



# Code of Conduct and School Rules.....



# Code of Conduct and School Rules

## **Policies on student behaviour**

The Vienna International School policies on student behaviour are stated in the VIS Board of Governors Policy Manual. The policies require the management and staff of the school to develop and promote a Code of Conduct which provides a clear and consistent set of expectations to ensure a safe and healthy environment for all students, staff and visitors.

More specifically, the VIS Board of Governors policies related to student behaviour include

- Policy number 7.500 – Student Behaviour
- Policy number 7.510 – Suspension and Dis-enrolment
- Policy number 7.530 – Student Substance Abuse
- Policy number 7.540 – Dangerous Objects and Materials

Overall, the key policy which guides the daily learning and working relationships is *Policy number 7.500 – Student Behaviour*.

## **VIS Board of Governors Policy number 7.500 – Student Behaviour**

*Students attending the School are expected to abide by the Code of Conduct and in such a fashion that their behaviour will reflect favourably on the individual student and School, will show consideration for other members of the School community and will contribute to a positive School atmosphere.*

*The school recognises that learning about appropriate behaviour is a developmental process. It is expected that teachers consistently assist students to learn about responsible behaviour through strategies which include:*

- *listening to students, and developing mutually respectful relationships*
- *providing engaging, challenging and achievable learning programmes*
- *giving constructive and positive feedback about students' achievements*
- *praising appropriate behaviour and giving encouragement to develop self-discipline*
- *acknowledging improvements in performance or behaviour, and recognising success.*

*To support these expectations, the management and staff are charged with the responsibility to develop, maintain, communicate and enforce the necessary policies, a written Code of Conduct and other rules as required to guide student development. These elements of student development are to be in line with existing Austrian Law and Statutes. These will be included in the Staff and relevant Parent-Student Handbooks and updated as necessary with the appropriate participatory input from staff, students and parents.*

*In order to effectively and consistently apply and reinforce the student development guidelines, the management and staff will develop, apply and review annually, and communicate as needed, student behaviour guidelines.*

*The Code of Conduct, the School Regulations and also any other school rules brought to the attention of students and parents are binding. These rules complement the Board of Governors Policy Manual. The Board of Governors Policy Manual takes priority over other policies, including the Code of Conduct in the case of discrepancies.*

## **The VIS Code of Conduct**

It is important to note that the focus for a *positive school atmosphere* and *student behaviour* is *student development* which means that our approach to discipline is educative and involves students learning about behaviour and self-discipline in a range of situations. The VIS Code of Conduct is designed to enable students and staff to focus on the development of positive behaviour and attitudes to learning and relationships. A foundation value embodied within the Code of Conduct is the value of *respect*, and includes *respect for self*, *respect for others*, and *respect for our environment*.

### **The Code of Conduct is underpinned by the following principles:**

- the school will provide a safe, secure and success-orientated environment for all students
- modelling, reinforcement and rewarding responsible behaviour are key to enabling students to develop responsible behaviour and attitudes
- parents and the school will keep in close communication to support the development of responsible behaviour
- all behaviour has consequences and inappropriate behaviour will be met with logical consequences which are fairly and consistently applied.

## **The VIS Primary School Code of Conduct**

**We show respect for ourselves**

**We show respect for others**

**We show respect for the environment**

Classes use this Code of Conduct to develop agreements which govern their behaviour and model these principles.

## The VIS Secondary School Code of Conduct

The Code of Conduct and School Rules are designed to enable students and staff to focus on the development of positive behaviours and attitudes to learning and relationships.

