

# Behavioral Policy

## Why?

Our behavioral policy serves to ensure, support and develop our school's mission statement.



**Belong:** Students are encouraged to build respectful relationships, to make everybody feel welcome to be part of HPC Schools and to fight all forms of discrimination.

**Engage:** Students are encouraged to develop intercultural competence and make our school a truly multicultural learning environment.

**Grow:** Students are encouraged to develop a behavior which is beneficial for learning at our school and furthermore enables them to become global citizens who actively contribute to making our world a better place.

## Link to the IB Learner Profile

Since we aim to develop IB learners, we expect our students to behave according to the IB Learner Profile attributes as well.

### Communicator:

Our students are respectful communicators with each other, with parents, teachers and all school staff and furthermore all students and teachers of other school branches on our campus.

### Caring:

Our students behave in a way that always take into consideration how their behavior could affect others and how they could contribute to developing a positive learning atmosphere.

### Principled:

Our students know school rules and respect them.

### Balanced:

Our students develop a healthy lifestyle supported by teachers and group activities.

### Open-minded:

Our students abstain from all forms of discriminatory actions and actively develop a climate of inclusion.

### Reflective:

Our students reflect on their behavior, learn from mistakes and improve their behavior for the future.

### Risk-taker:

We highly appreciate students leaving their comfort zone trying out new experiences and thus contributing the school community and their own personalities.

## What we expect from our students?

We expect students to support our school mission and to align with the IB LP.

### All students are expected to

1. communicate respectfully using polite forms and second names with teachers.
2. align with all school policies.
3. care for school property.
4. develop a healthy lifestyle, not smoking on school premises including entrances.
5. follow the school's current hygiene rules.
6. abstain from substance abuse – no drugs, no alcohol at school following German legal regulations.
7. contribute to a positive learning environment, no disturbance of lessons.
8. follow principles of academic honesty.
9. attend all lessons and school-related events being punctual.
10. not disturbing/entering classes being in lesson before the respective teacher officially ends that lesson.
11. leave e-scooters and bicycles locked at the school entrance at all times.
12. store phones in the prescribed places during the lessons and only use their electronic devices for school-related purposes.
13. politely follow the instructions given by teachers from other school departments on campus (e.g. no using phones in the Realschule corridors).
14. not showing physical affection during lessons and respecting norms of appropriate behavior on school premises.

### Behavior during online learning phases.

15. 2020/21 and the outbreak of the COVID-19 pandemic have forced teaching staff to think about behavior during phases of online learning.
16. good student behavior during online lessons is crucial to the overall success of lessons and how effectively students learn. Online lessons should be treated in the same way as face-to-face lessons. Students are expected to be punctual and make their presence known. Students can only leave the call when the teachers say that class is over. They are expected to follow the chat flow and get involved in the lesson.
17. they are to be available for the phases of the lesson when the teacher expects them to be online. At the Prep Class level, they are expected to be present for the duration of the class(es). If they need to leave the call for any reason, they should inform the teacher.

### Actions taken by school in case of breaches:

What if a student comes late:

- Teachers start their lessons in time even if some students are still missing
- Students arriving late:
  - Marked „late“ in attendance sheet

- Students must enter the room quietly, sit down directly and start working
- If lateness disturbs the effectiveness of a lesson (decision made by teacher):
  - Behaviour note sent to parents
  - Students are sent to the library until the beginning of the next lesson
- Students arriving late for an assessment:
  - Student must enter quietly and has to finish the assessment in the remaining time

What if a student disturbs the lessons:

- disrespectful behaviour (such as not answering the teacher, disrespectful comments, doing homework for other subjects, etc.) or behaviour that disturbs the effectiveness of the lesson (decision made by teacher)
  - first time: student gets a warning from the teacher or supervisor or the class
  - if behaviour does not improve or is repeated:
    - students are sent out of the lesson and have to go to the Head of School/DP or MYP Coordinators (or the librarian if the others are not available)
    - students have to sign a slip of paper, sent to parents and uploaded to OpenApply
    - students get an additional task to do: handwritten essay (700 words) based on the IB Learner Profile explaining what went wrong and how the behaviour will be improved in the future in relation to the IB LP. Word count must be written on the work at the end.
    - student has to go back to the person they got the paper slip from and this person signs that the essay was completed
    - only then, the student is allowed to get back into the class
    - at the end of the lesson, the subject teacher sends a behaviour note via ManageBac to homeroom teacher and parents. In any case, if a student was sent out of class
    - student is expected to revise everything they have missed on their own outside of lesson time
- If a student is sent out more than once, further steps are taken.

Further steps:

1. If behavioral issue is repeated or the case is very severe, a behavioral note with inviting parents and student for a meeting (online, phone or face-to-face) with homeroom teacher will be issued. The subject teacher can be involved if needed
2. If behavioral issue is repeated, a behavioral note with inviting parents and student for meeting (online, phone or face-to-face) with homeroom teacher and Head of HPC International School/coordinator will be issued. Furthermore, a plan for improvement of behavior is agreed on and if necessary, a probation time for the student is set
3. If applicable, scholarships can be retracted and the school reserves the right not to issue any recommendation letters for university application
4. If behavior issue is repeated, the student can be excluded from school

The Head of HPC International School reserves the right to start the process at any point deemed appropriate including the last step if it is necessary for the well-being of the school community.



## Behavior during assessment and IB examinations

The expected behavior and the school's actions regarding behavior during school-internal and IB-related assessments are stated in our assessment policy.