

International School of Stuttgart e.V.

Code of Behavior

Student Conduct

Students are expected to conduct themselves in accordance with this Code of Behavior regarding discipline both in and traveling to and from school and at school sponsored events and activities. 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 Behavior. 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.

School-Wide Rules

1. Treat others the way you want to be treated.
2. Be respectful of other people and their property.
3. Respect each person's right to learn.

Code of Student Behavior

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

The following behavior is unacceptable:

- Physical Aggression/Fighting
 - one or more students using violence towards another person
 - two or more students using violence towards each other
- Dangerous Behavior
 - acting in a manner that can cause injury and/or harm to oneself or others, i.e. play fighting, throwing dangerous objects
- Harmful Objects and Substances (including drugs according to the German Drug Act)
 - bringing harmful substances or objects onto the school premises
 - being at school under the influence of drugs and/or alcohol
 - refer to the ISS Policy on Drugs and Smoking for more detailed explanation
- Stealing
 - taking something without the owner's consent
- Damaging School Property
 - misusing, defacing or destroying school property or other people's belongings
- Intimidation
 - one or more students threatening or coercing a student to do something he/she does not wish to do
- Use of Profanity
 - swearing, rude/vulgar language or gestures
- Disrespect Towards Member of Staff and/or Other Student
 - includes verbal, visual or physical harassment by an individual or a group
- Defiant Behavior Towards an Adult
 - ignoring, walking away, using a rude tone of voice
- Disturbing the Learning Environment
 - actions or words which prevent students from learning to a significant degree

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 students 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 child make a genuine effort to modify his/her behavior.

Consequences and Disciplinary Actions include:

- informal student conference with teacher
- time-out
- temporary withdrawal of privileges / additional work
- formal student conference with teacher
- parent contact by phone
- parent/teacher conference
- formal student conference with Director
- written notification to parents
- parent/teacher/Director conference
- removal of privileges
- detention
- temporary suspension
- expulsion
- notification of authorities

Although every effort is 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 Director will be ultimately responsible for the progression of Disciplinary Actions (time frame, etc.) applied in each individual case.

Code of Behavior – Smoking Policy

Because smoking has been determined to be detrimental to health, the school adopts the following policy:

- ISS discourages smoking on its campus
- Smoking is prohibited in school buildings
- Smoking is prohibited for students under the age of 16. Between the ages of 16 to 18, students may smoke in designated areas with signed parental permission.

Code of Behavior – Alcohol Policy

In general, legal alcohol consumption by students is a family matter. The school expects self control and responsible behavior in that context.

The drinking or possession of alcohol by students at the school or under the auspices of the school is forbidden. Permission to use alcohol is given only by the director upon specific occasions and under strictly limited conditions.

Despite the director's permission, students must be at least 16 years of age and have written parental permission for a specific occasion. It must be legal for them to drink at that age in the geographic location in which the drinking is done. Students may only drink a moderate amount as defined by the chaperone(s) and only wine or beer. Spirits may not be consumed. Any breach of these regulations will result in suspension or expulsion of the student and may result in disciplinary proceedings.

This policy is predicated upon a high level of trust given by parents and the school to the student. For that reason, students who abuse it will be subject to disciplinary measures ranging from suspension of future travel to expulsion from the school.

ISS is prepared to help a student to receive professional assistance should the student have an abuse problem with alcohol. Therefore, in situations where students seek assistance (or friends seek assistance for the student) prior to a violation of the policy, the situation will be handled as a counseling rather than disciplinary situation.

Code of Behavior – Drug Policy

The International School of Stuttgart is committed to providing information for students and their families in the area of substance abuse. We recognize that the distribution, selling, trading, or possession of drugs is illegal in Germany and may entail legal consequences. The International School of Stuttgart will not tolerate the distribution, selling, trading, possession or use of drugs in any form by students on school property or while participating in any school sponsored activity, including arrival or attendance while under the influence of drugs taken elsewhere. The following rules supplement our Code of Behavior.

- 1) Drugs, as covered herein, are all drugs in the sense of the German Drug Act (*Betäubungsmittelgesetz*) in particular any narcotic, stimulant, depressant and/or hallucinogen taken in any manner.
- 2) Students suspected of violating the policy or use or possession of drugs in any form while on school property or while participating in any school sponsored activity or field trip or during any time when it could be considered that the student is under the supervision of the school will be subject to disciplinary procedures as outlined in the ISS Code of Behavior.
- 3) The school's preference is to help a student to receive professional assistance should the student have an abuse problem with drugs or other substances. In situations where students seek assistance (or friends seek assistance for the student) prior to a provable infraction of the policy, the situation will be handled as a counseling rather than a disciplinary issue. The parents will be informed if deemed necessary.
- 4) The distribution, trading, selling, and possession of drugs is a serious legal offense. Students engaged in these activities will be expelled and the police will be notified. Readmission may be considered after receipt of appropriate results from drug testing. In such cases, the school will require further drug testing as well as regular counseling for the student.
- 5) Exceptions:
 - i) This policy specifically excludes the use of any drug or medicine used in accordance with a physician's prescription. Cases involving regular use of medicines must be brought to the attention of the school staff.
 - ii) The school reserves the right of its employees to maintain the confidentiality of information regarding drug use in cases where students have sought counsel. Exceptions may be made where it is considered that the student's health is in danger.
 - iii) As is true in all disciplinary situations, the school reserves the right to take action on infractions that take place off campus.

Code of Behavior – Computer Usage Policy

Philosophy

Access to the Internet is provided to ISS students for many reasons:

- To allow students to conduct research using the latest technology
- To create information literate students
- To allow students to communicate with others around the world
- To provide an additional dimension of instructional support with information that is current
- To teach students to find, organize, and limit information
- To provide students with skills for the future (i.e. Computer literacy and info management)

Intranet and Internet Rules

- Students are responsible for good behavior on the school computer network.
- The network is provided for students to conduct research and to communicate with others. Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Individual users of the computer network are responsible for their behavior and communications over both the Intranet and the Internet.
- Network storage areas will be treated like school lockers. Network administrators or computer teachers may review files and communications to maintain system integrity and to insure that the users are using the system responsibly. Users should not expect that files stored on the server or emails sent from the school always be private. In addition users should assume that a network administrator will periodically check the history of the sites each user has visited.
- Students will be responsible for their actions on the Internet and will be held accountable according to the ISS Code of Conduct and the laws of the Federal Republic of Germany. The International School of Stuttgart will assume no liability in the case of illegal activity on the part of a student.

The following are not permitted:

- Installation of personal software on computers
- Using the Internet for purchasing items
- Accessing or distributing obscene, profane, pornographic, sexually explicit or illegal material
- Using others' passwords
- Trespassing in others' folders, work or files
- Sending offensive messages or pictures
- Using obscene language
- Damaging computers, computer systems or computer networks
- Playing Internet games

Consequences/Disciplinary Action

- First violation will result in loss of Internet access for an indefinite period of time and possible suspension from school.
- A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to the Internet and the Intranet, as well as suspension from school, in accordance with the ISS Code of Behavior.
- Students and their families will be liable for any financial damages resulting from misuse of the Internet at the International School of Stuttgart
- When applicable, the police may be involved.