Code of Conduct	School Rules
<p>We show <b>RESPECT FOR OURSELVES</b> and</p> <ul style="list-style-type: none"> <li>• care for our health and safety</li> <li>• are self disciplined</li> <li>• show pride in personal appearance</li> <li>• are ready to learn and engage in learning</li> <li>• are honest with ourselves and others</li> </ul>	<ul style="list-style-type: none"> <li>• Carry student identification card</li> <li>• Secure personal property carefully</li> <li>• Attend school and lessons on time</li> <li>• Do not leave school without permission</li> <li>• Wear clothes appropriate for school</li> <li>• Bring equipment and materials needed for learning</li> <li>• Maintain academic honesty standards</li> </ul>
<p>We show <b>RESPECT FOR OTHERS</b> and</p> <ul style="list-style-type: none"> <li>• protect the rights of others to learn</li> <li>• actively listen and cooperate</li> <li>• are courteous and helpful</li> <li>• use appropriate language</li> <li>• resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate with teacher requests and instructions</li> <li>• No harassment or physical or cultural abuse</li> <li>• Keep the 'airspace rule'</li> <li>• Show courtesy in language and behaviour</li> <li>• No cigarettes, alcohol or illegal drugs</li> <li>• No dangerous items or weapons</li> <li>• Use telephones and players courteously</li> </ul>
<p>We show <b>RESPECT FOR OUR ENVIRONMENT</b> and</p> <ul style="list-style-type: none"> <li>▪ take pride in the environment</li> <li>▪ meet expectations</li> <li>▪ use resources and property carefully</li> <li>▪ represent our school positively</li> </ul>	<ul style="list-style-type: none"> <li>• Show care for school equipment and materials</li> <li>• Food is only eaten in the Dining Room or outside</li> <li>• Place all litter in bins</li> <li>• Gum chewing is not allowed</li> <li>• Protect the environment inside and outside the school</li> <li>• Model the Code of Conduct with others in the community</li> </ul>

## **School Rules**

Both the Primary and Secondary sections of the school have developed rules linked to the Code of Conduct and, according to the age of the children, are appropriately described in classroom discussions and notices, in the Student Diary, and in the *Parent Handbook*. The school rules support the rights of students and staff to learn, teach and work in a safe, supportive and productive environment in formal learning programmes and all activities and events associated with the school. The rules include:

### **Carry student identification card**

All Secondary students must carry their VIS student ID card (Schülerschein) at all times.

### **Secure personal property carefully**

#### ***Lockers***

Every Secondary student is issued with a locker. Secondary Students must provide their own strong lock. Combination locks are best avoided. School bags, clothing and other personal possessions must be kept in lockers when not in use. Lockers must not be exchanged or shared. Lockers should be kept clean and tidy and free from stickers or markings. Primary students keep their belongings in classrooms, kivas and in storage cupboards.

#### ***Valuables***

Students are discouraged from bringing valuable articles and large sums of money to school. The school cannot accept responsibility for the loss of such items. Parents are asked to attach name labels to school clothing and assist students to secure money and valuables carefully.

#### ***Skateboards and roller blades/roller shoes***

These items must not be used on or near the campus and should be stored in lockers or kivas during the school day.

#### ***Bicycles, motorcycles, automobiles***

- Bicycles must be parked and locked in the designated area.
- The school car park cannot accommodate student or parent motorcycles or automobiles and the public car park and adjacent roads should be used by students or parents.

### **Attend school and lessons**

Students must attend school unless ill or detained by urgent personal or family matters. Absences must be explained by parents by providing a note in writing or by phoning the Primary or Secondary Office. It is expected that students will be 'on time' for all lessons. See also *Attendance and lateness*.

### **Do not leave school without permission**

Students who must leave the campus during the school day may be excused by a written note from parents. In the Secondary School, the excuse note should be presented to the Deputy Head before students report to their first class. A Deputy Head will issue a special 'pass' to be stamped at the Secondary Office and presented to the Security staff at the gate. In the primary school the note will be presented to the class teacher. When leaving the school, students will present the note to the primary school secretary and sign out in the Primary Office.

### **Wear clothes appropriate for school**

It is expected that students will dress for school with appropriate consideration and respect for the differing cultures and beliefs within our school community. As a learning community our school is similar to a formal work place and clothing and shoes should also support the safety requirements of the various areas for learning. Caps or hats for other than religious reasons should not be worn during lessons. All students must dress appropriately for the weather. ELC to Grade 1 students must have a change of clothes and underwear kept at school and in winter a snow suit and

appropriate shoes. ELC to Grade 1 students will not be permitted outside to play in snow without appropriate clothing including snow suits and boots.

