce high standards of conduct, achievement and effort not only by acknowledging them in the classroom but also in a more formal manner through the following rewards/awards in different school sections:

- Best pieces of work on display
- Project displays
- Assemblies
- End of Year Awards/Plaques:
  - CIS International Student Award
    - *This certificate is presented to a student or group of students in recognition of his/her/their contribution to the development and advancement of internationalism in the community.*
    - *The student(s) must have demonstrated a clear commitment to sustained interaction with students of the other nationalities, languages or ethnic backgrounds in a spirit of international understanding and cooperation.*
    - *The student may be a part of a group but only one certificate will be awarded per group.*
    - *Projects should encompass efforts directed beyond participation in regular school activities.*
    - *The characteristics of projects may include whether they represent individual or group efforts to:*
      - *Creatively solve known or emerging problems*
      - *Acquire and effectively deploy knowledge or resources beyond those immediately available in the school*
      - *Directly involve peoples of other cultures and ethnic backgrounds, and political/economic systems. The student(s) must have made a genuine commitment to initiate, sustain and complete the project or activity. Schools are encouraged to nominate students who have demonstrated a commitment to using languages other than their own mother tongue during the completion of the project.*

- Manfred Langer Memorial Award

*Awarded annually to celebrate the life and contributions to the FIS of former Hausmeister and friend Manfred Langer. This award is presented to a FIS student who is especially caring and helpful to those around him/her. The student shows the willingness to support classmates and teachers, and comes to the assistance of others without being asked. In this way he/she exemplifies the qualities of Manfred Langer, who was truly a friend to our school in the early years.*