### **Bring equipment and materials needed for learning**

It is expected that students will be prepared for learning with all the necessary equipment and materials required for a particular lesson. Students are also expected to use their diary to record items that need to be brought to school.

### **Maintain academic honesty standards**

The VIS is committed to high standards of academic honesty. This means that all work should be based on the student's own ideas, and that the work and ideas of others should be acknowledged with appropriate references and citations. See also *Academic honesty policy*.

### **Cooperate with teacher requests and instructions**

To protect the safety and security of all individuals, and the fundamental right of all students to learn, students are expected to cooperate fully with teacher instructions and requests.

### **No harassment or physical or cultural abuse**

Harassment, physical or verbal abuse, bullying, aggressive behaviour and fighting are not acceptable within the VIS community.

### **Keep the 'airspace rule'**

To show respect for various cultures and differing values, students are expected to keep the 'airspace rule' and not show inappropriate affection or contact towards other students.

### **Show courtesy in language and behaviour**

Abusive or inappropriate language and behaviour are not appropriate within the VIS community.

### **No cigarettes, alcohol or illegal drugs**

Students may not bring or consume cigarettes, cigarette lighters, matches, alcohol or illegal drugs on the school campus or when representing the school during activities or events.

### **No dangerous items or weapons**

The bringing of potentially dangerous items or weapons, or materials or replicas which may be used to threaten or harm others is not permitted. Potentially dangerous items or materials should never be brought to school.

### **Use telephones and players courteously**

In Primary mobile phones should be switched off before school and left off during the school day. In Secondary mobile phones ("handies") and music players should only be used before and after school and at break times.

### **Show care for school equipment and materials**

Students who mark, deface, break or destroy school property will be responsible for cleaning, repairing, or replacing the damaged items.

### **Food is only eaten in the Dining Room or outside the buildings**

- Primary students eat their snacks in the classroom, supervised by class teachers.
- Secondary students are not permitted to eat or drink in classrooms or anywhere in the building except in the Dining Room.
- The only exceptions are the drinking of water in classrooms or a specific teacher-supervised activity.
- There is no water allowed in classrooms where there are computers or in classrooms where science experiments and practicals are taking place.
- During special events food may be consumed in specified areas of the school provided that proper procedures are followed.

### **Use of the Dining Room**

The Dining Room is used by over 1000 people each school day. Cooperation between those using the facility, those supervising the facility, and those preparing the food is essential to maintain satisfactory levels of comfort and cleanliness. All students are required to follow the Dining Room rules:

- Grade 11 and 12 students may use the Dining Room during study periods provided that they do not use seating areas needed by the Primary School, and give priority to Primary students using the facilities. Grade 11 and 12 students must not enter the Dining Room between 12:45 and 13:00 to enable Middle School students to use the facilities and seating
- Grade 9 and Grade 10 students may not enter the Dining Room until 13:00 unless permission is given by the supervising teacher
- Students may not take trays, plates and utensils from the Dining Room
- Primary Dining Times:  
11:20 – ELC, 11:30 – Grade Primary, 11:35 – Grade 1, 11:45 – Grade 2, 11:55 – Grade 3,  
12:05 – Grade 4, 12:10 – Grade 5

### **Place all litter in bins**

Students are expected to show care for the VIS and wider environments and dispose of litter appropriately.

### **Chewing gum is not permitted**

The chewing of gum is not permitted on the VIS campus.

### **Protect the environment inside and outside the school**

All students are expected to demonstrate respect for the local and wider environment and endeavour to reduce the use of materials and resources, and reuse and recycle as many consumables as possible.

### **Model the Code of Conduct with others in the community**

Courtesy and showing respect to all people in the school community is an expectation for all. Both at school and beyond, behaviour should reflect positively on the individual and our school community.

### **Consequences**

A key principle of in the Code of Conduct is that *all behaviour has consequences*. To support student learning about positive behaviour consequences need to be

- logical and related to the behaviour
- appropriate to the age of the student and seriousness of the inappropriate behaviour
- consistently and fairly applied.

Consequences are planned to assist students to learn from the experience in order to ensure that they are able to make more responsible behaviour choices in future. Some consequences that may be used to support students to learn about self-discipline and responsible behaviour include:

### **Behaviour management in the classroom**

#### **Initial incident**

Initial incidents of inappropriate behaviour or failure to meet the expectations of the teacher are usually managed with a request for cooperation or verbal warning and reinforcement of the expectation which must be met.

#### **Repeated incidents**

Repeated incidents of inappropriate behaviour may be addressed by the teacher by applying a consequence directly linked to the nature of the student's behaviour. To support students to take responsibility for their behaviour an Incident Report or Behaviour Reflection Sheet may be used to enable students to consider their actions and choices.

## **Communicating with parents**

In cases of inappropriate behaviour, poor subject performance, or to provide positive feedback the teacher may inform parents using one of several means of communication including a note in the Student Diary, telephone call or email.

## **The Interim Report (Secondary School)**

The Interim Report may be used to inform parents about significant occurrences of:

- inappropriate behaviour
- academic concerns and underachievement
- recognition of student contribution, achievement or commendable progress.

## **Deputy Head and Grade Team involvement (Secondary School)**

If the Deputy Head and Grade Team receives three consecutive Interim Reports for a particular student or there has been an incident of a more serious nature, it may be addressed by

- counselling with the student
- conference with the student and parent
- further possible consequences including:
  - requirement for Daily Reporting of behaviour in all lessons
  - behaviour change plan or contract
  - referral to Counsellor
  - mentoring by staff member or another student
  - referral to Head of School.

## **Behaviour management outside the classroom**

Inappropriate student behaviour outside the classroom is addressed by duty teachers and other staff who observe the behaviour. In the case of more serious or persistent incidents students complete an Incident Report in the Secondary School or a Behaviour Reflection Sheet in the Primary School. These processes enable students to reflect upon their actions and choices. The incident is followed up the Grade Coordinator, a Deputy Head or Head of School.

## **Suspension from school**

If students persist with inappropriate behaviour or if the inappropriate behaviour is of a more serious nature, the student may be suspended from school.

The purposes of suspension include:

- a temporary withdrawal of the student's privilege of belonging to the school
- a warning sign that unacceptable behaviour must change
- an opportunity for the student to think about their conduct away from peers or the situation that they may be reacting to at school
- a formal suspension meeting with the student and parents to enable a "new start" with improved understanding about the unacceptable behaviour, improved student commitment, very clear expectations and a warning of possible further consequences if inappropriate behaviour is not changed.

## **Dis-enrolment**

Dis-enrolment is an extreme measure which is used when other available school resources are inadequate to cope constructively with student misconduct, criminal acts or excessive absence. The Director may dis-enroll students from school for serious or repeated misconduct when other means of correction, including suspension, fail to bring about acceptable behaviour.

## **Developing positive behaviour**

Developing positive behaviour is an essential part of learning about being a member of a family, school and community. As children grow and develop this learning is a continuous process which requires guidance, coaching and support to reward appropriate behaviour, and change less

effective or inappropriate behaviour. Working together parents and teachers support children to learn about behaviour and self-discipline according to their age and stage of development.

It is necessary to communicate the foregoing detailed descriptions about behaviour policies, the Code of Conduct and School Rules to all students and parents. However, it is important for parents to know that the incidence of seriously inappropriate behaviour at VIS is extremely rare. The school regularly receives commendations from the wider community about the exemplary way that VIS students represent themselves and their school. Indeed, the vast majority of students model appropriate and positive behaviour both at school and in activities and events outside of school. The school appreciates the support that parents provide for their children in learning about appropriate behaviour in a range of home, school and community situations, and always welcomes parents' involvement to help ensure the best possible learning opportunities for all students.

